

Regular School Board Meeting
Monday, July 10, 2023 5:30 PM

Austin High School Annex Recital Hall
205 4th Street NW, Annex Door #1
Austin, MN 55912

Agenda

1. Call to Order/Roll Call
Speaker(s): Chairperson
2. Pledge of Allegiance
3. Approval of Agenda (Action)
Speaker(s): Chairperson
4. Delegations
5. Superintendent's Report
Speaker(s): Dr. Page
6. School Board Reports
7. Consent Agenda (Action)
 - 7.A. Regular meeting minutes of 06/12/23
 - 7.B. Special meeting minutes of 6/26/23
 - 7.C. Personnel report
 - 7.D. Bills for payment
 - 7.E. Treasurer's report
8. Request approval of 2023 Truth in Taxation hearing date (Action)
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
9. Request approval of LEA (Local Educational Agency-Title grants) representative for 2023-24 (Action)
Speaker(s): Superintendent Page
10. First reading of new policies
 - 10.A. 621 - Literacy and the READ Act
 - 10.B. 624 - Online Instruction
11. Request approval of policies modified to reflect 2023 MN legislative changes (Action)
 - 11.A. 102 - Equal Educational Opportunity
 - 11.B. 418 - Drug-Free Workplace/Drug-Free School
 - 11.C. 419 - Tobacco-Free Environment
 - 11.D. 424 - License Status
 - 11.E. 425 - Staff Development and Mentoring
 - 11.F. 506 - Student Discipline
 - 11.G. 507 - Corporal Punishment and Prone Restraint
 - 11.H. 509 - Enrollment of Nonresident Students
 - 11.I. 514 - Bullying Prohibition Policy
 - 11.J. 515 - Protection and Privacy of Pupil Records
 - 11.K. 516.5 - Overdose Medication (New Policy)
 - 11.L. 532 - Use of Peace Officers and Crisis Teams
 - 11.M. 534 - School Meals Policy
 - 11.N. 601 - School District Curriculum and Instruction Goals
 - 11.O. 602 - Organization of School Calendar and School Day

- 11.P. 603 - Curriculum Development
- 11.Q. 604 - Instructional Curriculum
- 11.R. 613 - Graduation Requirements
- 11.S. 616 - School District System Accountability
- 11.T. 618 - Assessment of Student Achievement
- 11.U. 620 - Credit for Learning
- 11.V. 708 - Transportation of Nonpublic School Students
- 11.W. 709 - Student Transportation Safety Policy
- 11.X. 806 - Crisis Management Policy
- 12. Reminder of School Board study session scheduled for Monday, July 24, from 2:30 - 5 pm in the District Office Conference Room.
- 13. BOARD TO ENTER CLOSED SESSION (Action)
- 14. Negotiations update
Speaker(s): Exec Dir of Finance and Operations Andrew Adams and HR Director Sue Stark
- 15. BOARD TO ENTER OPEN SESSION (Action)
- 16. Adjournment

Delegations

Reminder that each presentation is limited to five minutes and no response, reaction nor action shall be taken by the board during the delegation portion of the meeting. The School Board will also not hear complains about individual school employees or permit discussion of such matters in an open meeting. Those complaints must be submitted in writing to school administration. Profanity and use of other inappropriate language will not be permitted.

Registered Delegation:

- Dan Wilson

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

REGULAR MEETING

Independent School District No. 492

Monday, June 12, 2023 5:30 pm

Annex Recital Hall

205 4th Street NW, Austin, Minnesota

MEMBERS PRESENT: Kathy Green Don Leathers
Carolyn Dube Peggy Young
Cece Kroc Superintendent Dr. Joey Page

MEMBERS ABSENT: Carol McAlister and Evan Sorenson

MEETING CALLED

TO ORDER: Chairperson Green called the meeting to order at 5:30 p.m. in the Annex Recital Hall.

AGENDA APPROVED: A motion was made by Leathers, seconded by Dube and carried unanimously to approve the agenda as printed.

**PUBLIC HEARINGS/
TAX ABATEMENTS
APPROVED:**

Executive Director of Finance and Operation Andrew Adams provided an overview of the tax abatement request from Elite Choice Builders for new home construction project (duplex) at 3009 and 3011 15th Ave SW, with an estimated project valuation of \$650,000. A motion was made by Young, seconded by Dube and carried unanimously to approve the request.

A motion was made by Kroc, seconded by Young and carried unanimously to approve the tax abatement request from Bigelow & Lennon for new home construction located at 1307 17th Street NE, with an estimated project valuation of 355,000.

Dube made a motion, seconded by Young and carried unanimously to approve the tax abatement request from Bigelow & Lennon for new home construction located at 1803 12th Avenue NE, with an estimated project valuation of 314,000.

**PUBLIC HEARING –
REFERENDUM**

RENEWAL: Andrew Adams provided an overview of the new legislation allowing school districts to renew current operating levy referendums without voter approval. The public was invited to share public comment; however, there were no members of the community that addressed the board.

DONATION

PRESENTATION: Bonnie Rietz and Mary Anne Wolesky, representing the Common Chords Committee, presented AHS Band Teacher Christoph Dundas with a check for \$3,195 for the APS Music Program representing the proceeds from the recent Minnesota Orchestra event.

SPRING SPORTS/ACTIVITIES

RECOGNIZED: Several spring season coaches and advisors provided highlights of their spring season.

DELEGATION: State Representative Patty Mueller presented a recap of the recent legislative session.

**SUPERINTENDENT'S
REPORT:**

Dr. Page extended his congratulations to CEO teacher Emily Hovland and her students on a terrific year. He also thanked Matt Schmit and his staff for an outstanding job on the commencement ceremony and congratulated our graduates. He noted APS was the recipient of two Grow Your Own Grants, noted buildings will be closed for the Juneteenth holiday, and shared how proud he was of the work being done by District Leadership Team members and thanked them for their participation in Monday's leadership retreat. The annual MSHSL video was shared with the board and community.

**SCHOOL BOARD
REPORTS:**

Board members provided highlights of the various school events they have participated in this past month.

MINUTES APPROVED:

A motion was made by Leathers, seconded by Young and carried unanimously to approve the regular meeting minutes of 5/8/23, study session minutes of 5/22/23 and special meeting minutes of 5/31/23 as printed.

(MINUTES ARE ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

**PERSONNEL REPORT
APPROVED:**

Leathers made a motion, seconded by Young and carried unanimously to approve the following personnel items:

Administration:

Contracts for Approval – Michelle Baker, dean of students, effective 7/1/23 and Kane Malo, assistant principal, effective 7/1/23

Certified Staff:

Contacts for Approval – Fairy Apolo, grade 4 teacher, effective 8/21/23; Denise Bailey, REACH teacher, effective 8/21/23; Jessica Bednar, grade 4 teacher, effective 8/21/23; Stephen Jewett, counselor, effective 8/21/23; Wendy Kosel, SPED teacher, effective 8/21/23; Zachary Langreck, counselor, effective 8/23/23; Katie Lindsay, ECFE teacher, effective 8/21/23; Ashley McLauren, behavior interventionist, effective 11/7/22; Jesse Synoground, social studies teacher, effective 8/21/23; Adrian Vela, grade 1 teacher, effective 8/21/23; Kendra Ward, math teacher, effective 8/21/23; Megan Watt, social studies teacher, effective 8/21/23; Samantha Wells, phy ed teacher, effective 8/21/23; Hunter Wentz, grade 2 teacher, effective 8/21/23 and Kjirsten Zahn, music teacher, effective 8/21/23

Requests for Leave – Michelle Baker, grade 4 teacher, effective 8/21/23-5/29/24; McKenzie Decker, grade 1 teacher, effective 8/21/23-9/29/23; Erin Heinlen, SPED teacher, effective 11/27/23-2/23/24; Jackie Thompson, EL teacher, effective 10/20/23-1/15/24, Kelly Tapp, elementary teacher, effective 23-24 school year; and Leah Worke, SPED teacher, effective 10/10/23-12/1/23

Resignations – Jessica Brandt, instructional coach, effective 6/1/23; Jackie Chapman, speech therapist, effective 6/1/23; Nicole Fuller, math teacher, effective 6/1/23; Candice Haugen, ECSE teacher, effective 6/1/23; Eliza Kelly, language arts teacher, effective 6/1/23; and Julia Kranz, counselor, effective 6/1/23

Non-certified Staff:

Contracts for Approval – Tasha Block, SPED para, 7 hrs/day, effective 8/24/23; Paige Byers, SPED para, 7 hrs/day, effective 8/24/23; Sherri Grimley, noon supervisor, 3 hrs/day, effective 4/10/23; Steve Johnson, electrician, effective 4/10/23; Ryan Lott Gardner, Kids Korner aide, 3 hrs/day, effective 5/30/23; Michelle Martinez Garza, SPED para, 6.5 hrs/day, effective 8/24/23; Kaya Nelson Neilon, summer Kids Korner aide, 7 hrs/day, effective 5/31/23; Ayleen Ramirez, SPED para, 6.75 hrs/day, effective 5/9/23; Diane Slowinski, Kids Korner aide, 7 hrs/day, effective 6/1/23; Steffanie Stundahl, Readers Café, 3 hrs/day, effective 6/12/23; and Bridgett Talamantes, summer Kids Korner aide, 7 hrs/day, effective 5/31/23

Requests for Leave – Robin Butkowski Garcia, Success Coach, effective 5/22/23-6/1/23 and Serethia Nipp, food service helper, effective 2023-24 school year

Resignations – Carla Boisjolie, REACH para, effective 6/1/23; Andrew Brede, noon supervisor, effective 5/4/23; Lisette Cortes Mendoza, ABE data specialist, effective 6/1/23; Clarissa Madden, SPED para, effective 6/1/23; Brittany Manges, SPED para, effective 6/1/23; Danita Mathias, SPED para, effective 6/1/23; Othogi Obang, Success Coach, effective 6/1/23; Nakya Reeves, REACH counselor, effective 6/1/23; Mee Tee Reh, Success Coach, effective 6/1/23; Pray Sharpoebyar, para, effective 6/1/23; Araiha Shropshire, SPED para, effective 6/1/23; Steffanie Stundahl, ECFE assistant, effective 6/1/23; and Adrian Vela, Success Coach, effective 6/1/23

Retirements – Sheila Harrington, SPED para, effective 6/1/23 and Gail Subra, media assistant, effective 6/1/23

Termination – Colette Lillibridge, nurse, effective 6/1/23

(A COMPLETE COPY OF THE PERSONNEL REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

BILLS APPROVED:

A motion was made by Leathers, seconded by Young, and carried unanimously to approve the bills for payment as of 6/12/23.
(A COPY OF THE BILLS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

TREASURER’S REPORT:

Leathers made a motion, seconded by Young, and carried unanimously to approve the December, 2022 and January, 2023 treasurer’s reports.

(A COPY OF THE TREASURER’S REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

MSHSL MEMBERSHIP RENEWAL:

A motion was made by Leathers, seconded by Young and carried unanimously to approve membership renewal to the Minnesota State High School League for 2023-24.

SCHOOL RESOURCE OFFICER CONTRACT APPROVED:

Leathers made a motion, seconded by Young and carried unanimously to approve the School Resource Officer (SRO) contract with the City of Austin for 2023-24.

**PAES LAB LEASE
RENEWAL:**

Leathers made a motion, seconded by Young and carried unanimously to approve a five-year building lease renewal for the Special Education PAES lab located at 302 North Main Street. The term of the lease is 8/1/23 through 8/31/28.

**CLA APPROVED FOR
ANNUAL AUDIT:**

A motion was made by Leathers, seconded by Young and carried unanimously to accept the engagement letter with Clifton Larson Allen (CLA) to conduct the district audit for 2022-23.

**REVISED 2023-24
CALENDAR APPROVED:**

A motion was made by Leathers, seconded by Young and carried unanimously to approve the revised 2023-24 school calendar. The revised calendar reflects recent legislation making June 19 a state holiday.

REPORTS:

Department updates from Superintendent Cabinet members were available for review.

**2023-24 AHS EXTENDED
FIELD TRIPS APPROVED:**

A motion was made by Dube, seconded by Kroc and carried unanimously to approve the 2023-24 AHS extended field trips as presented by Activities Director Katie Carter.

(A COPY OF THE APPROVED TRIPS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**AHS SPORTS AND
ACTIVITIES YEAR END
REVIEW:**

Activities Director Katie Carter provided a review of the 2022-23 sports and activities season.

BARR OVERVIEW:

AHS Principal Matt Schmit provided an overview of the Building Assets, Reducing Risks (BARR) program being implemented at AHS in the upcoming school year.

DOMES UPDATE:

Executive Director of Finance and Operations Andrew Adams provided a bit of the history of the Packer Dome and a summary of the 2022-23 operational year.

**OPERATING REFERENDUM
RENEWED:**

The 2023 legislative session approved one-time renewal of a voter approved operating referendum providing board action is taken prior to June 15, 2023. A motion was made by Kroc, seconded by Leathers and carried unanimously to approve the Resolution Relating to Determining the Necessity of Renewing an Expiring Referendum Revenue Authorization and Board Renewal of Such Expiring Referendum Revenue Authorization. The resolution authorizes the renewal of \$42.70 per pupil operating referendum and applicable for ten years beginning with taxes payable in 2024, the same term as the expiring authorization.

(A COPY OF THE COMPLETE RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

COST SAVINGS

RESOLUTION APPROVED: A motion was made by Dube, seconded by Leathers and carried unanimously to approve the resolution directing administration to make recommendations for cost savings and efficient operations.

(A COPY OF THE COMPLETE RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

BOARD MEMBER COMPENSATION:

Board member Don Leathers requested this discussion item be removed from the agenda.

K-4 REALIGNMENT APPROVED:

A motion was made by Kroc, seconded by Dube and carried unanimously to rescind the May 8, 2023 vote which defeated the request to return the kindergarten students to the elementary schools and relocate the early childhood programming to Woodson. Discussion followed. A motion was then made by Dube, seconded by Kroc and carried unanimously to approve the original request to return the kindergarten students to the elementary schools and relocate the early childhood program to Woodson. The change will become effective with the 2024-25 school year.

DONATIONS:

A motion was made by Young, seconded by Dube and carried unanimously to approve the donations as presented.

(A COMPLETE LIST OF DONATIONS IS INCLUDED IN THE OFFICIAL MINUTE BOOK.)

TRANSPORTATION CONTRACT RENEWED:

Dube made a motion, seconded by Young and carried unanimously to approve the transportation contract renewal for 2023-2028 with Palmer Bus Service.

2022-23 REVISED BUDGET APPROVED:

Kroc made a motion, seconded by Dube and carried unanimously to approve the 2022-23 revised budget as presented by Andrew Adams,

(A COPY OF THE REVISED BUDGET IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

STUDENT HANDBOOKS APPROVED:

A motion was made by Leathers, seconded by Young and carried unanimously to approve the 2023-24 student handbooks along with any amendments that need to be made due to recent legislative updates.

2024-25 CALENDAR APPROVED:

A motion was made by Young, seconded by Kroc and carried unanimously to approve the 2024-25 calendar.

(A COPY OF THE CALENDAR IS ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

POPULATION ESTIMATE CERTIFIED:

Young made a motion, seconded by Dube to approve the resolution certifying the population estimate for the 2023 payable 2024 levy.

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**REGULAR MEETING**

(A COPY OF THE COMPLETE RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

**SUPERINTENDENT'S
END-OF-YEAR
GOALS REPORT:**

Superintendent Page presented his end-of-year goals report. A motion was made by Young, seconded by Kroc and carried unanimously to approve the report.

**STUDY SESSION
REMINDER:**

Chairperson Green reminded School Board members of the study session scheduled for Monday, June 26, 2023 at 4 pm in the District Office Conference Room.

MEETING ADJOURNED:

Young made a motion, seconded by Dube and carried unanimously to adjourn the meeting at 7:56 p.m.

Carolyn Dube, Clerk

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

SPECIAL MEETING

Independent School District No. 492
Monday, June 26, 2023 4:00 pm
District Administration Office Conference Room
401 Third Avenue NW, Austin, MN

MEMBERS PRESENT: Kathy Green Carol McAlister
Carolyn Dube Evan Sorenson
Cece Kroc Peggy Young
Don Leathers

MEMBERS ABSENT: None

MEETING CALLED TO ORDER: Chairperson Green called the meeting to order at 4:00 pm in the District Office Conference Room at Austin High School.

AGENDA APPROVED: A motion was made by Leathers, seconded by Young and carried unanimously to approve the agenda as printed.

RIVERLAND LEASE APPROVED: Dube made a motion, seconded by McAlister and carried unanimously to approve the five-year lease agreement with Riverland Community College for the Adult Basic Education Program.

(A COPY OF THE LEASE IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

LTFM TEN-YEAR PLAN APPROVED: A motion was made by Dube, seconded by McAlister and carried unanimously to approve the Long Term Facilities Maintenance (LTFM) ten-year plan as presented by Executive Director of Finance and Operations Andrew Adams.

(A COPY OF THE PLAN IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

DAIRY CONTRACT AWARDED: Dube made a motion, seconded by McAlister and carried unanimously to award the 2023-24 dairy bid to Kemps of Rochester, MN.

BAKERY CONTRACT AWARDED: Dube made a motion, seconded by McAlister and carried unanimously to award the 2023-24 bakery bid to Pan O’Gold Baking Company of St. Cloud, MN.

ORIGINAL BUDGET APPROVED: A motion was made by Young, seconded by Dube and carried unanimously to approve the 2023-24 original budget as presented by Executive Director of Finance and Operations Andrew Adams.

(A COPY OF THE ORIGINAL BUDGET IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

MEETING ADJOURNED: Young made a motion, seconded by Kroc and carried unanimously to adjourn the meeting at 4:56 p.m.

Carolyn Dube, Clerk

AUSTIN PUBLIC SCHOOLS
School Board
Personnel Agenda
July 10, 2023

ADMINISTRATION

I. CONTRACTS FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Rate</u>	<u>Location</u>	<u>Effective Date</u>
Bunn, David	Assistant Principal	\$123,500/Step 5	AHS	07/01/2023
Strilaeff, Rachel	SPED Coordinator	\$90,000	District	07/01/2023

II. RESIGNATION

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Ziems, Paula	Dean of Students	Ellis	06/30/2023

CERTIFIED STAFF

I. CONTRACT FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Rate/Lane Step</u>	<u>Location</u>	<u>Effective Date</u>
Erickson, Meghan	Math Teacher	\$51,241/BA15, Step 6	Ellis	08/21/2023
Frana, Kristen	Beh. Intervention	\$63,290/MA, Step 7	Southgate	08/21/2023
Hawe, Kyle	Elem. Ed Teacher	\$53,692/MA, Step 3	Sumner	08/21/2023
Noetzel, Jennifer	SPED Teacher	\$46,310/BA, Step 3	Holton	08/21/2023
Schwab, Jennifer	EL Teacher	\$75,000/MA, Step 10	Sumner	08/21/2023
Steinkamp, Erica	TOSA Case Fac.	\$70,125/BA45, Step 10	District	08/21/2023
Synoground, Kailey	ECFE Teacher	\$42,931/BA, Step 1	CLC	08/21/2023
Wenum, Kristin	Grade 1 Teacher	\$49,694/BA, Step 6	Banfield	08/21/1023
Whiteis, Emily	SPED Teacher	\$46,310/BA, Step 3	Ellis	08/21/2023

II. REQUESTS FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Cauble, Amy	Gr. 3 Teacher	Sumner	11/19/2023-02/15/2024
Kaplan, Rachel	SPED Teacher	Woodson	11/27/2023-01/19/2024

III. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Bussey, Andrew	Social Studies Teacher	Ellis	06/01/2023
Denisen, Ashley	Kindergarten Teacher	Woodson	07/27/2023

NON-CERTIFIED STAFF

I. CONTRACTS FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Rate/Hours</u>	<u>Location</u>	<u>Effective Date</u>
Bartness, Brandon	Facilities Manager	\$65,000/8hrs per day	District	07/10/2023
Hinkley, Avery	Asst. Cust. Engineer	\$15.51/8 hrs per day	Woodson	07/25/2023
Lyahduku, Hsawreh	Success Coach	\$20.00/8 hrs per day	District	08/21/2023
Tsoblewu, Elizabeth	SPED Para	\$15.40/6.5 hrs per day	Sumner	08/24/2023

II. REQUESTS FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Retterath, Melissa	SPED Para	Holton	08/21/2023-10/06/2023
Retterath, Melissa	SPED Para	Holton	01/02/2023-03/22/2024

III. RESIGNATION

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Bartness, Brandon	Carpenter Foreman	District	07/10/2023

IV. TERMINATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Fontes, Patsy	SPED Para	Sumner	06/01/2023
Pitzen, Alex	Facilities Coordinator	District	06/30/2023

Board Packet

AP Run: T231203E — Post Date: 2023-06-21 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/21/2023	50833	Check	JAMES JAYES	150.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
060823	MAGIC SHOW PERFORMANCE	06/08/2023	150.00		
			FEES FOR SERVICES-SUMMER--COM ED	04 E 500 540 000 321 305	150.00
				Total:	\$150.00

T231203E Summary		
Type	Count	Amount
Regular	1	150.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$150.00

Board Packet

AP Run: 6/16/2023 — Post Date: 2023-06-16 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/16/2023	202002853	Wire Transfer	AFLAC	1,610.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AFLAC.05112023.D	AFLAC - AFLAC for 5/11/2023 Reg PR	05/11/2023	805.00		
		PAYROLL W/HOLDINGS-AFLAC DEDUCTIONS	01 L 215 17	770.33	
		PAYROLL W/HOLDING-AFLAC DEDUCTIONS	04 L 215 17	34.67	
AFLAC.05252023.D	AFLAC - AFLAC for 5/25/2023 Reg PR	05/25/2023	805.00		
		PAYROLL W/HOLDINGS-AFLAC DEDUCTIONS	01 L 215 17	770.33	
		PAYROLL W/HOLDING-AFLAC DEDUCTIONS	04 L 215 17	34.67	
Total:				\$1,610.00	

6/16/2023 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	1,610.00
Epayables:	0	0.00
Total:	1	\$1,610.00

Board Packet

AP Run: W231206 — Post Date: 2023-06-22 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/22/2023	202002854	Wire Transfer	BREMER BANK	503.93	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
13254830	TO RECORD BREMER BANK FEES PER BANK STATEMENT MAY 2023	06/22/2023	503.93		
			BANKING FEES-BUSINESS OFFICE--	01 E 005 110 000 000 314	503.93
Total:					\$503.93

W231206 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	503.93
Epayables:	0	0.00
Total:	1	\$503.93

Board Packet

AP Run: 6/23/2023 Payroll AP — Post Date: 2023-06-23 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	50834	Check	A.F.S.C.M.E. COUNCIL 65	2,112.26	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AFL.06082023.D	AFL - AFSCM EMP AFL-C for 6/8/2023 Reg PR	06/08/2023	768.82		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	732.01
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
AFL.06222023.D	AFL - AFSCM EMP AFL-C for 6/22/2023 Reg PR	06/22/2023	768.82		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			01 L 215 06	732.01
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	3.47
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	27.78
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			05 L 215 06	5.56
AFSCM FS.06082023.D	AFSCM FS - AFSCM FS for 6/8/2023 Reg PR	06/08/2023	574.62		
	PAYROLL W/HOLDINGS-UNION DUES PAYABLE			02 L 215 06	573.54
	PAYROLL W/HOLDING-UNION DUES PAYABLE			04 L 215 06	1.08
06/23/2023	50835	Check	AUSTIN EDUCATION ASSOCIATION	18,557.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEA ASF.06222023.D	AEA ASF - AEA ASF for 6/22/2023 Payouts Term 22.23	06/22/2023	4.00		
	PAYROLL W/HOLDINGS-AEA DUES			01 L 215 16	4.00
AEA ASF.06222023.D.a	AEA ASF - AEA ASF for 6/22/2023 Terms HSA Void	06/22/2023	-4.00		
	PAYROLL W/HOLDINGS-AEA DUES			01 L 215 16	-4.00
AEA ASF.06222023.D.b	AEA ASF - AEA ASF for 6/22/23 Terms Updated	06/22/2023	4.00		
	PAYROLL W/HOLDINGS-AEA DUES			01 L 215 16	4.00
AEA ASF.06222023.D.c	AEA ASF - AEA ASF for 6/22/2023 Reg PR	06/22/2023	188.00		
	PAYROLL W/HOLDINGS-AEA DUES			01 L 215 16	188.00

Board Packet

AP Run: 6/23/2023 Payroll AP — Post Date: 2023-06-23 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	50835	Check	AUSTIN EDUCATION ASSOCIATION	18,557.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AEA ASF.06222023.D.d	AEA ASF - AEA ASF for 6/22/2023 Lump Sum	06/22/2023	55.00		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	55.00
AEA.06222023.D	AEA - UNION DUES1 for 6/22/2023 Payouts Term 22.23	06/22/2023	1,338.32		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	1,338.32
AEA.06222023.D.a	AEA - UNION DUES1 for 6/22/2023 Void update CH AL	06/22/2023	-46.54		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	-46.54
AEA.06222023.D.b	AEA - UNION DUES1 for 6/22/2023 Terms HSA Void	06/22/2023	-1,291.78		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	-1,291.78
AEA.06222023.D.c	AEA - UNION DUES1 for 6/22/2023 Update for CH	06/22/2023	46.54		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	46.54
AEA.06222023.D.d	AEA - UNION DUES1 for 6/22/23 Terms Updated	06/22/2023	1,291.78		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	1,291.78
AEA.06222023.D.e	AEA - UNION DUES1 for 6/22/2023 Reg PR	06/22/2023	15,458.04		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	15,178.65
				PAYROLL W/HOLDING-AEA DUES 04 L 215 16	279.39
AEA.06222023.D.f	AEA - UNION DUES1 for 6/22/2023 Void SB correction	06/22/2023	-46.54		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	-46.54
AEA.06222023.D.g	AEA - UNION DUES1 for 6/22/2023 Lump Sum	06/22/2023	1,560.40		
				PAYROLL W/HOLDINGS-AEA DUES 01 L 215 16	1,560.40
06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DENFM.06082023.D	DENFM - FAMILY DENTAL1 for 6/8/2023 Reg PR	06/08/2023	5,799.61		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	5,662.31
				PAYROLL W/HOLDING-DENTAL INS PAYABLE 04 L 215 08	102.04
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 05 L 215 08	35.26
DENFM.06222023.D	DENFM - FAMILY DENTAL1 for 6/22/2023 Payouts Term 22.23	06/22/2023	1,228.48		
				PAYROLL W/HOLDINGS-DENTAL INS PAYABLE 01 L 215 08	1,228.48

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06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
DENFM.06222023.D. a	DENFM - FAMILY DENTAL1 for 6/22/2023 Terms HSA Void	06/22/2023	-1,228.48		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	-1,228.48	
DENFM.06222023.D. b	DENFM - FAMILY DENTAL1 for 6/22/23 Terms Updated	06/22/2023	1,228.48		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	1,228.48	
DENFM.06222023.D. c	DENFM - FAMILY DENTAL1 for 6/22/2023 Reg PR	06/22/2023	5,077.68		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	5,011.00	
		PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08	31.42	
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	05 L 215 08	35.26	
DENFM.06222023.D. d	DENFM - FAMILY DENTAL1 for 6/22/2023 Void SB correction	06/22/2023	-27.82		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	-27.82	
DENFM.06222023.D. e	DENFM - FAMILY DENTAL1 for 6/22/2023 SB Correction/others	06/22/2023	120.54		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	120.54	
DENFM.06222023.D. f	DENFM - FAMILY DENTAL1 for 6/22/2023 Lump Sum	06/22/2023	2,554.05		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	2,554.05	
FDN.06082023.D	FDN - FLEX DEN PREM for 6/8/2023 Reg PR	06/08/2023	2,504.38		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	2,385.60	
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	02 L 215 08	7.29	
		PAYROLL W/HOLDING-DENTAL INS PAYABLE	04 L 215 08	110.03	
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	05 L 215 08	1.46	
FDN.06222023.D	FDN - FLEX DEN PREM for 6/22/2023 Payouts Term 22.23	06/22/2023	974.71		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	974.71	
FDN.06222023.D.a	FDN - FLEX DEN PREM for 6/22/2023 Void update CH AL	06/22/2023	-57.50		
		PAYROLL W/HOLDINGS-DENTAL INS PAYABLE	01 L 215 08	-57.50	

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06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FDN.06222023.D.b	FDN - FLEX DEN PREM for 6/22/2023 Terms HSA Void	06/22/2023	-917.21		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	-917.21
FDN.06222023.D.c	FDN - FLEX DEN PREM for 6/22/2023 Update for CH	06/22/2023	57.50		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	57.50
FDN.06222023.D.d	FDN - FLEX DEN PREM for 6/22/23 Terms Updated	06/22/2023	917.21		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	917.21
FDN.06222023.D.e	FDN - FLEX DEN PREM for 6/22/2023 Reg PR	06/22/2023	2,073.35		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	2,010.96
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			02 L 215 08	7.29
	PAYROLL W/HOLDING-DENTAL INS PAYABLE			04 L 215 08	53.64
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			05 L 215 08	1.46
FDN.06222023.D.f	FDN - FLEX DEN PREM for 6/22/2023 Lump Sum	06/22/2023	575.00		
	PAYROLL W/HOLDINGS-DENTAL INS PAYABLE			01 L 215 08	575.00
HDHF.06082023.D	HDHF - HEALTH HIGH DED FAMILY for 6/8/2023 Reg PR	06/08/2023	584.57		
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	584.57
HDHF.06222023.D	HDHF - HEALTH HIGH DED FAMILY for 6/22/2023 Payouts Term 22.23	06/22/2023	280.00		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	280.00
HDHF.06222023.D.a	HDHF - HEALTH HIGH DED FAMILY for 6/22/2023 Terms HSA Void	06/22/2023	-280.00		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	-280.00
HDHF.06222023.D.b	HDHF - HEALTH HIGH DED FAMILY for 6/22/23 Terms Updated	06/22/2023	280.00		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	280.00
HDHS.06082023.D	HDHS - HEALTH HIGH DED SINGLE for 6/8/2023 Reg PR	06/08/2023	715.03		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	482.55
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			02 L 215 15	73.72
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	158.76

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06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDHS.06222023.D	HDHS - HEALTH HIGH DED SINGLE for 6/22/2023 Payouts Term 22.23	06/22/2023	260.00		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	260.00
HDHS.06222023.D.a	HDHS - HEALTH HIGH DED SINGLE for 6/22/2023 Terms HSA Void	06/22/2023	-260.00		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	-260.00
HDHS.06222023.D.b	HDHS - HEALTH HIGH DED SINGLE for 6/22/23 Terms Updated	06/22/2023	260.00		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	260.00
HDHS.06222023.D.c	HDHS - HEALTH HIGH DED SINGLE for 6/22/2023 Reg PR	06/22/2023	641.31		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	482.55
				PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE 04 L 215 15	158.76
HDLF.06082023.D	HDLF - HEALTH LOW DED FAMILY for 6/8/2023 Reg PR	06/08/2023	5,486.26		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	5,434.85
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 02 L 215 15	51.41
HDLF.06222023.D	HDLF - HEALTH LOW DED FAMILY for 6/22/2023 Payouts Term 22.23	06/22/2023	1,721.00		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	1,721.00
HDLF.06222023.D.a	HDLF - HEALTH LOW DED FAMILY for 6/22/2023 Terms HSA Void	06/22/2023	-1,721.00		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	-1,721.00
HDLF.06222023.D.b	HDLF - HEALTH LOW DED FAMILY for 6/22/23 Terms Updated	06/22/2023	1,721.00		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	1,721.00
HDLF.06222023.D.c	HDLF - HEALTH LOW DED FAMILY for 6/22/2023 Reg PR	06/22/2023	5,013.02		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	4,961.61
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 02 L 215 15	51.41
HDLF.06222023.D.d	HDLF - HEALTH LOW DED FAMILY for 6/22/2023 Lump Sum	06/22/2023	1,303.20		
				PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE 01 L 215 15	1,303.20

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06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDLS.06082023.D	HDLS - HEALTH LOW DED SINGLE for 6/8/2023 Reg PR	06/08/2023	1,918.01		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	1,454.71
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			02 L 215 15	319.97
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	143.33
HDLS.06222023.D	HDLS - HEALTH LOW DED SINGLE for 6/22/2023 Payouts Term 22.23	06/22/2023	939.68		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	939.68
HDLS.06222023.D.a	HDLS - HEALTH LOW DED SINGLE for 6/22/2023 Terms HSA Void	06/22/2023	-939.68		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	-939.68
HDLS.06222023.D.b	HDLS - HEALTH LOW DED SINGLE for 6/22/23 Terms Updated	06/22/2023	939.68		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	939.68
HDLS.06222023.D.c	HDLS - HEALTH LOW DED SINGLE for 6/22/2023 Reg PR	06/22/2023	1,325.76		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	1,182.43
	PAYROLL W/HOLDING-PREIMIUM REIMB PAYABLE			04 L 215 15	143.33
HDLS.06222023.D.d	HDLS - HEALTH LOW DED SINGLE for 6/22/2023 Lump Sum	06/22/2023	383.10		
	PAYROLL W/HOLDINGS-PREIMIUM REIMB PAYABLE			01 L 215 15	383.10
LIFC.06082023.D	LIFC - LIFE INSURANCE - CHILD for 6/8/2023 Reg PR	06/08/2023	26.28		
	PAYROLL W/HOLDINGS-DEP LIFE PAYABLE			01 L 215 00	24.64
	PAYROLL W/HOLDINGS-DEP LIFE PAYABLE			02 L 215 00	0.73
	PAYROLL W/HOLDING-DEP LIFE PAYABLE			04 L 215 00	0.64
	PAYROLL W/HOLDINGS-DEP LIFE PAYABLE			05 L 215 00	0.27
LIFC.06222023.D	LIFC - LIFE INSURANCE - CHILD for 6/22/2023 Payouts Term 22.23	06/22/2023	3.20		
	PAYROLL W/HOLDINGS-DEP LIFE PAYABLE			01 L 215 00	3.20
LIFC.06222023.D.a	LIFC - LIFE INSURANCE - CHILD for 6/22/2023 Terms HSA Void	06/22/2023	-3.20		
	PAYROLL W/HOLDINGS-DEP LIFE PAYABLE			01 L 215 00	-3.20

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06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
LIFC.06222023.D.b	LIFC - LIFE INSURANCE - CHILD for 6/22/23 Terms Updated	06/22/2023	3.20		
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 01 L 215 00	3.20
LIFC.06222023.D.c	LIFC - LIFE INSURANCE - CHILD for 6/22/2023 Reg PR	06/22/2023	24.24		
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 01 L 215 00	22.99
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 02 L 215 00	0.32
				PAYROLL W/HOLDING-DEP LIFE PAYABLE 04 L 215 00	0.64
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 05 L 215 00	0.29
LIFC.06222023.D.d	LIFC - LIFE INSURANCE - CHILD for 6/22/2023 SB Correction/others	06/22/2023	1.08		
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 01 L 215 00	1.08
LIFC.06222023.D.e	LIFC - LIFE INSURANCE - CHILD for 6/22/2023 Lump Sum	06/22/2023	5.15		
				PAYROLL W/HOLDINGS-DEP LIFE PAYABLE 01 L 215 00	5.15
LIFO.06082023.D	LIFO - LIFE-OPTIONAL for 6/8/2023 Reg PR	06/08/2023	1,064.64		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	1,029.56
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 02 L 215 26	14.40
				PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR 04 L 215 26	13.48
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 05 L 215 26	7.20
LIFO.06222023.D	LIFO - LIFE-OPTIONAL for 6/22/2023 Payouts Term 22.23	06/22/2023	201.59		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	201.59
LIFO.06222023.D.a	LIFO - LIFE-OPTIONAL for 6/22/2023 Terms HSA Void	06/22/2023	-201.59		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	-201.59
LIFO.06222023.D.b	LIFO - LIFE-OPTIONAL for 6/22/23 Terms Updated	06/22/2023	201.59		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	201.59
LIFO.06222023.D.c	LIFO - LIFE-OPTIONAL for 6/22/2023 Reg PR	06/22/2023	966.57		
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 01 L 215 26	945.89
				PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR 04 L 215 26	13.48
				PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR 05 L 215 26	7.20

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06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
LIFO.06222023.D.d	LIFO - LIFE-OPTIONAL for 6/22/2023 SB Correction/others	06/22/2023	3.68		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	3.68
LIFO.06222023.D.e	LIFO - LIFE-OPTIONAL for 6/22/2023 Lump Sum	06/22/2023	228.00		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	228.00
LIFOA.06082023.D	LIFOA - OPTIONAL LIFE AD&D for 6/8/2023 Reg PR	06/08/2023	73.27		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	68.81
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			02 L 215 26	1.20
	PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR			04 L 215 26	1.66
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			05 L 215 26	1.60
LIFOA.06222023.D	LIFOA - OPTIONAL LIFE AD&D for 6/22/2023 Payouts Term 22.23	06/22/2023	19.53		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	19.53
LIFOA.06222023.D.a	LIFOA - OPTIONAL LIFE AD&D for 6/22/2023 Terms HSA Void	06/22/2023	-19.53		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	-19.53
LIFOA.06222023.D.b	LIFOA - OPTIONAL LIFE AD&D for 6/22/23 Terms Updated	06/22/2023	19.53		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	19.53
LIFOA.06222023.D.c	LIFOA - OPTIONAL LIFE AD&D for 6/22/2023 Reg PR	06/22/2023	63.99		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	60.73
	PAYROLL W/HOLDING-PRUDENTIAL SUPP ITCR			04 L 215 26	1.66
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			05 L 215 26	1.60
LIFOA.06222023.D.d	LIFOA - OPTIONAL LIFE AD&D for 6/22/2023 Lump Sum	06/22/2023	20.25		
	PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR			01 L 215 26	20.25
LIFS.06082023.D	LIFS - LIFE INSURANCE- SPOUSE for 6/8/2023 Reg PR	06/08/2023	206.75		
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			01 L 215 25	199.49
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			02 L 215 25	1.44
	PAYROLL W/HOLDING-SPOUSE LIFE INS PAYABLE			04 L 215 25	2.22
	PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE			05 L 215 25	3.60

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06/23/2023	50836	Check	AUSTIN PUBLIC SCHOOLS ISD 492	44,946.89	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
LIFS.06222023.D	LIFS - LIFE INSURANCE- SPOUSE for 6/22/2023 Payouts Term 22.23	06/22/2023	85.39		
				PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE 01 L 215 25	85.39
LIFS.06222023.D.a	LIFS - LIFE INSURANCE- SPOUSE for 6/22/2023 Terms HSA Void	06/22/2023	-85.39		
				PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE 01 L 215 25	-85.39
LIFS.06222023.D.b	LIFS - LIFE INSURANCE- SPOUSE for 6/22/23 Terms Updated	06/22/2023	85.39		
				PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE 01 L 215 25	85.39
LIFS.06222023.D.c	LIFS - LIFE INSURANCE- SPOUSE for 6/22/2023 Reg PR	06/22/2023	182.13		
				PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE 01 L 215 25	176.31
				PAYROLL W/HOLDING-SPOUSE LIFE INS PAYABLE 04 L 215 25	2.22
				PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE 05 L 215 25	3.60
LIFS.06222023.D.d	LIFS - LIFE INSURANCE- SPOUSE for 6/22/2023 Lump Sum	06/22/2023	16.15		
				PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE 01 L 215 25	16.15
PRL.06082023.D	PRL - PERA LIFE INSUR for 6/8/2023 Reg PR	06/08/2023	156.84		
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 01 L 215 20	140.13
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 02 L 215 20	9.60
				PAYROLL W/HOLDING-PERA LIFE INS PAYABLE 04 L 215 20	7.11
PRL.06222023.D	PRL - PERA LIFE INSUR for 6/22/2023 Reg PR	06/22/2023	147.24		
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE 01 L 215 20	140.13
				PAYROLL W/HOLDING-PERA LIFE INS PAYABLE 04 L 215 20	7.11
06/23/2023	50837	Check	LOCAL 867	1,953.24	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
UAW.06082023.D	UAW - UAW L. 867 for 6/8/2023 Reg PR	06/08/2023	976.98		
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 01 L 215 06	958.77
				PAYROLL W/HOLDINGS-UNION DUES PAYABLE 02 L 215 06	18.21

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06/23/2023	50837	Check	LOCAL 867	1,953.24	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
UAW.06222023.D	UAW - UAW L. 867 for 6/22/2023 Reg PR	06/22/2023	976.26		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06	958.11
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	02 L 215 06	18.15
06/23/2023	50838	Check	MN SCHOOL EMPLOYEES ASSN	1,645.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MSEA 2%.06222023.D	MSEA 2% - MSEA 2% for 6/22/2023 Reg PR	06/22/2023	1,645.60		
			PAYROLL W/HOLDINGS-UNION DUES PAYABLE	01 L 215 06	1,641.46
			PAYROLL W/HOLDING-UNION DUES PAYABLE	04 L 215 06	4.14
06/23/2023	50839	Check	UNITED WAY OF MOWER COUNTY	245.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
UNF.06082023.D	UNF - UNITED FUND for 6/8/2023 Reg PR	06/08/2023	112.50		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	112.50
UNF.06222023.D	UNF - UNITED FUND for 6/22/2023 Payouts Term 22.23	06/22/2023	20.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	20.00
UNF.06222023.D.a	UNF - UNITED FUND for 6/22/2023 Terms HSA Void	06/22/2023	-20.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	-20.00
UNF.06222023.D.b	UNF - UNITED FUND for 6/22/23 Terms Updated	06/22/2023	20.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	20.00
UNF.06222023.D.c	UNF - UNITED FUND for 6/22/2023 Reg PR	06/22/2023	87.50		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	87.50
UNF.06222023.D.d	UNF - UNITED FUND for 6/22/2023 Lump Sum	06/22/2023	25.00		
			PAYROLL W/HOLDINGS-CHARITABLE CONTRIBUTIONS	01 L 215 11	25.00
06/23/2023	202002855	Wire Transfer	ALERUS	187.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDHSA.06222023.B	HDHSA - HSA FAMILY CONTRIBUTION for 6/22/2023 Payouts Term 22.23	06/22/2023	4,150.00		
			PAYROLL W/HOLDINGS-HSA PAYABLE	01 L 215 40	4,150.00

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06/23/2023	202002855	Wire Transfer	ALERUS			187.50
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
HDHSA.06222023.B. a	HDHSA - HSA FAMILY CONTRIBUTION for 6/22/2023 Void update CH AL	06/22/2023	-375.00			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	-375.00	
HDHSA.06222023.B. b	HDHSA - HSA FAMILY CONTRIBUTION for 6/22/2023 Terms HSA Void	06/22/2023	-3,775.00			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	-3,775.00	
HDHSAS.06222023. B	HDHSAS - HSA SINGLE CONTRIBUTION for 6/22/2023 Payouts Term 22.23	06/22/2023	1,362.50			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	1,362.50	
HDHSAS.06222023. B.a	HDHSAS - HSA SINGLE CONTRIBUTION for 6/22/2023 Terms HSA Void	06/22/2023	-1,362.50			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	-1,362.50	
HDHSAS.06222023. B.b	HDHSAS - HSA SINGLE CONTRIBUTION for 6/22/2023 Reg PR	06/22/2023	187.50			
				PAYROLL W/HOLDING-HSA PAYABLE 04 L 215 40	187.50	
06/23/2023	202002856	Wire Transfer	ALLIANCE BENEFIT GROUP			50,691.02
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
HDHSA.06222023.D	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 Payouts Term 22.23	06/22/2023	2,168.32			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	2,168.32	
HDHSA.06222023.D. a	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 Void update CH AL	06/22/2023	-30.00			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	-30.00	
HDHSA.06222023.D. b	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 Terms HSA Void	06/22/2023	-2,138.32			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	-2,138.32	
HDHSA.06222023.D. c	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 Update for CH	06/22/2023	30.00			
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	30.00	

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06/23/2023	202002856	Wire Transfer	ALLIANCE BENEFIT GROUP	50,691.02	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HDHSA.06222023.D. d	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/23 Terms Updated	06/22/2023	2,138.32		
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	2,138.32
HDHSA.06222023.D. e	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 Reg PR	06/22/2023	32,468.95		
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	31,007.95
				PAYROLL W/HOLDINGS-HSA PAYABLE 02 L 215 40	396.00
				PAYROLL W/HOLDING-HSA PAYABLE 04 L 215 40	845.00
				PAYROLL W/HOLDINGS-HSA PAYABLE 05 L 215 40	220.00
HDHSA.06222023.D. f	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 Void SB correction	06/22/2023	-40.00		
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	-40.00
HDHSA.06222023.D. g	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 SB Correction/others	06/22/2023	40.00		
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	40.00
HDHSA.06222023.D. h	HDHSA - HIGH DEDUCTIBLE HSA for 6/22/2023 Lump Sum	06/22/2023	16,053.75		
				PAYROLL W/HOLDINGS-HSA PAYABLE 01 L 215 40	16,053.75
06/23/2023	202002857	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	46,762.52	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AIG.06222023.B	AIG - AIG RETIREMENT for 6/22/2023 Reg PR	06/22/2023	50.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	50.00
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 02 L 215 05	0.00
AIG.06222023.B.a	AIG - AIG RETIREMENT for 6/22/2023 Lump Sum	06/22/2023	703.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	703.00
AIG.06222023.D	AIG - AIG RETIREMENT for 6/22/2023 Payouts Term 22.23	06/22/2023	140.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	140.00
AIG.06222023.D.a	AIG - AIG RETIREMENT for 6/22/2023 Terms HSA Void	06/22/2023	-140.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	-140.00

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06/23/2023	202002857	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	46,762.52	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
AIG.06222023.D.b	AIG - AIG RETIREMENT for 6/22/23 Terms Updated	06/22/2023	140.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	140.00
AIG.06222023.D.c	AIG - AIG RETIREMENT for 6/22/2023 Reg PR	06/22/2023	3,722.89		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	3,185.39
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	225.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	312.50
AIG.06222023.D.d	AIG - AIG RETIREMENT for 6/22/2023 SB Correction/others	06/22/2023	400.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	400.00
AIG.06222023.D.e	AIG - AIG RETIREMENT for 6/22/2023 Lump Sum	06/22/2023	1,535.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,535.00
HRMA.06222023.B	HRMA - HORACE MANN COMPANY for 6/22/2023 Payouts Term 22.23	06/22/2023	25.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	25.00
HRMA.06222023.B.a	HRMA - HORACE MANN COMPANY for 6/22/2023 Terms HSA Void	06/22/2023	-25.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	-25.00
HRMA.06222023.B.b	HRMA - HORACE MANN COMPANY for 6/22/23 Terms Updated	06/22/2023	25.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	25.00
HRMA.06222023.B.c	HRMA - HORACE MANN COMPANY for 6/22/2023 Reg PR	06/22/2023	1,500.46		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	1,500.46
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			02 L 215 05	0.00
	PAYROLL W/HOLDING-TAX SHELTER ANNUITIES			04 L 215 05	0.00
HRMA.06222023.B.d	HRMA - HORACE MANN COMPANY for 6/22/2023 Lump Sum	06/22/2023	153.83		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	153.83
HRMA.06222023.D	HRMA - HORACE MANN CO for 6/22/2023 Payouts Term 22.23	06/22/2023	351.00		
	PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES			01 L 215 05	351.00

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06/23/2023	202002857	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	46,762.52	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
HRMA.06222023.D.a	HRMA - HORACE MANN CO for 6/22/2023 Terms HSA Void	06/22/2023	-351.00		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	-351.00
HRMA.06222023.D.b	HRMA - HORACE MANN CO for 6/22/23 Terms Updated	06/22/2023	351.00		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	351.00
HRMA.06222023.D.c	HRMA - HORACE MANN CO for 6/22/2023 Reg PR	06/22/2023	8,175.98		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	7,875.98
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		02 L 215 05	150.00
		PAYROLL W/HOLDING-TAX SHELTER ANNUITIES		04 L 215 05	150.00
HRMA.06222023.D.d	HRMA - HORACE MANN CO for 6/22/2023 Lump Sum	06/22/2023	4,403.83		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	4,403.83
MNDCP.06222023.D	MNDCP - MN DEFERRED COMP for 6/22/2023 Lump Sum	06/22/2023	1,000.00		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	1,000.00
ORC.06222023.D	ORC - ORCHARD TRUST for 6/22/2023 Reg PR	06/22/2023	50.00		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	50.00
SBG.06222023.B	SBG - SECURITY BENEFIT GROUP for 6/22/2023 Reg PR	06/22/2023	2,483.52		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	2,483.52
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		02 L 215 05	0.00
		PAYROLL W/HOLDING-TAX SHELTER ANNUITIES		04 L 215 05	0.00
SBG.06222023.B.a	SBG - SECURITY BENEFIT GROUP for 6/22/2023 Lump Sum	06/22/2023	729.47		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	729.47
SBG.06222023.D	SBG - SECURITY BENEFIT GROUP for 6/22/2023 Payouts Term 22.23	06/22/2023	1,200.00		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	1,200.00
SBG.06222023.D.a	SBG - SECURITY BENEFIT GROUP for 6/22/2023 Terms HSA Void	06/22/2023	-1,200.00		
		PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES		01 L 215 05	-1,200.00

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06/23/2023	202002857	Wire Transfer	EDUCATORS BENEFIT CONSULTANTS, LLC	46,762.52	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
SBG.06222023.D.b	SBG - SECURITY BENEFIT GROUP for 6/22/23 Terms Updated	06/22/2023	1,200.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	1,200.00
SBG.06222023.D.c	SBG - SECURITY BENEFIT GROUP for 6/22/2023 Reg PR	06/22/2023	13,857.89		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	13,280.89
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 02 L 215 05	521.00
				PAYROLL W/HOLDING-TAX SHELTER ANNUITIES 04 L 215 05	56.00
SBG.06222023.D.d	SBG - SECURITY BENEFIT GROUP for 6/22/2023 Lump Sum	06/22/2023	4,259.65		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	4,259.65
SBGR.06222023.D	SBGR - SECURITY BENEFIT GROUP ROTH for 6/22/2023 Payouts Term 22.23	06/22/2023	65.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	65.00
SBGR.06222023.D.a	SBGR - SECURITY BENEFIT GROUP ROTH for 6/22/2023 Terms HSA Void	06/22/2023	-65.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	-65.00
SBGR.06222023.D.b	SBGR - SECURITY BENEFIT GROUP ROTH for 6/22/23 Terms Updated	06/22/2023	65.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	65.00
SBGR.06222023.D.c	SBGR - SECURITY BENEFIT GROUP ROTH for 6/22/2023 Reg PR	06/22/2023	1,456.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	1,381.00
				PAYROLL W/HOLDING-TAX SHELTER ANNUITIES 04 L 215 05	75.00
SBGR.06222023.D.d	SBGR - SECURITY BENEFIT GROUP ROTH for 6/22/2023 Lump Sum	06/22/2023	500.00		
				PAYROLL W/HOLDINGS-TAX SHELTER ANNUITIES 01 L 215 05	500.00
06/23/2023	202002858	Wire Transfer	MINNESOTA DEPT OF REVENUE	98,013.61	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN\$.06222023.D	MN\$ - MN ADD ON for 6/22/2023 Payouts Term 22.23	06/22/2023	220.00		
				PAYROLL W/HOLDINGS-STATE WITHHOLDING 01 L 215 02	220.00

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06/23/2023	202002858	Wire Transfer	MINNESOTA DEPT OF REVENUE	98,013.61	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN\$.06222023.D.a	MN\$ - MN ADD ON for 6/22/2023 Terms HSA Void	06/22/2023	-220.00		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	-220.00
MN\$.06222023.D.b	MN\$ - MN ADD ON for 6/22/23 Terms Updated	06/22/2023	220.00		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	220.00
MN\$.06222023.D.c	MN\$ - MN ADD ON for 6/22/2023 Reg PR	06/22/2023	1,141.00		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	1,072.14
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			02 L 215 02	30.00
	PAYROLL W/HOLDING-STATE WITHHOLDING			04 L 215 02	28.86
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			11 L 215 02	10.00
MN\$.06222023.D.d	MN\$ - MN ADD ON for 6/22/2023 Lump Sum	06/22/2023	325.00		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	325.00
MN%.06222023.D	MN% - MN STATE TAX% for 6/22/2023 Reg PR	06/22/2023	300.57		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	251.46
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			02 L 215 02	41.81
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			11 L 215 02	7.30
MN.06222023.D	MN - MN STATE TAX for 6/22/2023 Payouts Term 22.23	06/22/2023	15,522.03		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	15,522.03
MN.06222023.D.a	MN - MN STATE TAX for 6/22/2023 Void update CH AL	06/22/2023	-643.90		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	-643.90
MN.06222023.D.b	MN - MN STATE TAX for 6/22/2023 Terms HSA Void	06/22/2023	-14,878.13		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	-14,878.13
MN.06222023.D.c	MN - MN STATE TAX for 6/22/2023 Update for CH	06/22/2023	545.00		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	545.00
MN.06222023.D.d	MN - MN STATE TAX for 6/22/23 Terms Updated	06/22/2023	15,023.51		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	15,023.51
MN.06222023.D.e	MN - MN STATE TAX for 6/22/2023 Reg PR	06/22/2023	64,965.87		
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			01 L 215 02	61,451.34
	PAYROLL W/HOLDINGS-STATE WITHHOLDING			02 L 215 02	759.66
	PAYROLL W/HOLDING-STATE WITHHOLDING			04 L 215 02	2,464.43

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06/23/2023	202002858	Wire Transfer	MINNESOTA DEPT OF REVENUE	98,013.61	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	05 L 215 02	248.54
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	11 L 215 02	41.90
MN.06222023.D.f	MN - MN STATE TAX for 6/22/2023 Void SB correction	06/22/2023	-979.35		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	-979.35
MN.06222023.D.g	MN - MN STATE TAX for 6/22/2023 SB Correction/others	06/22/2023	726.52		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	726.52
			PAYROLL W/HOLDING-STATE WITHHOLDING	04 L 215 02	0.00
MN.06222023.D.h	MN - MN STATE TAX for 6/22/2023 Lump Sum	06/22/2023	15,745.49		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING	01 L 215 02	15,745.49
06/23/2023	202002859	Wire Transfer	MN CHILD SUPPORT PAYMENT CENT	577.73	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MCS.06222023.D	MCS - MN CHILD SUPP1 for 6/22/2023 Reg PR	06/22/2023	577.73		
			PAYROLL W/HOLDINGS-MISC DED PAYABLE	01 L 215 14	577.73
06/23/2023	202002860	Wire Transfer	UNITED STATES TREASURY	577,356.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FE\$.06222023.D	FE\$ - FED ADD-ON AMT for 6/22/2023 Payouts Term 22.23	06/22/2023	350.00		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	350.00
FE\$.06222023.D.a	FE\$ - FED ADD-ON AMT for 6/22/2023 Terms HSA Void	06/22/2023	-350.00		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	-350.00
FE\$.06222023.D.b	FE\$ - FED ADD-ON AMT for 6/22/23 Terms Updated	06/22/2023	350.00		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	350.00
FE\$.06222023.D.c	FE\$ - FED ADD-ON AMT for 6/22/2023 Reg PR	06/22/2023	3,628.00		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	3,487.65
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01	62.25
			PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01	78.10
FE\$.06222023.D.d	FE\$ - FED ADD-ON AMT for 6/22/2023 SB Correction/others	06/22/2023	800.00		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01	800.00

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06/23/2023	202002860	Wire Transfer	UNITED STATES TREASURY	577,356.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FE\$.06222023.D.e	FE\$ - FED ADD-ON AMT for 6/22/2023 Lump Sum	06/22/2023	1,875.00		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	1,875.00
FE%.06222023.D	FE% - FEDERAL TAX% for 6/22/2023 Reg PR	06/22/2023	838.56		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	740.26
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	83.70
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			11 L 215 01	14.60
FED.06222023.D	FED - FED TAX for 6/22/2023 Payouts Term 22.23	06/22/2023	30,290.48		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	30,290.48
FED.06222023.D.a	FED - FED TAX for 6/22/2023 Void update CH AL	06/22/2023	-1,164.30		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-1,164.30
FED.06222023.D.b	FED - FED TAX for 6/22/2023 Terms HSA Void	06/22/2023	-29,126.18		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-29,126.18
FED.06222023.D.c	FED - FED TAX for 6/22/2023 Update for CH	06/22/2023	990.29		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	990.29
FED.06222023.D.d	FED - FED TAX for 6/22/23 Terms Updated	06/22/2023	29,429.29		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	29,429.29
FED.06222023.D.e	FED - FED TAX for 6/22/2023 Reg PR	06/22/2023	122,979.02		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	117,250.34
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	1,292.95
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	3,919.32
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	436.61
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			11 L 215 01	79.80
FED.06222023.D.f	FED - FED TAX for 6/22/2023 Void SB correction	06/22/2023	-3,073.13		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-3,073.13
FED.06222023.D.g	FED - FED TAX for 6/22/2023 SB Correction/others	06/22/2023	1,401.80		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	1,401.80
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	0.00
FED.06222023.D.h	FED - FED TAX for 6/22/2023 Lump Sum	06/22/2023	32,538.11		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	32,538.11

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	202002860	Wire Transfer	UNITED STATES TREASURY	577,356.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FIC.06222023.B	FIC - FICA for 6/22/2023 Payouts Term 22.23	06/22/2023	24,099.88		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	24,099.88
FIC.06222023.B.a	FIC - FICA for 6/22/2023 Void update CH AL	06/22/2023	-888.80		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-888.80
FIC.06222023.B.b	FIC - FICA for 6/22/2023 Terms HSA Void	06/22/2023	-23,211.08		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-23,211.08
FIC.06222023.B.c	FIC - FICA for 6/22/2023 Update for CH	06/22/2023	795.96		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	795.96
FIC.06222023.B.d	FIC - FICA for 6/22/23 Terms Updated	06/22/2023	23,211.08		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	23,211.08
FIC.06222023.B.e	FIC - FICA for 6/22/2023 Reg PR	06/22/2023	106,724.98		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	99,494.55
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			02 L 215 01	2,164.17
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	4,614.48
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			05 L 215 01	323.06
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			11 L 215 01	128.72
FIC.06222023.B.f	FIC - FICA for 6/22/2023 Void SB correction	06/22/2023	-815.13		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-815.13
FIC.06222023.B.g	FIC - FICA for 6/22/2023 SB Correction/others	06/22/2023	1,597.22		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	1,553.82
	PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS			04 L 215 01	43.40
FIC.06222023.B.h	FIC - FICA for 6/22/2023 Lump Sum	06/22/2023	24,741.84		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	24,741.84
FIC.06222023.D	FIC - FICA for 6/22/2023 Payouts Term 22.23	06/22/2023	24,099.88		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	24,099.88
FIC.06222023.D.a	FIC - FICA for 6/22/2023 Void update CH AL	06/22/2023	-888.80		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-888.80
FIC.06222023.D.b	FIC - FICA for 6/22/2023 Terms HSA Void	06/22/2023	-23,211.08		
	PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS			01 L 215 01	-23,211.08

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	202002860	Wire Transfer	UNITED STATES TREASURY	577,356.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
FIC.06222023.D.c	FIC - FICA for 6/22/2023 Update for CH	06/22/2023	795.96		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	795.96
FIC.06222023.D.d	FIC - FICA for 6/22/23 Terms Updated	06/22/2023	23,211.08		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	23,211.08
FIC.06222023.D.e	FIC - FICA for 6/22/2023 Reg PR	06/22/2023	106,724.98		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	99,494.55
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 02 L 215 01	2,164.17
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	4,614.48
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 05 L 215 01	323.06
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 11 L 215 01	128.72
FIC.06222023.D.f	FIC - FICA for 6/22/2023 Void SB correction	06/22/2023	-815.13		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-815.13
FIC.06222023.D.g	FIC - FICA for 6/22/2023 SB Correction/others	06/22/2023	1,597.22		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	1,553.82
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	43.40
FIC.06222023.D.h	FIC - FICA for 6/22/2023 Lump Sum	06/22/2023	24,741.84		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	24,741.84
MED.06222023.B	MED - MEDICARE-1 for 6/22/2023 Payouts Term 22.23	06/22/2023	5,636.24		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	5,636.24
MED.06222023.B.a	MED - MEDICARE-1 for 6/22/2023 Void update CH AL	06/22/2023	-207.86		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-207.86
MED.06222023.B.b	MED - MEDICARE-1 for 6/22/2023 Terms HSA Void	06/22/2023	-5,428.38		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	-5,428.38
MED.06222023.B.c	MED - MEDICARE-1 for 6/22/2023 Update for CH	06/22/2023	186.15		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	186.15
MED.06222023.B.d	MED - MEDICARE-1 for 6/22/23 Terms Updated	06/22/2023	5,428.38		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	5,428.38
MED.06222023.B.e	MED - MEDICARE-1 for 6/22/2023 Reg PR	06/22/2023	24,960.02		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	23,268.99

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	202002860	Wire Transfer	UNITED STATES TREASURY	577,356.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01		506.14
		PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01		1,079.22
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	05 L 215 01		75.55
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	11 L 215 01		30.12
MED.06222023.B.f	MED - MEDICARE-1 for 6/22/2023 Void SB correction	06/22/2023	-190.63		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		-190.63
MED.06222023.B.g	MED - MEDICARE-1 for 6/22/2023 SB Correction/others	06/22/2023	373.56		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		363.41
		PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01		10.15
MED.06222023.B.h	MED - MEDICARE-1 for 6/22/2023 Lump Sum	06/22/2023	5,786.40		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		5,786.40
MED.06222023.D	MED - MEDICARE1 for 6/22/2023 Payouts Term 22.23	06/22/2023	5,636.24		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		5,636.24
MED.06222023.D.a	MED - MEDICARE1 for 6/22/2023 Void update CH AL	06/22/2023	-207.86		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		-207.86
MED.06222023.D.b	MED - MEDICARE1 for 6/22/2023 Terms HSA Void	06/22/2023	-5,428.38		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		-5,428.38
MED.06222023.D.c	MED - MEDICARE1 for 6/22/2023 Update for CH	06/22/2023	186.15		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		186.15
MED.06222023.D.d	MED - MEDICARE1 for 6/22/23 Terms Updated	06/22/2023	5,428.38		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		5,428.38
MED.06222023.D.e	MED - MEDICARE1 for 6/22/2023 Reg PR	06/22/2023	24,960.02		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		23,268.99
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	02 L 215 01		506.14
		PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS	04 L 215 01		1,079.22
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	05 L 215 01		75.55
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	11 L 215 01		30.12
MED.06222023.D.f	MED - MEDICARE1 for 6/22/2023 Void SB correction	06/22/2023	-190.63		
		PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS	01 L 215 01		-190.63

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	202002860	Wire Transfer	UNITED STATES TREASURY	577,356.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MED.06222023.D.g	MED - MEDICARE1 for 6/22/2023 SB Correction/others	06/22/2023	373.56		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	363.41
				PAYROLL W/HOLDING-FEDERAL WITHHOLDINGS 04 L 215 01	10.15
MED.06222023.D.h	MED - MEDICARE1 for 6/22/2023 Lump Sum	06/22/2023	5,786.40		
				PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS 01 L 215 01	5,786.40
				Total:	\$843,049.19

6/23/2023 Payroll AP Summary		
Type	Count	Amount
Regular	6	69,460.21
ACH Checks:	0	0.00
Wire Transfers:	6	773,588.98
Epayables:	0	0.00
Total:	12	\$843,049.19

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AP Run: 6/22/2023 TRA PERA — Post Date: 2023-06-23 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	202002861	Wire Transfer	MN TEACHERS RETIREMENT ASSN	296,290.97	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
TRC.06222023.B	TRC - TRA COORD for 6/22/2023 Payouts Term 22.23	06/22/2023	31,805.57		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	31,805.57
TRC.06222023.B.a	TRC - TRA COORD for 6/22/2023 Void update CH AL	06/22/2023	-1,233.16		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-1,233.16
TRC.06222023.B.b	TRC - TRA COORD for 6/22/2023 Terms HSA Void	06/22/2023	-30,572.41		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-30,572.41
TRC.06222023.B.c	TRC - TRA COORD for 6/22/2023 Update for CH	06/22/2023	1,105.14		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	1,105.14
TRC.06222023.B.d	TRC - TRA COORD for 6/22/23 Terms Updated	06/22/2023	30,572.41		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	30,572.41
TRC.06222023.B.e	TRC - TRA COORD for 6/22/2023 Reg PR	06/22/2023	89,440.61		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	87,361.66
				PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	2,013.12
				PAYROLL W/HOLDINGS-TRA PAYABLE 11 L 215 04	65.83
TRC.06222023.B.f	TRC - TRA COORD for 6/22/2023 Void SB correction	06/22/2023	-1,089.03		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-1,089.03
TRC.06222023.B.g	TRC - TRA COORD for 6/22/2023 SB Correction/others	06/22/2023	1,825.55		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	1,825.55
TRC.06222023.B.h	TRC - TRA COORD for 6/22/2023 Lump Sum	06/22/2023	35,982.51		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	35,982.51
TRC.06222023.D	TRC - TRA CORD for 6/22/2023 Payouts Term 22.23	06/22/2023	27,899.61		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	27,899.61
TRC.06222023.D.a	TRC - TRA CORD for 6/22/2023 Void update CH AL	06/22/2023	-1,081.72		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-1,081.72
TRC.06222023.D.b	TRC - TRA CORD for 6/22/2023 Terms HSA Void	06/22/2023	-26,817.89		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-26,817.89
TRC.06222023.D.c	TRC - TRA CORD for 6/22/2023 Update for CH	06/22/2023	969.42		
				PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	969.42

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	202002861	Wire Transfer	MN TEACHERS RETIREMENT ASSN	296,290.97	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
TRC.06222023.D.d	TRC - TRA CORD for 6/22/23 Terms Updated	06/22/2023	26,817.89	PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	26,817.89
TRC.06222023.D.e	TRC - TRA CORD for 6/22/2023 Reg PR	06/22/2023	78,456.76	PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	76,633.12
				PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	1,765.89
				PAYROLL W/HOLDINGS-TRA PAYABLE 11 L 215 04	57.75
TRC.06222023.D.f	TRC - TRA CORD for 6/22/2023 Void SB correction	06/22/2023	-955.29	PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	-955.29
TRC.06222023.D.g	TRC - TRA CORD for 6/22/2023 SB Correction/others	06/22/2023	1,601.37	PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	1,601.37
TRC.06222023.D.h	TRC - TRA CORD for 6/22/2023 Lump Sum	06/22/2023	31,563.63	PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	31,563.63
06/23/2023	202002862	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	81,015.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
PRC.06222023.B	PRC - PERA CORD for 6/22/2023 Payouts Term 22.23	06/22/2023	1,743.82	PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	1,743.82
PRC.06222023.B.a	PRC - PERA CORD for 6/22/2023 Terms HSA Void	06/22/2023	-1,743.82	PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	-1,743.82
PRC.06222023.B.b	PRC - PERA CORD for 6/22/23 Terms Updated	06/22/2023	1,743.82	PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	1,743.82
PRC.06222023.B.c	PRC - PERA CORD for 6/22/2023 Reg PR	06/22/2023	41,454.81	PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	35,011.06
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	2,485.17
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	3,629.43
				PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	286.40
				PAYROLL W/HOLDINGS-PERA PAYABLE 11 L 215 03	42.75
PRC.06222023.B.d	PRC - PERA CORD for 6/22/2023 SB Correction/others	06/22/2023	202.50	PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	150.00

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AP Run: 6/22/2023 TRA PERA — Post Date: 2023-06-23 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/23/2023	202002862	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	81,015.41	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	52.50
PRC.06222023.D	PRC - PERA CORD for 6/22/2023 Payouts Term 22.23	06/22/2023	1,511.31		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	1,511.31
PRC.06222023.D.a	PRC - PERA CORD for 6/22/2023 Terms HSA Void	06/22/2023	-1,511.31		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	-1,511.31
PRC.06222023.D.b	PRC - PERA CORD for 6/22/23 Terms Updated	06/22/2023	1,511.31		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	1,511.31
PRC.06222023.D.c	PRC - PERA CORD for 6/22/2023 Reg PR	06/22/2023	35,927.47		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	30,342.89
				PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	2,153.81
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	3,145.50
				PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	248.22
				PAYROLL W/HOLDINGS-PERA PAYABLE 11 L 215 03	37.05
PRC.06222023.D.d	PRC - PERA CORD for 6/22/2023 SB Correction/others	06/22/2023	175.50		
				PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	130.00
				PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	45.50
				Total:	\$377,306.38

6/22/2023 TRA PERA Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	377,306.38
Epayables:	0	0.00
Total:	2	\$377,306.38

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AP Run: CB231207 — Post Date: 2023-06-27 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	5000001432		VOYAGER SOPRIS LEARNING*	-695.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
5772645	REWARDS	08/25/2022	-1,000.00		
				TRAVEL CONV & CONF-SPED AGG-PRO DEV-IDEA-611 01 E 005 420 640 419 366	-1,000.00
5833682	CLASSROOM	09/08/2022	253.00		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 210 219 000 317 430	253.00
5908903	EL CURRICULUM	09/25/2022	-377.30		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 210 219 000 317 430	-377.30
5932535	EL CURRICULUM	09/30/2022	429.00		
				INSTRUCTL SUPPLIES-LEP--COMPENS 01 E 210 219 000 317 430	429.00
Total:					-\$695.30

CB231207 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	-695.30
Total:	1	-\$695.30

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AP Run: CB231206 — Post Date: 2023-06-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	5000001433		AUSTIN ELECTRIC*	3,690.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
CS-2303128	AHS CONF ROOM A ALTERATIONS	03/24/2023	3,690.00		
	BUILDING ACQ/CONST-BLDG CONST-AHS PROJECTS-COP			06 E 310 870 040 791 520	3,690.00
06/27/2023	5000001434		CABLES FOR LESS*	364.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
251496	CAT6/FIBER CABLES	06/08/2023	364.33		
	INST TECH SUPPLIES-INST TECH-ASSIGNED TECH-			01 E 005 630 093 000 456	364.33
06/27/2023	5000001435		CAVALIER COACHES, INC*	1,845.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10611	BOYS SOCCER BUS	10/26/2022	850.00		
	TRANS CONTRACT-BOYS-SOCCER-NON-AUTH TRAN			01 E 310 294 117 733 360	850.00
10632	BOYS HOCKEY	12/01/2022	995.00		
	TRANS CONTRACT-BOYS-HOCKEY-NON-AUTH TRAN			01 E 310 294 107 733 360	338.86
	TRANSPORTATION CNTRCTS-BOYS ATHL-HOCKEY-			66 E 310 294 107 000 360	656.14
06/27/2023	5000001436		GAMES PEOPLE PLAY*	5,614.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
38679	SOCCER NETS	06/09/2023	343.37		
	REPAIR & MAINT SVCS-BOY/GIRL-ATHLETICS-			01 E 310 292 100 000 350	343.37
38680	BOYS SOCCER UNIFORMS	06/12/2023	4,558.64		
	GEN SUPPLIES-BOYS-SOCCER-			01 E 310 294 117 000 401	1,968.43
	EQUIPMENT-BOY/GIRL-ATHLETICS-OPER CAP			05 E 310 292 100 302 530	2,590.21
4472-1	CAMP T SHIRTS VOLLEYBALL	06/13/2023	309.00		
	GEN SUPPLIES-GIRLS ATHL-VOLLEYBALL-			66 E 310 296 116 000 401	309.00
4509-1	BAND T SHIRTS	06/19/2023	403.00		
	GEN SUPPLIES-MUSIC-AHS-BAND			11 E 310 258 040 132 401	403.00

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AP Run: CB231206 — Post Date: 2023-06-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	5000001437		GODFATHER'S PIZZA*	600.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05139	AHS VOLLEYBALL	04/15/2023	456.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	456.00
05143	YOUTH VOLLEYBALL	04/16/2023	144.00		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV. 11 R 000 292 000 147 619	144.00
06/27/2023	5000001438		HILLYARD/HUTCHINSON*	10,487.38	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605142221	CUSTODIAL SUPPLIES	06/08/2023	31.12		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	31.12
605143760	CUSTODIAL SUPPLIES	06/09/2023	50.48		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	50.48
605143761	CUSTODIAL SUPPLIES	06/09/2023	602.50		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	602.50
605143762	CUSTODIAL SUPPLIES	06/09/2023	5,041.62		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	5,041.62
605143763	CUSTODIAL SUPPLIES	06/09/2023	2,233.89		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	2,233.89
605143764	CUSTODIAL SUPPLIES	06/09/2023	2,527.77		
				CUSTODIAL SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 410	2,527.77
06/27/2023	5000001439		HORMEL HISTORIC HOME INC*	1,144.31	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9231	2023 HORMEL GT SYMPOSIUM OPENING RECEPTION	06/21/2023	1,144.31		
				FOOD-GIFTED-HRML GT-SYMPOSIUM 01 E 005 218 083 064 490	1,144.31
06/27/2023	5000001440		INSTITUTE FOR ENVIRONMENTAL ASSESSMENT*	2,761.59	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
00048478	PROFESSIONAL SERVICES MAY PROJECT 202210277	06/13/2023	483.00		
				BLDG ACQ/CONSTRUCTION-LTFM--INDOOR AIR QUALITY 05 E 005 865 000 366 520	483.00
00048593	PROFESSIONAL SERVICES MAY PROJECT 202110409	06/13/2023	2,278.59		
				FEEES FOR SERVICES-LTFM--ENVIRON SAFETY 05 E 005 865 000 352 305	2,278.59

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AP Run: CB231206 --- Post Date: 2023-06-27 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	5000001441		PAAPE ENERGY SERVICES*	12,375.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
108331	AHS CONTROLLERS	12/21/2022	12,375.00		
		REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	12,375.00
				Total:	\$38,881.62

CB231206 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	9	38,881.62
Total:	9	\$38,881.62

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AP Run: T231204 — Post Date: 2023-06-27 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50840	Check	AMAZON BUSINESS	26.97	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1QNK-P9NY-1MDK	OFFICE, TECH, AND PD SUPPLIES	06/15/2023	26.97		
		GEN SUPPLIES-ADM TECH SRV--	01 E 005 108 000 000 401	24.27	
		NON-INST TECH SUPPLY-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 455	2.70	
06/27/2023	50841	Check	AMY HAUSER	47.82	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061523	MILEAGE REIM.	06/15/2023	47.82		
		TRAVEL CONV & CONF-BUSINESS OFFICE--	01 E 005 110 000 000 366	47.82	
06/27/2023	50842	Check	AUSTIN COUNTRY CLUB	75.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061523-2	RANGE BUCKETS	06/15/2023	75.00		
		GEN SUPPLIES-GIRLS ATHL-GOLF	66 E 310 296 114 000 401	75.00	
06/27/2023	50843	Check	AUSTIN NOON LIONS CLUB	296.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
010123-ROONEY	JANUARY 2023 QUARTERLY DUES AND MEALS/PAST DUE AMOUNT	01/01/2023	296.00		
		DUES & MEMBERSHIPS-ABE--STATE ABE	04 E 500 520 000 322 820	296.00	
06/27/2023	50844	Check	AUTO VALUE AUSTIN	102.46	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
46442318	MAINT. SUPPLIES	05/17/2023	12.85		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	12.85	
46442425	MAINT. SUPPLIES	05/18/2023	9.18		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	9.18	
46443154	MAINT. SUPPLIES	05/26/2023	17.98		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	17.98	
46443155	MAINT. SUPPLIES	05/26/2023	10.48		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	10.48	
46444733	MAINT. SUPPLIES	06/14/2023	51.97		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	51.97	

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Check Date	Check Number	Payment Type	Name	Check Amount
06/27/2023	50844	Check	AUTO VALUE AUSTIN	102.46
Invoice Number	Description	Invoice Date	Invoice Amount	Account
46444788	MAINT. SUPPLIES	06/14/2023	0.00	
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	0.00
06/27/2023	50845	Check	BUSINESS PURCHASING SOLUTION LLC	607.50
Invoice Number	Description	Invoice Date	Invoice Amount	Account
BPS102679	SR STRATEGIC SOURCING MANAGER MEMBER NUMBER 9000-37600-00	06/01/2023	607.50	
		TEXTBOOK & WORKBOOK-SEC--OPER CAP	05 E 005 211 000 302 460	607.50
06/27/2023	50846	Check	CARTER, KATIE	588.58
Invoice Number	Description	Invoice Date	Invoice Amount	Account
061623	MILEAGE REIM.	06/16/2023	588.58	
		TRAVEL CONV & CONF-BOY/GIRL-ATHLETICS-	01 E 310 292 100 000 366	588.58
06/27/2023	50847	Check	CEDAR VALLEY SERVICES INC	1,545.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
060823	SMART RIDES MAY 2023	06/08/2023	1,545.00	
		TRANS CONTRACT-VOL PRE-KINDERG--	01 E 135 200 000 000 360	1,545.00
06/27/2023	50848	Check	CHARACTERSTRONG LLC	9,995.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
20333	SUMMER SCHOOL CURRICULUM	05/12/2023	9,995.00	
		TEXTBKs/WKBKS-ELEM-2ND PR YR-FIN150 GOV SUMMER SUP	01 E 220 203 012 149 460	9,995.00
06/27/2023	50849	Check	CHARLES MATTHEW FUGATE	2,954.75
Invoice Number	Description	Invoice Date	Invoice Amount	Account
061623	2023 HORMEL SYMPOSIUM PRESENTER FEE & STIPEND	06/16/2023	1,975.00	
		FEEs FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305	1,975.00
K3REMC	AIRFARE REIM.	06/16/2023	979.75	
		FEEs FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305	979.75

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50850	Check	CLAIRE HUGHES-LYNCH	3,763.66	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061623	2023 GT SYMPOSIUM PRESENTER FEE & EXPENSE STIPEND	06/16/2023	3,225.00		
			FEEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305	3,225.00
1936554	SPEEDWAY REIM.	06/15/2023	33.85		
			FEEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305	33.85
52885921	AVIS MINIVAN RENTAL	06/15/2023	504.81		
			FEEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305	504.81
06/27/2023	50851	Check	D & G ACE HARDWARE	141.29	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
129650/1	MAINT. SUPPLIES	06/06/2023	9.48		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	9.48
129658/1	MAINT. SUPPLIES	06/06/2023	55.94		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	55.94
129695/1	MAINT. SUPPLIES	06/08/2023	51.91		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	51.91
129697/1	NUTS & BOLTS	06/08/2023	3.98		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	3.98
129751/1	MAINT. SUPPLIES	06/12/2023	19.98		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	19.98
06/27/2023	50852	Check	DALCO	8,747.96	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4082163	CUSTODIAL SUPPLIES	05/10/2023	334.11		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	334.11
4082168	CUSTODIAL SUPPLIES	05/10/2023	6,287.05		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	6,287.05
4087928	CUSTODIAL SUPPLIES	05/24/2023	2,126.80		
			CUSTODIAL SUPPLIES-OPERATIONS--	01 E 005 810 000 000 410	2,126.80

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50853	Check	DIAMOND TENTS & TABLES OF ROSE CREEK LLC	1,962.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061523	TENTS & TABLE RENTAL 2023 GT SYMPOSIUM	06/15/2023	1,962.00		
	FEEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM			01 E 005 218 083 064 305	1,962.00
06/27/2023	50854	Check	DRIESSEN WATER INC	58.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
33033505-05312023	SOFTENER SALT ELLIS	05/31/2023	58.00		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	58.00
06/27/2023	50855	Check	ELECTRIC MOTOR BEARING SERVICE	8.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
173962	MISC USED PARTS	06/15/2023	8.00		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	8.00
06/27/2023	50856	Check	ELSA ESQUIVEL-SOTO	37.86	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
042523	MILEAGE REIM.	04/25/2023	37.86		
	TRAVEL CONV & CONF-ECFE--ECFE			04 E 500 580 000 325 366	37.86
06/27/2023	50857	Check	EO JOHNSON BUSINESS TECH	337.76	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV1352781	EO JOHNSON BILLS QUARTERLY FOR COPIER MAINTENANCE BASED ON USAGE	06/14/2023	337.76		
	PAPER TRANSF/PRINTING-GEN COM ED--COM ED			04 E 500 505 000 321 498	337.76
06/27/2023	50858	Check	ERIC CALVERT	1,975.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061623	2023 GT SYMPOSIUM PRESENTER FEE & EXPENSE STIPEND	06/16/2023	1,975.00		
	FEEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM			01 E 005 218 083 064 305	1,975.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
06/27/2023	50859	Check	FLORIDA VIRTUAL SCHOOL	479.75		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
202262-57133	STUDENT LICENSES		06/15/2023	479.75		
			INST SOFTWARE LIC-SECONDARY-	01 E 175 211 000 000 406		479.75
06/27/2023	50860	Check	G & L EMPLOYMENT SERVICES	5,705.78		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
410847	2023 DOME TAKE DOWN		06/06/2023	5,705.78		
			FEES FOR SERVICES-OPERATIONS--	01 E 311 810 000 000 305		5,705.78
06/27/2023	50861	Check	GENERAL PARTS LLC	971.68		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2097049	MAINT. SUPPLIES		06/14/2023	971.68		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		971.68
06/27/2023	50862	Check	GOPHER STAGE LIGHTING INC	10,055.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV22033	AHS CHRISTGAU HALL-LIGHTING CONTROLS BUFF UP		06/21/2023	10,055.00		
			BLDG IMPROVEMENT-BLDG CONST-MACPHAIL-	06 E 310 870 074 000 522		10,055.00
06/27/2023	50863	Check	GRAINGER	37.64		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9737159237	MAINTENANCE SUPPLIES-3RD BLANKET PO FOR FY 2022-2023		06/13/2023	7.81		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		7.81
9737290347	MAINTENANCE SUPPLIES-3RD BLANKET PO FOR FY 2022-2023		06/13/2023	29.83		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420		29.83
06/27/2023	50864	Check	HAUGEN, EMMA	225.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
061523	COOKIES FOR GT SYMPOSIUM		06/15/2023	225.00		
			FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490		225.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50865	Check	HEATHER OSGOOD	141.81	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061523	MILEAGE REIM.	06/15/2023	101.53		
				TRAVEL CONV & CONF-DEAF-HA-SHARED COST-	101.53
061523-2	MILEAGE REIM.	06/15/2023	23.32		
				TRAVEL CONV & CONF-DEAF-HA-SHARED COST-	23.32
061523-3	MILEAGE REIM.	06/15/2023	16.96		
				IN-DISTRICT TRAVEL-DEAF-HA--IDEA-611	16.96
06/27/2023	50866	Check	HY-VEE ACCOUNTS RECEIVABLE	1,746.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4858918648	FOOD ORDER	05/11/2023	128.61		
				GEN SUPPLIES-ELEM ED--HOLTON GENERAL	128.61
48590899731	OPEN PO FOR SUPPLIES	05/15/2023	95.31		
				INDIV INST SUPPLIES-FACS-HOME EC-CTE	95.31
4859131940	FLOWERS FOR CHOIR	05/16/2023	143.00		
				GEN SUPPLIES-MUSIC-AHS-CHOIR	143.00
48591507523	OPEN PO FOR SUPPLIES	05/16/2023	143.52		
				INDIV INST SUPPLIES-FACS-HOME EC-CTE	143.52
48591841859	END OF YEAR CLASSROOM PARTY SUPPLIES	05/17/2023	20.41		
				GEN SUPPLIES-KINDERGARTEN-WOODSON-WOODSON	20.41
48592465227	CONCESSION SUPPLIES	05/19/2023	143.28		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	143.28
4859418384	RETIREMENT DINNER BOUTONNIERES	05/23/2023	66.00		
				GEN SUPPLIES-SCHOOL BOARD--	66.00
4859437276	CONCESSION SUPPLIES	05/24/2023	-143.28		
				COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	-143.28
4859473723	FLOWERS FOR SENIOR CHOIR	05/25/2023	275.00		
				GEN SUPPLIES-MUSIC-AHS-CHOIR	275.00
4859641642	END OF YEAR CLASSROOM PARTY SUPPLIES	05/28/2023	20.10		
				GEN SUPPLIES-KINDERGARTEN-WOODSON-WOODSON	20.10

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50866	Check	HY-VEE ACCOUNTS RECEIVABLE	1,746.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4859725361	DONUTS	05/31/2023	-0.39		
				FOOD-EXT CUR-STD CNCL-AHS-SA 88 E 310 298 053 301 490	-0.39
48597346949	END OF YEAR CLASSROOM PARTY SUPPLIES	05/31/2023	21.55		
				GEN SUPPLIES-KINDERGARTEN-WOODSON-WOODSON 11 E 165 201 020 102 401	21.55
48597493360	END OF YEAR CLASSROOM PARTY SUPPLIES	05/31/2023	20.97		
				GEN SUPPLIES-KINDERGARTEN-WOODSON-WOODSON 11 E 165 201 020 102 401	20.97
4859794068	GRADUATION CAKES / PIZZA	06/02/2023	600.00		
				FOOD-PUPIL SUP-REACH-HORMEL- 01 E 005 790 489 000 490	600.00
4859794068-2	GRADUATION MEAL	06/02/2023	231.14		
				FOOD-PUPIL SUP-REACH-HORMEL- 01 E 005 790 489 000 490	231.14
4859800360	GRADUATION MEAL	06/02/2023	-125.82		
				FOOD-PUPIL SUP-REACH-HORMEL- 01 E 005 790 489 000 490	-125.82
48599174804	BOUTONNIERES AND CORSAGES FOR SCHOOLBOARD AND ADMIN FOR GRADUATION	06/05/2023	107.50		
				GEN SUPPLIES-SEC-AHS-POP/VENDING 11 E 310 211 040 100 401	107.50
06/27/2023	50867	Check	JER OSGOOD	23.58	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062123	MILEAGE REIM.	06/21/2023	23.58		
				TRAVEL-INST TECH-2ND PR YR-ESSER III 90% 01 E 005 630 012 160 366	23.58
06/27/2023	50868	Check	JODI VANPELT	57.79	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
48551352297	HYVEE REIM.	02/02/2023	18.59		
				FOOD-MUSIC-AHS-BAND 11 E 310 258 040 132 490	18.59
48551355510	HYVEE REIM.	02/02/2023	10.00		
				FOOD-MUSIC-AHS-BAND 11 E 310 258 040 132 490	10.00
583028016900608	WALMART REIM.	01/27/2023	9.06		
				FOOD-MUSIC-AHS-BAND 11 E 310 258 040 132 490	9.06
957606	ALDI REIM.	01/27/2023	20.14		
				FOOD-MUSIC-AHS-BAND 11 E 310 258 040 132 490	20.14

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Check Date	Check Number	Payment Type	Name	Check Amount		
06/27/2023	50869	Check	JOSEPH E JOHNSON & SONS CONST	11,100.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1266-2	FINAL PAYMENT FOR DOME TAKEDOWN		03/28/2023	11,100.00		
			FEES FOR SERVICES-OPERATIONS--		01 E 311 810 000 000 305	11,100.00
06/27/2023	50870	Check	LEE, MICHAEL E	80.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
041823VARB	BASEBALL REF PAY		04/18/2023	80.00		
			FEES FOR SERVICES-BOYS-BASEBALL-		01 E 310 294 101 000 305	80.00
06/27/2023	50871	Check	M J O'CONNOR INC	3,749.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
46493	WATER DAMNS INVOICE		06/14/2023	150.00		
			FEES FOR SERVICES-OPERATIONS--		01 E 005 810 000 000 305	150.00
46557	AHS WALK IN FREEZER		06/14/2023	1,071.05		
			FEES FOR SERVICES-OPERATIONS--		01 E 005 810 000 000 305	1,071.05
46591	ANNEX SE CLASSROOM		06/14/2023	2,527.95		
			FEES FOR SERVICES-OPERATIONS--		01 E 005 810 000 000 305	2,527.95
06/27/2023	50872	Check	MARY LOUISE SLADE	2,902.18		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
061623	2023 GT SYMPOSIUM PRESENTER FEE & STIPEND		06/16/2023	1,975.00		
			FEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM		01 E 005 218 083 064 305	1,975.00
52712015	MINI VAN REIMBURSEMENT		06/16/2023	927.18		
			FEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM		01 E 005 218 083 064 305	927.18
06/27/2023	50873	Check	MINNESOTA ADAPTED ATHLETICS ASSOCIATION	300.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2022-23-004	MEMBERSHIP FEES CI BOWLING, PI BOWLING, ASD BOWLING		02/01/2023	300.00		
			DUES/MEMBERSHIP-BOY/GIRL ATHL-ADAPTIVE BOWLING		01 E 310 292 120 000 820	300.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50874	Check	MINNESOTA CHEMICAL CO	42,980.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN3055-1	FIN 170 GRANT; DISTRICT WASHERS AND DRYERS	06/21/2023	42,980.25		
	GEN SUPPLIES-HEALTH SVCS--MN COVID 19 TESTING PROG			01 E 005 720 000 170 401	18,111.00
	EQUIPMENT-HEALTH SVCS--MN COVID 19 TESTING PRG			01 E 005 720 000 170 530	24,869.25
06/27/2023	50875	Check	MK MUSIC REPAIR	187.11	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
28358	EUPHONIUM REPAIR	07/01/2022	55.39		
				REPAIR & MAINT SVCS-MUSIC-- 01 E 310 258 000 000 350	55.39
28359	EUPHONIUM REPAIR	07/01/2022	125.40		
				REPAIR & MAINT SVCS-MUSIC-- 01 E 310 258 000 000 350	125.40
29217	JUPITER TROMBONE SCREW	12/05/2022	6.32		
				REPAIR & MAINT SVCS-MUSIC-- 01 E 310 258 000 000 350	6.32
06/27/2023	50876	Check	MOLINE AWARDS AT STERLING	48.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0066813	WALL PLAQUES GIRLS GOLF	06/09/2023	48.00		
				GEN SUPPLIES-GIRLS ATHL-GOLF 66 E 310 296 114 000 401	48.00
06/27/2023	50877	Check	MUSIC MART	231.15	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1465856	MUSIC SUPPLIES	10/14/2022	71.96		
				GEN SUPPLIES-MUSIC-ELLIS-ORCHESTRA 11 E 210 258 030 134 401	71.96
1465857	MUSIC SUPPLIES	10/14/2022	20.50		
				GEN SUPPLIES-MUSIC-ELLIS-ORCHESTRA 11 E 210 258 030 134 401	20.50
1466714	MUSIC SUPPLIES	10/17/2022	115.45		
				GEN SUPPLIES-MUSIC-ELLIS-ORCHESTRA 11 E 210 258 030 134 401	115.45
1473869	MUSIC SUPPLIES	11/03/2022	23.24		
				GEN SUPPLIES-MUSIC-ELLIS-ORCHESTRA 11 E 210 258 030 134 401	23.24

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50878	Check	PAGE, JOEY	116.98	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062023	MILEAGE REIM.	06/20/2023	116.98		
			TRAVEL CONV & CONF-SUPERINTENDENT--	01 E 005 020 000 000 366	116.98
06/27/2023	50879	Check	PALMER BUS SERVICE	4,109.37	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0004217-IN	VPK STUDENTS - MAY 2023	05/31/2023	80.20		
			TRANS CONTRACT-VOL PRE-KINDERG--	01 E 135 200 000 000 360	80.20
0004221-IN	LANGUAGE & CULTURE	05/31/2023	1,004.36		
			TRANS CONTRACT-SEC-AHS-WORLD LANGUAGE	11 E 310 211 040 140 360	1,004.36
0004222-IN	AHS TO AUSTIN VET	05/31/2023	175.10		
			TRANS CONTRACT-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 360	175.10
0004224-IN	AHS SMALL ANIMAL FARM	05/31/2023	190.40		
			TRANS CONTRACT-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 360	190.40
0004226-IN	AHS TO HUMANE SOCIETY	05/31/2023	175.10		
			TRANS CONTRACT-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 360	175.10
0004227-IN	AHS CEO END OF YEAR TRIP	05/31/2023	578.34		
			TRANS CONTRACT-SEC-CEO PROGRAM-	01 E 310 211 206 000 360	578.34
0004228-IN	AHS ACTIVE JOBSITE EXPERIENCE	05/31/2023	211.82		
			TRANS CONTRACT-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 360	211.82
0004229-IN	AHS FREEBORN WIND FARM	05/31/2023	95.20		
			TRANS CONTRACT-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 360	95.20
0004230-IN	NATURE CENTER FIELD TRIPS	05/31/2023	525.30		
			PMT FOR ED PURP-KINDERGARTEN-HRM NAT CTR	- 01 E 165 201 119 000 394	525.30
0004242-IN	REACH MAY	05/31/2023	548.25		
			TRANS CONTRACT-PUPIL SUP-REACH-HORMEL-	01 E 005 790 489 000 360	548.25
0004247-IN	SPANISH 4 TO SOUTHGATE MAY	05/31/2023	262.65		
			TRANS CONTRACT-FOREIGN LANG--NON-AUTH TRAN	01 E 310 230 000 733 360	262.65
0004248-IN	AHS SPANISH 4 TO SOUTHGATE	05/31/2023	87.55		
			TRANS CONTRACT-FOREIGN LANG--NON-AUTH TRAN	01 E 310 230 000 733 360	87.55

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06/27/2023	50879	Check	PALMER BUS SERVICE	4,109.37	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0004256-IN	PI ACADEMY TO AHS SOUTHGATE	05/31/2023	175.10		
	TRANS CONTRACT-GIFTED--GIFT/TA			01 E 005 218 000 388 360	175.10
06/27/2023	50880	Check	PHELPS, VICKI ANN	1,725.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061623	2023 GT SYMPOSIUM PRESENTER FEE & EXPENSE STIPEND	06/16/2023	1,725.00		
	FEEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM			01 E 005 218 083 064 305	1,725.00
06/27/2023	50881	Check	REGENTS OF UNIV OF MN	10,237.56	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0290068736	EVALUATION SERVICES & AMENDMENT	06/07/2023	10,237.56		
	FEEES FOR SERVICES-GIFTED--GIFT/TA			01 E 005 218 000 388 305	4,448.00
	CONTRCT>25K-CURR DEV-PR YR-LEARNING RECOVERY LT			01 E 005 610 011 169 304	5,789.56
06/27/2023	50882	Check	ROCHAT, AMBER L	200.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
6889926199	HEAD COACH TRAINING COURSE	06/12/2023	200.00		
	TRAVEL CONV & CONF-EXT CUR--			01 E 310 298 000 000 366	200.00
06/27/2023	50883	Check	RUNNINGS	18.49	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3292158	BLANKET PO FOR 2022-2023 FY	06/01/2023	13.30		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	13.30
3297879	BLANKET PO FOR 2022-2023 FY	06/07/2023	5.19		
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420	5.19
06/27/2023	50884	Check	RYAN PALUMBO	590.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
052523REF	BASEBALL & SOFTBALL REF 4/15,4/18,4/27,5/1,5/8,5/16,5/25,4/25	05/25/2023	590.00		
	FEEES FOR SERVICES-BOYS-BASEBALL-			01 E 310 294 101 000 305	525.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
06/27/2023	50884	Check	RYAN PALUMBO	590.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
			FEES FOR SERVICES-GIRLS-SOFTBALL-	01 E 310 296 115 000 305		65.00
06/27/2023	50885	Check	RYAN STANLEY	1,100.02		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
1089	FIRE & ICE REIM.		06/12/2023	20.54		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366		20.54
582824	WABASH BBQ REIM.		06/11/2023	26.00		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366		26.00
6608979	CHICK FIL A REIM.		06/12/2023	14.17		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366		14.17
682082A	HOTEL REIM. CONFERENCE		06/14/2023	766.42		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366		766.42
689041	CULVERS REIM.		06/14/2023	12.51		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366		12.51
782149	REGION 3 LEADERSHIP CONFERENCE REGISTRATION		05/25/2023	250.00		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366		250.00
AC2Z5LKWACBK	AMES REIM.		06/11/2023	10.38		
			TRAVEL CONV & CONF-CTE-GENERAL--CARL PERKINS	12 E 300 399 000 428 366		10.38
06/27/2023	50886	Check	RYDJOR BIKE SHOP	684.87		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
062623130914975	CHELSEA WHITE - APEF GRANT - STRIDER 20 SPORT BALANCE BIKE (BLACK), PRECALIBER 24 8SP GIRLS 24 (MAGENTA), AND TWO YOUTH HELMETS, HEL41901911C		06/26/2023	684.87		
			INSTRUCTL SUPPLIES-GEN SPED--APEF GRANT	01 E 145 400 000 097 430		684.87
06/27/2023	50887	Check	SALLY REIS RENZULLI	2,225.00		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
061623	2023 GT SYMPOSIUM PRESENTER FEE & EXPENSE STIPEND		06/16/2023	2,225.00		
			FEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305		2,225.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50888	Check	SHEILA BERGER	44.02	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061523	MILEAGE REIM.	06/15/2023	44.02		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 155 640 000 316 366	44.02
06/27/2023	50889	Check	SHERWIN WILLIAMS CO	161.14	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9723-2	PAINT	06/15/2023	161.14		
			BLDG ACQ/CONSTRUCTION-LTFM--INTER SURFACES	05 E 005 865 000 379 520	161.14
06/27/2023	50890	Check	TAYLOR AND FRANCIS GROUP LLC	2,470.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
TN-097129	BOOK ORDER FOR THE GT SYMPOSIUM	06/01/2023	2,470.50		
			GEN SUPPLIES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 401	2,470.50
06/27/2023	50891	Check	THERESA M IVERSON	300.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
052623	AHS BASS ACCOMPANIST	05/26/2023	300.00		
			FEES FOR SERVICES-MUSIC-AHS-CHOIR	11 E 310 258 040 133 305	300.00
06/27/2023	50892	Check	TIGER CITY SPORTS	164.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
060623	TRACK END OF SEASON AWARDS	06/06/2023	96.00		
			GEN SUPPLIES-GIRLS ATHL-TRACK & FIELD	66 E 310 296 110 000 401	96.00
060623-B	TRACK AWARDS	06/06/2023	68.00		
			GEN SUPPLIES-BOYS ATHL-TRACK & FIELD	66 E 310 294 110 000 401	68.00
06/27/2023	50893	Check	TRACY FORD INMAN	3,225.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061623	2023 GT SYMPOSIUM PRESENTER FEE & EXPENSE STIPEND	06/16/2023	3,225.00		
			FEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305	3,225.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50894	Check	TROPHYCENTRAL INC	305.82	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
163247	TROPHY CENTRAL - ACADEMIC EXCELLENCE PINS	06/19/2023	305.82		
	GEN SUPPLIES-SEC-AHS-POP/VENDING			11 E 310 211 040 100 401	305.82
06/27/2023	50895	Check	VIKING AUTOMATIC SPRINKLER COMPANY	200.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1025-F281516	SURVEY & PROVIDE COVERPLATES	06/07/2023	200.00		
	BLDG ACQ/CONSTRUCTION-LTFM--FIRE SAFETY			05 E 005 865 000 363 520	200.00
06/27/2023	50896	Check	VIKING ELECTRIC SUPPLY	1,220.58	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
S006897067.001	ELECTRICAL SUPPLIES	05/04/2023	388.01		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	388.01
S006897067.002	ELECTRICAL SUPPLIES	05/04/2023	320.90		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	320.90
S006932450.001	ELECTRICAL SUPPLIES	05/16/2023	141.29		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	141.29
S006932450.003	ELECTRICAL SUPPLIES	05/18/2023	59.56		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	59.56
S006932450.004	ELECTRICAL SUPPLIES	05/19/2023	118.95		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	118.95
S006932450.005	ELECTRICAL SUPPLIES	05/26/2023	35.82		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	35.82
S0069332450.002	ELECTRICAL SUPPLIES	05/16/2023	25.87		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	25.87
S006935774.001	ELECTRICAL SUPPLIES	05/17/2023	30.94		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	30.94
S006963222.001	ELECTRICAL SUPPLIES	05/25/2023	66.60		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	66.60
S006968403.001	ELECTRICAL SUPPLIES	05/26/2023	32.64		
				REPAIR SUPPLIES-OPERATIONS-- 01 E 005 810 000 000 420	32.64

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Check Date	Check Number	Payment Type	Name	Check Amount	
06/27/2023	50897	Check	WALSH, OLIVIA	137.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
061423	COOKIE ORDER GT SYMPOSIUM	06/14/2023	137.50		
		FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	137.50	
06/27/2023	50898	Check	WEX BANK	2,505.40	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
89665250	FUEL PURCHASES MAY 2023	05/31/2023	2,505.40		
		GAS/OIL & GREASE-OPERATIONS--	01 E 005 810 000 000 442	2,505.40	
				Total:	\$146,034.48

T231204 Summary

Type	Count	Amount
Regular	59	146,034.48
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	59	\$146,034.48

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AP Run: T231301 — Post Date: 2023-07-04 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
07/04/2023	50899	Check	AMAZON BUSINESS	4,535.36	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
16HR-T7QJ-16N7	KIDS KORNER SUMMER PROGRAM SUPPLIES	06/15/2023	11.99		
	GEN SUPPLIES-KIDS KORNER--MISC FED REV INDIRECT			04 E 500 570 000 699 401	11.99
1CX1-3FY9-KV67	OFFICE MAINTENANCE ITEMS	06/19/2023	929.36		
	REPAIR & MAINT SVCS-ADM TECH SRV--			01 E 005 108 000 000 350	929.36
1HHX-64JL-7CKH	FAMILY LIT SUPPLIES & PAPER/LABELS FOR OFFICE	06/13/2023	212.72		
	INSTRUCTIONAL SUP-ABE-HRML FAM LIT-GED TESTING			04 E 500 520 240 324 430	212.72
1HTX-HKXY-V1Y9	KIDS KORNER SUMMER PROGRAM SUPPLIES	05/29/2023	1,377.35		
	GEN SUPPLIES-KIDS KORNER--MISC FED REV INDIRECT			04 E 500 570 000 699 401	1,377.35
1JLN-WV9L-KG1T	KIDS KORNER SUMMER PROGRAM SUPPLIES	06/05/2023	31.74		
	GEN SUPPLIES-KIDS KORNER--MISC FED REV INDIRECT			04 E 500 570 000 699 401	31.74
1MLL-L4HP-HXXH	MAC ADAPTERS	06/19/2023	127.18		
	NON-INST TECH DEVICE-INST TECH-ASSIGNED TECH-			01 E 005 630 093 000 465	127.18
1NYM-HGQ1-6PJF	TECH EQUIPMENT	05/12/2023	1,659.07		
	GEN SUPPLIES-ADM TECH SRV--			01 E 005 108 000 000 401	33.18
	NON-INST TECH SUPPLY-INST TECH-ASSIGNED TECH-			01 E 005 630 093 000 455	1,592.71
	INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH			11 E 185 203 361 169 456	33.18
1T11-X37M-X9VM	PLANNERS FOR ANDREW	06/30/2023	149.97		
	GEN SUPPLIES-BUSINESS OFFICE--			01 E 005 110 000 000 401	149.97
1W1K-X4KQ-C96Y	EL SUMMER SCHOOL SUPPLIES	06/17/2023	35.98		
	INSTRUCTL SUPPLIES-ELL--TITLE III, PT A			01 E 005 205 000 417 430	35.98
07/04/2023	50900	Check	ANCOM COMMUNICATIONS	1,637.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
115373	2 NEW RADIOS FOR BANFIELD	06/08/2023	1,637.00		
	CAP NON-INST TECH EQUIP-CAP FAC-2ND PR YR-ESSER II			01 E 105 850 012 155 555	1,637.00
07/04/2023	50901	Check	CHARTER COMMUNICATIONS	9.66	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0382819062223	HR BUSINESS TV	06/22/2023	9.66		
	FEES FOR SERVICES-PERSONNEL--			01 E 005 160 000 000 305	9.66

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Check Date	Check Number	Payment Type	Name			Check Amount
07/04/2023	50902	Check	COLE PAPERS			691.80
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10283836	PAPER		04/17/2023	691.80		
			RESALE SUP-TRAD/IND-GRAPHIC-CTE		01 E 310 361 873 820 621	691.80
07/04/2023	50903	Check	DAKOTA SUPPLY GROUP			224.12
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
S102645400.001	ELECTRICAL SUPPLIES-2ND BLANKET PO FOR 2022-2023 FY		04/12/2023	172.98		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	172.98
S102743314.001	ELECTRICAL SUPPLIES-2ND BLANKET PO FOR 2022-2023 FY		05/17/2023	51.14		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	51.14
07/04/2023	50904	Check	DEWITT T SCHARA			182.09
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
061523	MILEAGE REIM.		06/15/2023	182.09		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 210 640 000 316 366	182.09
07/04/2023	50905	Check	DR ET AND COMPANY LLC			3,225.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
061623	2023 HORMEL GT SYMPOSIUM PRESENTER FEE		06/16/2023	3,225.00		
			FEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM		01 E 005 218 083 064 305	3,225.00
07/04/2023	50906	Check	ENCOMPASS SUPPLY CHAIN SOLUTIONS			17,725.13
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1-238190-0523	LAPTOP REPAIR PARTS		05/24/2023	-2,729.26		
			INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH		11 E 185 203 361 169 456	-682.32
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH		11 E 210 211 361 171 456	-682.32
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH		11 E 310 211 361 170 456	-1,364.62
1-238276-0523	LAPTOP REPAIR PARTS		05/24/2023	-3,898.95		
			INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH		11 E 185 203 361 169 456	-974.74
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH		11 E 210 211 361 171 456	-974.74
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH		11 E 310 211 361 170 456	-1,949.47

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AP Run: T231301 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
07/04/2023	50906	Check	ENCOMPASS SUPPLY CHAIN SOLUTIONS	17,725.13		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1-239422-0523	LAPTOP REPAIR PARTS		05/24/2023	3,910.26		
	INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH				11 E 185 203 361 169 456	977.57
	INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH				11 E 210 211 361 171 456	977.57
	INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH				11 E 310 211 361 170 456	1,955.12
1-239565-0523	LAPTOP REPAIR PARTS		05/24/2023	469.34		
	INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH				11 E 185 203 361 169 456	117.34
	INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH				11 E 210 211 361 171 456	117.34
	INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH				11 E 310 211 361 170 456	234.66
1-383895-0623	LAPTOP REPAIR PARTS		06/30/2023	19,973.74		
	INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH				11 E 185 203 361 169 456	5,992.12
	INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH				11 E 210 211 361 171 456	5,992.12
	INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH				11 E 310 211 361 170 456	7,989.50
07/04/2023	50907	Check	GLOBAL INDUSTRIAL EQUIPMENT	4,414.10		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
120581546	SHELVING - TECH STORAGE		06/10/2023	4,414.10		
	INST TECH SUPPLIES-INST TECH-ASSIGNED TECH-				01 E 005 630 093 000 456	4,414.10
07/04/2023	50908	Check	HERNANDEZ, ARIELLE	78.60		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062923	HOMEBOUND MILEAGE		06/29/2023	78.60		
	TRAVEL-SECONDARY-HOMEBOUND NON-SPED-				01 E 312 211 432 000 366	78.60
07/04/2023	50909	Check	HOLIDAY INN EXPRESS ROSEVILLE	1,973.52		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9007	FFA HOTEL ROOMS APRIL STAY ERROR ON P CARD		04/23/2023	1,973.52		
	ENTRY FEES/STDT TRVL ALLOW-EXT CUR-FFA-SA				88 E 310 298 026 301 369	1,973.52

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AP Run: T231301 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
07/04/2023	50910	Check	INFINITE CAMPUS	189.25
Invoice Number	Description	Invoice Date	Invoice Amount	Account
SRVINV031676	ONSITE SCHEDULING TRAINING	05/31/2023	189.25	
	FEEES FOR SERVICES-STAFF DEV--STAFF DEV	01 E 210 640 000 316 305		94.62
	FEEES FOR SERVICES-STAFF DEV--STAFF DEV	01 E 310 640 000 316 305		94.63
07/04/2023	50911	Check	LAKE CITY HIGH SCHOOL	210.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
051523	JEWEL INVITE	05/15/2023	210.00	
	ENTRY FEES/STDT TRVL-BOYS ATHL-GOLF-	01 E 310 294 114 000 369		210.00
07/04/2023	50912	Check	LENOVO UNITED STATES INC	123.36
Invoice Number	Description	Invoice Date	Invoice Amount	Account
6464673161	LAPTOP REPAIR	06/08/2023	123.36	
	INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH	11 E 185 203 361 169 456		123.36
07/04/2023	50913	Check	LORI ANN HAMEISTER	1,080.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
7981	CABS & HOME ALONE CLASSES	06/25/2023	1,080.00	
	FEEES FOR SERVICES-GEN COM ED--COM ED	04 E 500 505 000 321 305		1,080.00
07/04/2023	50914	Check	LYNETTE BREEDLOVE	1,725.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
061623	2023 GT SYMPOSIUM PRESENTER FEE & EXPENSE STIPEND	06/16/2023	1,725.00	
	FEEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM	01 E 005 218 083 064 305		1,725.00
07/04/2023	50915	Check	MAGNATAG INC	334.19
Invoice Number	Description	Invoice Date	Invoice Amount	Account
654454	GLASS BOARD SUPPLIES	06/14/2023	334.19	
	GEN SUPPLIES-SEC--	01 E 310 211 000 000 401		334.19

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AP Run: T231301 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
07/04/2023	50916	Check	MAJERUS, MICHAEL J	6.22		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
063023	MILEAGE REIM.		06/30/2023	6.22		
			IN-DISTRICT TRAVEL-ADM TECH SRV--		01 E 005 108 000 000 367	6.22
07/04/2023	50917	Check	MARK LANG CONSTRUCTION CO LLC	24,785.35		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062723	CONCRETE @ NEVELN		06/27/2023	24,785.35		
			SITE/GRNDS ACQ-LTFM--SITE PROJECTS		05 E 005 865 000 384 510	24,785.35
07/04/2023	50918	Check	METRO FIBERNET, LLC	1,766.21		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
JUNE 2023	JUNE 2023 SERVICE		06/16/2023	1,766.21		
			TELEPHONE-GEN ADM--		01 E 005 105 000 000 320	89.90
			TELEPHONE-OPERATIONS--		01 E 005 810 000 000 320	1,386.69
			TELEPHONE-OPERATIONS--		01 E 105 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 125 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 145 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 155 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 185 810 000 000 320	29.95
			TELEPHONE-OPERATIONS--		01 E 310 810 000 000 320	199.75
07/04/2023	50919	Check	MOLINE AWARDS AT STERLING	158.80		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
0065740	GIRLS SOCCER AWARDS		10/21/2022	158.80		
			GEN SUPPLIES-GIRLS ATHL-SOCCER-		66 E 310 296 117 000 401	158.80
07/04/2023	50920	Check	NOW MICRO INC	1,417.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
PSG215458	SCCM SUPPORT		05/31/2023	1,417.50		
			COMPUTER/TECH SVCS-ADM TECH SRV--		01 E 005 108 000 000 319	1,417.50

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AP Run: T231301 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
07/04/2023	50921	Check	PITZEN, ALEX W	33.01		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
3769815	KWIK TRIP REIM.		06/04/2023	33.01		
			GEN SUPPLIES-OPERATIONS--		01 E 311 810 000 000 401	33.01
07/04/2023	50922	Check	SCHMIDT GOODMAN OFFICE PRODUCTS INC	477.28		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
14764	OFFICE CHAIR AMY		06/29/2023	477.28		
			GEN SUPPLIES-ADM TECH SRV--		01 E 005 108 000 000 401	477.28
07/04/2023	50923	Check	SHARI MICHELS	12.77		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
063023	MILEAGE REIM.		06/30/2023	12.77		
			IN-DISTRICT TRAVEL-ECSE--IDEA SEC 619		01 E 120 412 000 420 367	12.77
07/04/2023	50924	Check	SIMONDS, MONICA LYNN	1,725.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
061623	2023 GY SYMPOSIUM PRESENTER FEE & STIPEND		06/16/2023	1,725.00		
			FEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM		01 E 005 218 083 064 305	1,725.00
07/04/2023	50925	Check	TREVINO, NOEMI ANGELICA	142.79		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062123	MILEAGE REIM. GT SYMPOSIUM		06/21/2023	142.79		
			FEES FOR SERVICES-GIFTED-HRML GT-SYMPOSIUM		01 E 005 218 083 064 305	142.79
07/04/2023	50926	Check	UPLIFT DESK	1,436.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
INV1464190	PEG FEET FOR UPLIFT STANDING DESK		04/24/2023	40.00		
			EQUIPMENT-SEC--OPER CAP		05 E 310 211 000 302 530	40.00
INV1491542	DESK AND CHAIR AP OFFICE		05/24/2023	1,396.00		
			EQUIPMENT-SEC--OPER CAP		05 E 310 211 000 302 530	1,396.00

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AP Run: T231301 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
07/04/2023	50927	Check	USBANK- A TFS PROGRAM	2,044.51	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
504694373	22-23 COPIER LEASE ELLIS	06/24/2023	66.00		
		PRINCIPAL ON CAP LEASE-SEC--		01 E 210 211 000 000 580	66.00
504694464	22-23 PRINTER LEASES	06/26/2023	1,978.51		
		PRINCIPAL ON CAP LEASE-BUSINESS OFFICE--		01 E 005 110 000 000 580	214.34
		PRINCIPAL ON CAP LEASE-OPERATIONS--		01 E 005 810 000 000 580	139.46
		PRINCIPAL ON CAP LEASE-ELEM ED--		01 E 185 203 000 000 580	480.22
		PRINCIPAL ON CAP LEASE-SEC--		01 E 210 211 000 000 580	182.10
		PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	635.90
		PRINCIPAL ON CAP LEASE-		01 E 310 710 000 000 580	204.00
		PRINCIPAL ON CAP LEASE-SEC--ALC		01 E 610 211 000 303 580	122.49
Total:					\$72,363.62

T231301 Summary

Type	Count	Amount
Regular	29	72,363.62
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	29	\$72,363.62

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AP Run: CB231301 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
07/04/2023	5000001442		CABLES FOR LESS*	999.68	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
250657	CABLES	04/21/2023	999.68		
			NON-INST TECH SUPPLY-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 455	999.68
07/04/2023	5000001443		GAMES PEOPLE PLAY*	356.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4504-1	DANCE TEE SHIRTS FOR APDT CLINIC WITH CE	06/15/2023	356.50		
			GEN SUPPLIES-GEN COM ED--COM ED	04 E 500 505 000 321 401	356.50
07/04/2023	5000001444		HILLYARD/HUTCHINSON*	525.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
605130379	FOOD SERIVCE	05/26/2023	525.60		
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	525.60
07/04/2023	5000001445		OLD 218*	550.33	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
131819	RECRUITING AND HIRING SUPPLIES	05/25/2023	550.33		
			RECRUITING-PERSONNEL--	01 E 005 160 000 000 890	550.33
07/04/2023	5000001446		SCHOLASTIC BOOK CLUBS INC*	101.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4268215	3RD GRADE BOOK ORDER FOR JAYME LAMERS AT SOUTHGATE ELEMENTARY SCHOOL	03/31/2023	101.50		
			INSTRUCTL SUPPLIES-ELEM ED--	01 E 145 203 000 000 430	101.50
				Total:	\$2,533.61

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AP Run: CB231301 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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CB231301 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	5	2,533.61
Total:	5	\$2,533.61

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AP Run: T240101 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
07/04/2023	50928	Check	CMERDC	12,744.47
Invoice Number	Description		Invoice Date	Invoice Amount
191987	VIEWPOINT		07/01/2023	12,744.47
			NON-INST SOFTWARE LIC-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 405
				12,744.47
07/04/2023	50929	Check	FRONTLINE TECHNOLOGIES, INC	25,031.18
Invoice Number	Description		Invoice Date	Invoice Amount
INVUS179182	AESOP FY 23-24		07/01/2023	25,031.18
			NON-INST SOFTWARE LIC-PERSONNEL--	01 E 005 160 000 000 405
				25,031.18
07/04/2023	50930	Check	POWERSCHOOL GROUP LLC	21,493.96
Invoice Number	Description		Invoice Date	Invoice Amount
INV341762	SCHOOLLOGY		07/01/2023	21,493.96
			INST SOFTWARE LIC-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 406
				21,493.96
07/04/2023	50931	Check	SCHOOL TECH ASSOCIATES, INC	4,660.00
Invoice Number	Description		Invoice Date	Invoice Amount
051723	23-24 TIME CLOCK TERMINALS		07/01/2023	4,660.00
			NON-INST SOFTWARE LIC-PERSONNEL--	01 E 005 160 000 000 405
				4,660.00
07/04/2023	50932	Check	SIGNUP.COM	1,790.91
Invoice Number	Description		Invoice Date	Invoice Amount
2065	SIGNUP CONFERENCES		07/01/2023	1,790.91
			NON-INST SOFTWARE LIC-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 405
				1,790.91
07/04/2023	50933	Check	SKYWARD INC	48,640.00
Invoice Number	Description		Invoice Date	Invoice Amount
0000224164	FY 2024 SOFTWARE LICENSE		07/01/2023	48,640.00
			NON-INST SOFTWARE LIC-BUSINESS OFFICE--	01 E 005 110 000 000 405
				48,640.00
			Total:	\$114,360.52

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AP Run: T240101 — Post Date: 2023-07-04 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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T240101 Summary

Type	Count	Amount
Regular	6	114,360.52
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	6	\$114,360.52

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AP Run: VRT240101 — Post Date: 2023-07-04 — AP Run Type: V

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
07/04/2023	50393	Check	GRAND VIEW SOUND	-900.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
04-29-2023	PROM DJ		04/29/2023	-900.00		
			CONSULTING/SERVICE FEES-EXT CUR-PROM-SA		88 E 310 298 042 301 305	-900.00
						Total: -\$900.00

VRT240101 Summary

Type	Count	Amount
Regular	1	-900.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	-\$900.00

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AP Run: VRT240101 — Post Date: 2023-07-04 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount	
07/04/2023	50934	Check	GRAND VIEW SOUND	900.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
04-29-2023	PROM DJ	07/04/2023	900.00		
		CONSULTING/SERVICE FEES-EXT CUR-PROM-SA	88 E 310 298 042 301 305	900.00	
				Total:	\$900.00

VRT240101 Summary

Type	Count	Amount
Regular	1	900.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	1	\$900.00

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AP Run: CB231302 — Post Date: 2023-07-10 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
07/10/2023	5000001447		DEMCO INC*	3,751.34	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
7323557	LAPTOP CARTS	06/15/2023	3,751.34		
			INST TECH SUPPLIES-INST TECH-ASSIGNED TECH-	01 E 005 630 093 000 456	3,751.34
07/10/2023	5000001448		METRO SALES INC*	3,311.01	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV2303867	22-23 ELLIS OVERAGE G658CC00306	06/12/2023	399.34		
			REPAIR & MAINT SVCS-SEC--	01 E 210 211 000 000 350	399.34
INV2304323	AHS COPIERS LEASE	06/12/2023	1,150.54		
			REPAIR & MAINT SVCS-SEC--	01 E 310 211 000 000 350	116.65
			PRINCIPAL ON CAP LEASE-SEC--	01 E 310 211 000 000 580	1,033.89
INV2307747	AHS COPIER SN: 4021C600362 22-23	06/16/2023	379.01		
			REPAIR & MAINT SVCS-SEC--	01 E 310 211 000 000 350	54.01
			PRINCIPAL ON CAP LEASE-SEC--	01 E 310 211 000 000 580	325.00
INV2307748	WOODSON COPIER SN: 4021C900277 22-23	06/16/2023	432.89		
			REPAIR & MAINT SVCS-KINDERGARTEN--	01 E 165 201 000 000 350	96.89
			PRINCIPAL ON CAP LEASE-KINDERGARTEN--	01 E 165 201 000 000 580	336.00
INV2311274	22-23 AHS COPIER SN: 4021C600318	06/23/2023	367.31		
			REPAIR & MAINT SVCS-SEC--	01 E 310 211 000 000 350	42.31
			PRINCIPAL ON CAP LEASE-SEC--	01 E 310 211 000 000 580	325.00
INV2311275	2022-2023 ELLIS COPIER LEASE SN: 4041C900204	06/23/2023	581.92		
			REPAIR & MAINT SVCS-SEC--	01 E 210 211 000 000 350	80.92
			PRINCIPAL ON CAP LEASE-SEC--	01 E 210 211 000 000 580	501.00
Total:					\$7,062.35

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AP Run: CB231302 --- Post Date: 2023-07-10 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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CB231302 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	2	7,062.35
Total:	2	\$7,062.35

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AP Run: B231301 — Post Date: 2023-07-10 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
07/10/2023	50935	Check	ANDERSON, HEATHER E	17.50
Invoice Number	Description	Invoice Date	Invoice Amount	Account
062323	LUNCH MONEY REFUND M.A.	06/23/2023	17.50	
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	17.50
07/10/2023	50936	Check	BAILEY, ELIZABETH OR RODNEY	45.60
Invoice Number	Description	Invoice Date	Invoice Amount	Account
062323	LUNCH MONEY REFUND T.B.	06/23/2023	45.60	
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	45.60
07/10/2023	50937	Check	BARB & DAVE SOLLAND	18.95
Invoice Number	Description	Invoice Date	Invoice Amount	Account
06272023	LUNCH MONEY REFUND JS	06/27/2023	18.95	
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	18.95
07/10/2023	50938	Check	BARNES, ANN	10.95
Invoice Number	Description	Invoice Date	Invoice Amount	Account
06272023	LUNCH MONEY REFUND RT	06/27/2023	10.95	
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	10.95
07/10/2023	50939	Check	BEDNAR, BRIGITTE	24.95
Invoice Number	Description	Invoice Date	Invoice Amount	Account
062623	LUNCH MONEY REFUND	06/26/2023	24.95	
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	24.95
07/10/2023	50940	Check	BENSON, PAUL	22.90
Invoice Number	Description	Invoice Date	Invoice Amount	Account
052423	LUNCH MONEY REFUND M.B.	05/24/2023	22.90	
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	22.90
07/10/2023	50941	Check	BLOM, MOLLEENA	18.90
Invoice Number	Description	Invoice Date	Invoice Amount	Account
06232023	LUNCH MONEY REFUND KB	06/23/2023	18.90	
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	18.90

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AP Run: B231301 — Post Date: 2023-07-10 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
07/10/2023	50942	Check	BOTELLO, CRISTINA	13.70		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
06232023	LUNCH MONEY REFUND RB		06/23/2023	13.70		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	13.70
07/10/2023	50943	Check	CANDICE HAUGEN	14.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062123	LUNCH MONEY REFUND		06/21/2023	14.00		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	14.00
07/10/2023	50944	Check	CARUSO, KARLA	24.80		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND		06/26/2023	24.80		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	24.80
07/10/2023	50945	Check	DON FEIST	51.73		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062123	LUNCH MONEY REFUND		06/21/2023	51.73		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	51.73
07/10/2023	50946	Check	EGAN COMPANY	19,013.79		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
JC435647N001	BANFIELD FIBER BACKBONE PROJECT - ERATE		06/29/2023	17,073.79		
			NON-INST TECH EQUIP-INST TECH-ASSIGNED TECH-		01 E 005 630 093 000 555	17,073.79
JC436116N001	AHS TUNNEL FIBER SPLICE		06/27/2023	1,940.00		
			NON-INST TECH EQUIP-INST TECH-ASSIGNED TECH-		01 E 005 630 093 000 555	1,940.00
07/10/2023	50947	Check	ERIN SCHUMACHER	19.40		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062672023	LUNCH MONEY REFUND KS		06/27/2023	19.40		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	19.40

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Check Date	Check Number	Payment Type	Name	Check Amount		
07/10/2023	50948	Check	ESPINDOLA, MARIANA	7.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND		06/26/2023	7.50		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	7.50
07/10/2023	50949	Check	FISCHER, PAM	9.30		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND		06/26/2023	9.30		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	9.30
07/10/2023	50950	Check	GOINS, JENNIFER	106.60		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062223	LUNCH MONEY REFUND		06/22/2023	106.60		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	106.60
07/10/2023	50951	Check	GREIBROK, JOSEPH OR JENNIFER	50.80		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062223	LUNCH MONEY REFUND		06/22/2023	50.80		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	50.80
07/10/2023	50952	Check	HALVORSEN, MONICA R	54.80		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062223	LUNCH MONEY REFUND		06/22/2023	54.80		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	54.80
07/10/2023	50953	Check	JENKINS, JENNIFER L	84.90		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND C.J.		06/26/2023	84.90		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	84.90
07/10/2023	50954	Check	JENNIFER WIEBRAND	14.95		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND		06/26/2023	14.95		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	14.95

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Check Date	Check Number	Payment Type	Name	Check Amount		
07/10/2023	50955	Check	JEREMIAH BLUM	41.40		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
06232023	LUNCH MONEY REFUND NB		06/23/2023	41.40		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	41.40
07/10/2023	50956	Check	JEREMY HERRICK	9.85		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
062623	LUNCH MONEY REFUND		06/26/2023	9.85		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	9.85
07/10/2023	50957	Check	JODI J EICH	18.65		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
062623	LUNCH MONEY REFUND		06/26/2023	18.65		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	18.65
07/10/2023	50958	Check	KARLA CARROLL	62.35		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
062623	LUNCH MONEY REFUND		06/26/2023	62.35		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	62.35
07/10/2023	50959	Check	KATHY EWING	288.45		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
062623	LUNCH MONEY REFUND		06/26/2023	288.45		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	288.45
07/10/2023	50960	Check	KATIE BASKIN	96.70		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
062223	LUNCH MONEY REFUND		06/22/2023	96.70		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	96.70
07/10/2023	50961	Check	KEMPS	3,561.70		
<u>Invoice Number</u>	<u>Description</u>		<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Account</u>	<u>Amount</u>
102907122	SUMMER MILK		06/14/2023	404.10		
			MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495	404.10

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Check Date	Check Number	Payment Type	Name			Check Amount
07/10/2023	50961	Check	KEMPS			3,561.70
Invoice Number	Description	Invoice Date	Invoice Amount	Account		Amount
4641270	SUMMER MILK	06/02/2023	494.10			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		494.10
4646771	SUMMER MILK	06/06/2023	179.40			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		179.40
4658017	SUMMER MILK	06/13/2023	284.10			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		284.10
4664113	SUMMER MILK	06/16/2023	45.00			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		45.00
4664117	SUMMER MILK	06/16/2023	149.60			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		149.60
4665914	SUMMER MILK	06/20/2023	75.00			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		75.00
4665916	SUMMER MILK	06/20/2023	389.40			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		389.40
4665917	SUMMER MILK	06/20/2023	164.90			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		164.90
4672959	SUMMER MILK	06/23/2023	419.00			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		419.00
4673057	SUMMER MILK	06/23/2023	29.80			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		29.80
4673063	SUMMER MILK	06/23/2023	194.50			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		194.50
4677215	SUMMER MILK	06/27/2023	194.40			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		194.40
4677219	SUMMER MILK	06/27/2023	104.50			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		104.50
4677220	SUMMER MILK	06/27/2023	209.40			
		MILK-FOOD SVC--SUM FD PGR		02 E 005 770 000 709 495		209.40

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Check Date	Check Number	Payment Type	Name	Check Amount	
07/10/2023	50961	Check	KEMPS	3,561.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4682311	SUMMER MILK	06/30/2023	30.00		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	30.00	
4682312	SUMMER MILK	06/30/2023	59.80		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	59.80	
4682323	SUMMER MILK	06/30/2023	134.70		
		MILK-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 495	134.70	
07/10/2023	50962	Check	KHU, LAH	108.05	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062223	LUNCH MONEY REFUND	06/22/2023	108.05		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	108.05	
07/10/2023	50963	Check	KRISTEN HEICHEL	47.55	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND	06/26/2023	47.55		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	47.55	
07/10/2023	50964	Check	LAURIE CHRISTIANSON	9.75	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND	06/26/2023	9.75		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	9.75	
07/10/2023	50965	Check	LEA OELFKE	29.15	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND S.O.	06/26/2023	29.15		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	29.15	
07/10/2023	50966	Check	MANAHAN, BRIDGET	81.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062623	YEAR END REFUND P.M.	07/26/2023	81.60		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	81.60	

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Check Date	Check Number	Payment Type	Name	Check Amount	
07/10/2023	50967	Check	MARTIN BROS DISTRIBUTING CO	5,026.85	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1045983	SUMMER FOOD & SUPPLIES	06/13/2023	1,121.21		
		GEN SUPPLIES-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 401	100.88	
		FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	1,020.33	
1048889	SUMMER FOOD & SUPPLIES	06/15/2023	310.65		
		FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	310.65	
1057494	SUMMER FOOD & SUPPLIES	06/22/2023	1,872.79		
		GEN SUPPLIES-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 401	12.40	
		FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	1,860.39	
1057496	SUMMER FOOD & SUPPLIES	06/27/2023	393.12		
		FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	393.12	
1066437	SUMMER FOOD & SUPPLIES	06/29/2023	1,329.08		
		GEN SUPPLIES-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 401	24.80	
		FOOD-FOOD SVC--SUM FD PGR	02 E 005 770 000 709 490	1,304.28	
07/10/2023	50968	Check	NERISON, TRICIA	25.95	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND	06/26/2023	25.95		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	25.95	
07/10/2023	50969	Check	NEVE, CHELSY	53.95	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062223	LUNCH MONEY REFUND	06/22/2023	53.95		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	53.95	
07/10/2023	50970	Check	OLSON, KRISTA	22.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
06272023	LUNCH MONEY REFUND MY	06/27/2023	9.80		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	9.80	
06272023-2	LUNCH MONEY REFUND AY	06/27/2023	12.20		
		SALES TO PUPILS-FOOD SVC--TYPE A	02 R 005 770 000 701 601	12.20	

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Check Date	Check Number	Payment Type	Name	Check Amount
07/10/2023	50971	Check	PAN-O-GOLD BAKING CO	86.01
Invoice Number	Description		Invoice Date Invoice Amount Account	Amount
10007223163008	SUMMER BREAD		06/12/2023 36.60	
			FOOD-FOOD SVC--SUM FD PGR 02 E 005 770 000 709 490	36.60
10007223170013	SUMMER BREAD		06/19/2023 12.81	
			FOOD-FOOD SVC--SUM FD PGR 02 E 005 770 000 709 490	12.81
10007223170016	SUMMER BREAD		06/19/2023 27.45	
			FOOD-FOOD SVC--SUM FD PGR 02 E 005 770 000 709 490	27.45
10007223177008	SUMMER BREAD		06/26/2023 9.15	
			FOOD-FOOD SVC--SUM FD PGR 02 E 005 770 000 709 490	9.15
07/10/2023	50972	Check	PAULA R. PIKE	86.95
Invoice Number	Description		Invoice Date Invoice Amount Account	Amount
062623	LUNCH MONEY REFUND		06/26/2023 86.95	
			SALES TO PUPILS-FOOD SVC--TYPE A 02 R 005 770 000 701 601	86.95
07/10/2023	50973	Check	RAMIREZ, RODRIGO OR YALI	99.20
Invoice Number	Description		Invoice Date Invoice Amount Account	Amount
062223	LUNCH MONEY REFUND		06/22/2023 99.20	
			SALES TO PUPILS-FOOD SVC--TYPE A 02 R 005 770 000 701 601	99.20
07/10/2023	50974	Check	RETTERRATH, TODD OR DAWN	113.55
Invoice Number	Description		Invoice Date Invoice Amount Account	Amount
062623	LUNCH MONEY REFUND		06/26/2023 113.55	
			SALES TO PUPILS-FOOD SVC--TYPE A 02 R 005 770 000 701 601	113.55
07/10/2023	50975	Check	ROBERTSON, RICHARD OR AMY	13.35
Invoice Number	Description		Invoice Date Invoice Amount Account	Amount
062723	LUNCH MONEY REFUND NR		06/27/2023 13.35	
			SALES TO PUPILS-FOOD SVC--TYPE A 02 R 005 770 000 701 601	13.35

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Check Date	Check Number	Payment Type	Name	Check Amount		
07/10/2023	50976	Check	ROCHA, RAFAEL OR CRYSTAL	27.05		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND S.M.		06/26/2023	27.05		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	27.05
07/10/2023	50977	Check	RUTLEDGE, TRENTON	7.75		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
06272023	LUNCH MONEY REFUND ER		06/27/2023	7.75		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	7.75
07/10/2023	50978	Check	SANDRA BYERS	6.55		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
06232023	LUNCH MONEY REFUND NB		06/27/2023	6.55		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	6.55
07/10/2023	50979	Check	SCHERGER, LUKE OR SARAH	55.20		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062223	LUNCH MONEY REFUND		06/22/2023	55.20		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	55.20
07/10/2023	50980	Check	SHAY SPEAR	20.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND A.M.		06/26/2023	20.00		
			SALES TO PUPILS-FOOD SVC--TYPE A		02 R 005 770 000 701 601	20.00
07/10/2023	50981	Check	SHI	51,221.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
B16978095	MONITORS, KEYBOARDS, LOCKNCHARGE, ETC.		06/13/2023	2,038.00		
			INST TECH DEVICE-INST TECH-ASSIGNED TECH-		01 E 005 630 093 000 466	2,038.00
B16983624	MONITORS, KEYBOARDS, LOCKNCHARGE, ETC.		06/14/2023	1,746.00		
			INST TECH DEVICE-INST TECH-ASSIGNED TECH-		01 E 005 630 093 000 466	1,746.00
B17014388	MONITORS, KEYBOARDS, LOCKNCHARGE, ETC.		06/21/2023	950.00		
			INST TECH DEVICE-INST TECH-ASSIGNED TECH-		01 E 005 630 093 000 466	950.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
07/10/2023	50981	Check	SHI	51,221.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
B17017350	L13 LAPTOPS	06/22/2023	38,200.00		
				INST TECH DEVICE-INST TECH-ASSIGNED TECH- 01 E 005 630 093 000 466	38,200.00
B17018266	MONITORS, KEYBOARDS, LOCKNCHARGE, ETC.	06/22/2023	150.00		
				INST TECH DEVICE-INST TECH-ASSIGNED TECH- 01 E 005 630 093 000 466	150.00
V16997093	MONITORS, KEYBOARDS, LOCKNCHARGE, ETC.	06/16/2023	8,137.00		
				INST TECH DEVICE-INST TECH-ASSIGNED TECH- 01 E 005 630 093 000 466	8,137.00
07/10/2023	50982	Check	TROY HOLTZ	6.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
062623	LUNCH MONEY REFUND	06/26/2023	6.70		
				SALES TO PUPILS-FOOD SVC--TYPE A 02 R 005 770 000 701 601	6.70
07/10/2023	50983	Check	UPLIFT DESK	5,300.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV1490036	DESKS	05/22/2023	2,675.00		
				GEN SUPPLIES-ADM TECH SRV-- 01 E 005 108 000 000 401	2,675.00
INV1507522	TS CONFERENCE TABLE	06/09/2023	2,625.00		
				GEN SUPPLIES-ADM TECH SRV-- 01 E 005 108 000 000 401	2,625.00
				Total:	\$86,153.28

B231301 Summary

Type	Count	Amount
Regular	49	86,153.28
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	49	\$86,153.28

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Check Date	Check Number	Payment Type	Name	Check Amount	
07/10/2023	5000001449		SOUTH CENTRAL ATHLETE*	735.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
023484	HOCKEY EQUIPMENT	07/01/2023	735.00		
		GEN SUPPLIES-GIRLS-HOCKEY-	01 E 310 296 107 000 401		735.00
				Total:	\$735.00

CB240101 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	1	735.00
Total:	1	\$735.00

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Check Date	Check Number	Payment Type	Name	Check Amount
07/10/2023	50984	Check	EDUCATORS BENEFIT CONSULTANTS, LLC	270.09
Invoice Number	Description	Invoice Date	Invoice Amount	Account
28774	403(B) ADMIN & COMPLIANCE SERVICE MONTHLY FEE	07/01/2023	270.09	
	FEEES FOR SERVICES-BUSINESS OFFICE--			01 E 005 110 000 000 305 270.09
07/10/2023	50985	Check	FRONTLINE TECHNOLOGIES, INC	19,276.28
Invoice Number	Description	Invoice Date	Invoice Amount	Account
INVUS177955	FORECAST 5 ANALYTICS ANNUAL SUBSCRIPTION	07/01/2023	5,163.56	
	NON INST SOFTWARE-BUS SVCS-3RD PR YR-ESSER III 90%			01 E 005 110 013 155 405 5,163.56
INVUS177956	FORECAST 5 ANALYTICS ANNUAL SUBSCRIPTION	07/01/2023	14,112.72	
	NON INST SOFTWARE-BUS SVCS-3RD PR YR-ESSER III 90%			01 E 005 110 013 155 405 14,112.72
07/10/2023	50986	Check	INCIDENT IQ LLC	98,848.99
Invoice Number	Description	Invoice Date	Invoice Amount	Account
00005703	ASSET MANAGER AND HELP DESK	07/01/2023	98,848.99	
	PREPAID EXPENDITURE & DEPOSITS-			01 A 131 00 39,906.16
	NON-INST SOFTWARE LIC-INST TECH-ASSIGNED TECH-			01 E 005 630 093 000 405 9,518.34
	PREPAID EXPENDITURE & DEPOSITS-			05 A 131 00 39,906.15
	INST SOFTWARE LIC-ELEM ED--HORMEL TECH GRANT			05 E 005 203 000 099 406 4,759.17
	INST SOFTWARE LIC-SEC--HORMEL TECH GRANT			05 E 005 211 000 099 406 4,759.17
07/10/2023	50987	Check	ISCORP	11,314.08
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0732938	SKYWARD HOSTING SERVICES JULY 2023-JUNE 2024	07/01/2023	11,314.08	
	NON-INST SOFTWARE LIC-BUSINESS OFFICE--			01 E 005 110 000 000 405 11,314.08
07/10/2023	50988	Check	MINNESOTA INSURANCE SCHOLASTIC TRUST	532,160.90
Invoice Number	Description	Invoice Date	Invoice Amount	Account
070123	PROPERTY LIABILITY INSURANCE FOR FY 23-24	07/01/2023	532,160.90	
	PROPERTY & INSURANCENSURANCE-INSURANCE			-- 01 E 005 940 000 000 340 532,160.90

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Check Date	Check Number	Payment Type	Name	Check Amount
Total:				\$661,870.34

B240101 Summary		
Type	Count	Amount
Regular	5	661,870.34
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	5	\$661,870.34

Board Packet

Summary by Fund

Austin Public Schools ISD 492

Fund	Total
01 - GENERAL FUND	2,164,028.67
02 - FOOD SERVICE FUND	26,204.18
04 - COMMUNITY SERVICE	36,100.68
05 - CAPITAL EXPENDITURES	84,313.19
06 - BUILDING CONST	13,745.00
11 - SITE & CO-CURRICULAR	22,195.59
12 - AUSTIN AREA CONSORTIUM	1,947.64
66 - ATHLETICS	1,410.94
88 - STUDENT ACTIVITY	1,973.13
	\$2,351,919.02

**INDEPENDENT SCHOOL DISTRICT NO. 492 - AUSTIN
FEBRUARY 2023 TREASURER'S REPORT**

TREASURER'S BOOKS	BALANCE BEGINNING OF MONTH	DEBITS	CREDITS	BALANCE END OF MONTH
CASH				
01 GENERAL FUND	(40,974.31)	4,860,138.97	7,878,646.90	(3,059,482.24)
05 CAPITAL OUTLAY	(1,225,966.44)	649,783.65	102,294.91	(678,477.70)
11 SITE AND COCURRICULAR	677,474.56	34,154.57	29,463.94	682,165.19
12 AUSTIN AREA CONSORTIUM	(37,002.95)	0.00	0.00	(37,002.95)
66 ATHLETICS	113,038.08	5,251.00	7,094.40	111,194.68
88 ACTIVITY FUND	200,574.15	6,634.80	3,455.32	203,753.63
02 FOOD SERVICE	984,054.65	637,477.25	396,641.11	1,224,890.79
04 COMMUNITY SERVICE	1,047,575.22	137,689.58	272,085.89	913,178.91
06 CONSTRUCTION FUNDS	(402,798.47)	1,337.85	163,910.99	(565,371.61)
07 DEBT SERVICE	695,901.49	16,352.38	0.00	712,253.87
08 TRUST FUND	47,097.44	0.00	0.00	47,097.44
18 CUSTODIAL FUNDS	0.00	0.00	0.00	0.00
20 INTERNAL SERVICE FUND	5,469,669.19	903,963.53	850,215.10	5,523,417.62
TOTAL CASH	7,528,642.61	7,252,783.58	9,703,808.56	5,077,617.63
01 CASHIER'S OFFICE PETTY CASH				
	3,000.00	0.00	0.00	3,000.00
05 CERTIFICATES OF PURCHASE - US BANK				
	168.50	286.65	0.00	455.15
06 LEASE PURCHASE - OLD NATIONAL BANK				
	0.00	0.00	0.00	0.00
06 CERTIFICATES OF PURCHASE - US BANK				
	(510.10)	0.00	0.00	(510.10)
06 CERT OF PURCHASE - IMC PROJECT				
	94,581.38	374.43	0.00	94,955.81
INVESTMENTS				
01 OPERATING INVESTMENTS - MN TRUST				
	6,839,823.79	608.68	0.00	6,840,432.47
01 SCHOLARSHIP INVESTMENTS				
	13,381.94	2.57	0.00	13,384.51
06 FACILITIES MAINTENANCE INVESTMENTS				
	1,019,315.29	3,564.12	0.00	1,022,879.41
06 CAPITAL FACILITIES INVESTMENTS				
	125,974.89	207.76	0.00	126,182.65
08 SCHOLARSHIP TRUST INVESTMENTS				
	58,576.61	5.99	0.00	58,582.60
45 OPEB TRUST INVESTMENTS				
	49,282.57	171.15	0.00	49,453.72
88 ACTIVITY FUND				
	20,000.00	0.00	0.00	20,000.00
TOTAL INVESTMENTS	8,126,355.09	4,560.27	0.00	8,130,915.36
GRAND TOTAL PER TREASURER'S BOOKS	15,752,237.48	7,258,004.93	9,703,808.56	13,306,433.85

BANK ACCOUNTS	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
BREMER - SAVINGS	3,425,041.77	0.00	0.00	0.00	3,425,041.77
BREMER - MAIN	567,564.14	(938,853.96)	13,386.53	1,586.28	(356,317.01)
BREMER - FINANCE & PAYROLL	0.00	0.00	0.00	0.00	0.00
MSDLAF+ Liquid Class	0.00	0.00	0.00	0.00	0.00
MSDLAF+ MAX Class	567,680.58	0.00	0.00	0.00	567,680.58
MN TRUST OPERATING ACCOUNT	1,052,162.45	0.00	0.00	0.00	1,052,162.45
MN TRUST CAPITAL FACILITY BONDS 2018A	298.25	0.00	0.00	0.00	298.25
MN TRUST FACILITY MAINT BONDS 2021A	388,751.59	0.00	0.00	0.00	388,751.59
CASHIER'S OFFICE PETTY CASH	3,000.00	0.00	0.00	0.00	3,000.00
CERTIFICATES OF PURCHASE - US BANK	455.15	0.00	0.00	0.00	455.15
CERTIFICATES OF PURCHASE - US BANK	(510.10)	0.00	0.00	0.00	(510.10)
CERTIFICATES OF PURCHASE - US BANK	94,955.81	0.00	0.00	0.00	94,955.81
OPERATING INVESTMENTS - MN TRUST	6,840,432.47	0.00	0.00	0.00	6,840,432.47
SCHOLARSHIP INVESTMENTS	13,384.51	0.00	0.00	0.00	13,384.51
FACILITIES MAINTENANCE INVESTMENTS	1,022,879.41	0.00	0.00	0.00	1,022,879.41
CAPITAL FACILITIES INVESTMENTS	126,182.65	0.00	0.00	0.00	126,182.65
SCHOLARSHIP TRUST INVESTMENTS	58,582.60	0.00	0.00	0.00	58,582.60
OPEB TRUST INVESTMENTS	49,453.72	0.00	0.00	0.00	49,453.72
ACTIVITY FUND	20,000.00	0.00	0.00	0.00	20,000.00
BALANCE	14,230,315.00	(938,853.96)	13,386.53	1,586.28	13,306,433.85

RECONCILIATION OF TREASURER'S BALANCE WITH BANK

0.00

DATE: July 10, 2023

TITLE: Establishing Date for Truth in Taxation Hearing

TYPE: Action

PRESENTER: Andrew Adams, Executive Director of Finance & Operations

Background:

Minnesota Statute 275.065, subdivision 3, requires school districts to discuss their Payable 2024 levy and 2023/2024 budget at a regularly scheduled School Board meeting and allow the public to speak. The meeting must take place at 6:00 pm or later, and the district may adopt the final levy at the same meeting.

Rationale:

Monday, December 11, 2023, is the date for the regularly scheduled School Board meeting in December. As part of that meeting, the School Board could hold their Truth in Taxation hearing, as well as approve the Payable 2024 levy.

Recommendation:

It is recommended that the school board approve Monday, December 11, 2023, as the date to hold the annual Truth in Taxation hearing at 6:00 pm or later in the Austin High School Annex Recital Hall, 205 4th Street NW, as part of their regular School Board meeting.



DATE: July 10, 2023

TITLE: LEA Appointment

TYPE: Action

PRESENTER: Superintendent Dr. Joey Page

BACKGROUND:

Each year the School Board is required to designate the Local Educational Agent (LEA) for the district. This designation is for the oversight of Federal Title funds as well as work with any required district/site improvement plans that may result from AYP (Adequate Yearly Progress) status.

RATIONALE:

The Local Education Agent responsibilities fall under Mrs. Baskin's new role as Academics and Administrative Services so naming her as the district's LEA representative would align with her new position.

RECOMMENDATION:

I recommend the appointment of Katie Baskin as the Local Educational Agent (LEA) for Austin Public Schools for the 2023-24 school year.

Adopted: _____

MSBA/MASA Model Policy 621
Orig. 2023

Revised: _____

621 LITERACY AND THE READ ACT

[Note: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.1117 to 120B.124.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the

Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading,

and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
 - 1. a summary of the school district's efforts to screen for dyslexia;
 - 2. the number of students universally screened for that reporting year;
 - 3. the number of students demonstrating characteristics of dyslexia for that year; and
 - 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular

classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
 - 1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 - 2. a process to notify and involve parents;
 - 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 - 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 - 5. identification of staff development needs, including a plan to meet those needs;
 - 6. the curricula used by school site and grade level;
 - 7. a statement of whether the school district has adopted a MTSS framework;
 - 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and

- c. students in grades 4 to 12 who are identified as not reading at grade level; and
 - 9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.1118 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 624
Orig. 2023

Revised: _____

624 ONLINE INSTRUCTION

[Note: In 2023, the Minnesota Legislature repealed the Online Learning Option Act (Minnesota Statutes, section 124D.095) and replaced it with the Online Instruction Act (Minnesota Statutes, section 124D.094). This policy fully replaces the old Model Policy 624].

I. PURPOSE

The purpose of this policy is to recognize and govern online instruction options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online instruction site for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online instruction.
- B. The school district shall grant academic credit for completing the requirements of an online instruction course or program.

III. DEFINITIONS

- A. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction under paragraph (E).
- B. "Digital instruction" means instruction facilitated by technology that offers students an element of control over the time, place, path, or pace of learning and includes blended and online instruction.
- C. "Enrolling district" means the school district in which a student is enrolled under Minnesota Statutes, section 120A.22, subdivision 4.
- D. "Online course syllabus" means a written document that identifies the state academic standards taught and assessed in a supplemental online course under paragraph (I); course content outline; required course assessments; instructional methods; communication procedures with students, guardians, and the enrolling district under paragraph (C); and supports available to the student.
- E. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.
- F. "Online instructional site" means a site that offers courses using online instruction under paragraph (E) and may enroll students receiving online instruction under paragraph (E).
- G. "Online teacher" means an employee of the enrolling district under paragraph (C) or the

supplemental online course provider under paragraph (J) who holds the appropriate licensure under Minnesota Rules, chapter 8710, and is trained to provide online instruction under paragraph (E).

- H. "Student" means a Minnesota resident enrolled in a school defined under Minnesota Statutes, section 120A.22, subdivision 4, in kindergarten through grade 12 up to the age of 21.
- I. "Supplemental online course" means an online learning course taken in place of a course provided by the student's enrolling district under paragraph (C).
- J. "Supplemental online course provider" means a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that is authorized by the Minnesota Department of Education (MDE) to provide supplemental online courses under paragraph (I).

IV. DIGITAL INSTRUCTION

- A. An enrolling district may provide digital instruction, including blended instruction and online instruction, to the district's own enrolled students. Enrolling districts may establish agreements to provide digital instruction, including blended instruction and online instruction, to students enrolled in the cooperating schools.
- B. When online instruction is provided, an online teacher shall perform all duties of teacher of record under Minnesota Rules, part 8710.0310. Unless the Commissioner of MDE grants a waiver, a teacher providing online instruction shall not instruct more than 40 students in any one online learning course or section.
- C. Students receiving online instruction full time shall be reported as enrolled in an online instructional site.
- D. Curriculum used for digital instruction shall be aligned with Minnesota's current academic standards and benchmarks.
- E. Digital instruction shall be accessible to students under section 504 of the federal Rehabilitation Act and Title II of the federal Americans with Disabilities Act.
- F. An enrolling district providing digital instruction and a supplemental online course provider shall assist an enrolled student whose family qualifies for the education tax credit under Minnesota Statutes, section 290.0674 to acquire computer hardware and educational software so they may participate in digital instruction. Funds provided to a family to support digital instruction or supplemental online courses may only be used for qualifying expenses as determined by the provider. Nonconsumable materials purchased with public education funds remain the property of the provider. Records for any funds provided must be available for review by the public or MDE.
- G. An enrolling district providing digital instruction shall establish and document procedures for determining attendance for membership and keep accurate records of daily attendance under Minnesota Statutes, section 120A.21.

V. SUPPLEMENTAL ONLINE COURSES

- A. Notwithstanding Minnesota Statutes, sections 124D.03 and 124D.08 and Minnesota

Statutes, chapter 124E, procedures for applying to take supplemental online courses other than those offered by the student's enrolling district are as provided in this subdivision.

- B. Any kindergarten through grade 12 student may apply to take a supplemental online course. The student, or the student's parent or guardian for a student under age 17, must submit an application for the proposed supplemental online course or courses. A student may:
 - 1. apply to take an online course from a supplemental online course provider that meets or exceeds the academic standards of the course in the enrolling district they are replacing;
 - 2. apply to take supplemental online courses for up to 50 percent of the student's scheduled course load; and
 - 3. apply to take supplemental online courses no later than 15 school days after the student's enrolling district's term has begun. An enrolling district may waive the 50 percent course enrollment limit or the 15-day time limit.
- C. A student taking a supplemental online course must have the same access to the computer hardware and education software available in a school as all other students in the enrolling district.
- D. A supplemental online course provider must have a current, approved application to be listed by MDE as an approved provider. The supplemental online course provider must:
 - 1. use an application form specified by MDE;
 - 2. notify the student, the student's guardian if they are age 17 or younger, and enrolling district of the accepted application to take a supplemental online course within ten days of receiving a completed application;
 - 3. notify the enrolling district of the course title, credits to be awarded, and the start date of the online course. A supplemental online course provider must make the online course syllabus available to the enrolling district;
 - 4. request applicable academic support information for the student, including a copy of the IEP, EL support plan, or 504 plan; and
 - 5. track student attendance and monitor academic progress and communicate with the student, the student's guardian if they are age 17 or younger, and the enrolling district's designated online learning liaison.
- E. A supplemental online course provider may limit enrollment if the provider's school board or board of directors adopts by resolution specific standards for accepting and rejecting students' applications. The provisions may not discriminate against any protected class or students with disabilities.
- F. A supplemental online course provider may request that MDE review an enrolling district's written decision to not accept a student's supplemental online course application. The student may participate in the supplemental online course while the application is under review. Decisions shall be final and binding for both the enrolling district and the supplemental online course provider.

- G. A supplemental online course provider must participate in continuous improvement cycles with MDE.

VI. ENROLLING DISTRICT

- A. An enrolling district may not restrict or prevent a student from applying to take supplemental online courses.
- B. An enrolling district may request an online course syllabus to review whether the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district.
- C. Within 15 days after receiving notice of a student applying to take a supplemental online course, the enrolling district must notify the supplemental online course provider whether the student, the student's guardian, and the enrolling district agree that academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district. If the enrolling district does not agree that the academic standards in the online course meet or exceed the academic standards in the course it would replace at the enrolling district, then:
 - 1. the enrolling district must provide a written explanation of the district's decision to the student, the student's guardian, and the supplemental online course provider; and
 - 2. the online provider must provide a response to the enrolling district explaining how the course or program meets the graduation requirements of the enrolling district.
- D. An enrolling district may reduce the course schedule of a student taking supplemental online courses in proportion to the number of supplemental online learning courses the student takes.
- E. An enrolling district must appoint an online learning liaison who:
 - 1. provides information to students and families about supplemental online courses;
 - 2. provides academic support information including IEPs, EL support plans, and 504 plans to supplemental online providers; and
 - 3. monitors attendance and academic progress, and communicates with supplemental online learning providers, students, families, and enrolling district staff.
- F. An enrolling district must continue to provide support services to students taking supplemental online courses as they would for any other enrolled student including support for English learners, case management of an individualized education program, and meal and nutrition services for eligible students.
- G. An online learning student must receive academic credit for completing the requirements of a supplemental online learning course. If a student completes an online learning course that meets or exceeds a graduation standard or the grade progression requirement at the enrolling district, that standard or requirement is met.

- H. Secondary credits granted to a supplemental online learning student count toward the graduation and credit requirements of the enrolling district. The enrolling district must apply the same graduation requirements to all students, including students taking supplemental online courses.
- I. An enrolling district must provide access to extracurricular activities for students taking supplemental online courses on the same basis as any other enrolled student.

VII. REPORTING

Courses that include blended instruction and online instruction must be reported in the manner determined by the Commissioner of MDE.

LEGAL REFERENCES: Minn. Stat. § 120A.21 (Enrollment of a Student in Foster Care)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 124D.03 (Enrollment Options Act)
Minn. Stat. § 124D.08 (School Board’s Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Rules Ch. 8710 (Teacher and Other School Professional Licensing)

CROSS REFERENCES: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 102

Orig. 1995

Revised: _____

Rev. 2023

102 EQUAL EDUCATIONAL OPPORTUNITY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

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

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

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

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2023~~2~~

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, or controlled substances in any school location.
- ~~C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.~~
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants

that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.~~any route of administration.~~

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- ~~H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.~~
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- I. "Use" ~~means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.~~ includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[Note: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section 8103; 34 Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

D. Employees are subject to the school district's drug and alcohol testing policies and procedures.

E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.

F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the

general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and (including edible cannabinoid products.)
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
 - 3. A student who violates the terms of this policy shall be subject to discipline in

accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. [§ 120B.215 \(Education on Cannabis Use and Substance Use\)](#)
[Minn. Stat. § 121A.22 \(Administration of Drugs and Medicine\)](#)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
[Minn. Stat. § 152.01, Subd. 15a \(Definitions\)](#)
[Minn. Stat. § 152.0264 \(Cannabis Sale Crimes\)](#)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
[Minn. Stat. § 169A.31 \(Alcohol-Related School Bus or Head Start Bus Driving\)](#)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
[Minn. Stat. § 342.09 \(Personal Adult Use of Cannabis\)](#)
[Minn. Stat. § 342.56 \(Limitations\)](#)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. 2023

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minnesota Statutes, section 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minnesota Statutes, section 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law, but is recommended by MSBA for inclusion in this policy.]

- D. ***The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco,

tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: _____

Rev. 2023

424 LICENSE STATUS

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

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

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MSBA/MASA Model Policy 425

Orig. 2001

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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 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 that will be reviewed and subject to approval by the school board twice a year.*

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

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

- B. The Staff Development Plan must contain the following elements:
1. Staff development outcomes 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;
 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;
 - 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, subdivisions. 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 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.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) 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)

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

professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. . 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. 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.

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.
- 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:

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

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.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

VIII. 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 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).

- 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. § 121A.642 \(Paraprofessional Training\)](#)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 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, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None.

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2023

506 STUDENT DISCIPLINE

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services,

school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

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

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the

maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student ~~to~~ prevent imminent bodily harm or death to the student or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to ~~correct or~~ restrain a student ~~to~~ prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student ~~to~~ prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

- 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the

definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

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

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

policy;

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

VIII. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
 - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other

intoxicating substances or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. ~~Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy; Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;~~
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

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

school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

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

X. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

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

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

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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

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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - J. must be developed and inserted by each school

district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

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

1. Specify procedures to remove a student from a class to be followed by a teacher, school administrator, or other school district employee ~~to remove a student from a class~~;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.

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

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

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

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

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

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

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

1. ~~Specification of Procedures; Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;~~
2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled

student who is removed from class or disciplined; and

3. Any procedures determined appropriate for referring students in need of special education services to those services.

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

1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;
2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

XII. DISMISSAL

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

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

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

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or

the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine

whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the

authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

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

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right

to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe ~~alternative educational services~~ the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district ~~shall~~ must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any

other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator ~~shall~~must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan ~~may~~must include measures to improve the student's behavior, ~~including which may include~~ completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and

emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain -parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

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

XV. STUDENT DISCIPLINE RECORDS

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

XVI. STUDENTS WITH DISABILITIES

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

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

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

XVII. OPEN ENROLLED STUDENTS

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

XVIII. DISCIPLINE COMPLAINT PROCEDURE

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

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

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

XX. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

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

Adopted: _____

MSBA/MASA Model Policy 507

Orig. 1995

Revised: _____

Rev. 2023

507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

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

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student. ~~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. DEFINITIONS

1. "Corporal punishment" means conduct involving:
 - a. hitting or spanking a person with or without an object; or
 - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone restraint.
3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under thei statute. Nothing in this Minnesota Statutes, section 121A.58 –or 125A.0941 precludes the use of reasonable

force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher or school principal may use reasonable force under the conditions set forth in Policy 507 (Student Discipline).

VI. 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 (Legal 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)

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. 2023

509 ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with except that such term does

~~not include the exception of~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful

excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (~~The~~-Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of weapon\)](#)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2023~~2~~

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also

applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct as defined in this policy, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F.** “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G.** “Prohibited conduct” means bullying, ~~or cyberbullying as defined in this policy, malicious and sadistic conduct, sexual exploitation,~~ or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct, bullying.
- H.** “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I.** “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A.** Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying 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 in the school district office, but oral reports shall be considered complaints as well.
- C.** The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or 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.

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 the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D.** A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include

bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. 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 obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. 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 parent(s) or guardian(s) of students who

are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team 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 bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. 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 prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or 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, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may

have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy ~~or a summary thereof~~ must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be ~~distributed~~given to each school district or school employee and independent contractor at the time of hiring or contracting. ~~who regularly interacts with students at the time of initial employment with the school district.~~
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School

District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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 Policy)
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 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2023

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. "Directory information," under federal law, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

- a. a student's social security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

2. Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

[Note: The federal definition includes all of the types of information specifically referenced by state and or federal law as directory information. The federal definition applies to information requests by military recruiting officers, as set out in Article XI below.]

The Minnesota definition imposes additional restrictions upon the types of information that may be designated as directory information.

A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be

deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
2. What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and

- (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

“Legitimate educational interest” includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education;
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains

education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and

- e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

- a. determine eligibility for the aid;
- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third

party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify

the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies

and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:

a. Minnesota Statutes, section 13.32, subdivision 5; and

b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012.

2. The school district may not designate a student's home address, telephone

number, email address, or other personal contact information as directory information under this section.

3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

[Note: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].

~~Directory information is public except as provided herein.~~

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. ~~Prior to such disclosure the school district shall:~~

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

2. The school district shall give ~~public-annual~~ notice by any means that are reasonably likely to inform the parents and eligible students of:

- a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary

educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public,

including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 United States Code section§ 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31(a)(3), or an authorized representative

of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and

- c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and

- c. the parties authorized by law to audit the record-keeping procedures of the school district.
- 5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
- 6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

- 1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
- 2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
- 3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she

wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's

education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also

be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - [Minn. Stat. § 13.32, Subd. 5 \(Directory Information\)](#)
 - Minn. Stat. § 13.393 (Attorneys)
 - Minn. Stat. Ch. 14 (Administrative Procedures Act)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
 - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 - Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 - Minn. Stat. Ch. 256L (MinnesotaCare)
 - Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. § 363A.42 (Public Records; Accessibility)
 - Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 - Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 - 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 - 18 U.S.C. § 2331 (Definitions)
 - 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 - 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 - 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 - 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 - 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 - 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 - 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 - 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 - 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
 - Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)
 - Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)
- Cross References:**
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 - MSBA/MASA Model Policy 506 (Student Discipline)
 - MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 - MSBA/MASA Model Policy 520 (Student Surveys)
 - MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 - MSBA/MASA Model Policy 722 (Public Data Requests)
 - MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
 - MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

[Note: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)ⁱ, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies.

The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].

- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district's medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and

operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[Note: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. 2023

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: School districts are required by statute to have a policy addressing these issues.]

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of "conditional procedures" with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minnesota Statutes sections 121A.66, 121A.67, Subd. 1, as well as Minnesota Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minnesota Statutes section 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.

- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- E. The phrase "remove the student from school grounds" is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family

Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, 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
2. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minnesota Statutes, section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes, Chapter 260E;
 - f. Physical holding (as defined in Minnesota Statutes, section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes, section 125A.0942, subdivisionSubd. 5, and otherwise comply with the requirements of section§ 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Removal by Police Officer)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Act)
34 C.F.R. § 300.535 (Referral to and Action by Law Enforcement and Judicial Authorities)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

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Rev. 2023

534 SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, ~~that now states to require~~ that Minnesota school districts that participate in the national school lunch program ~~must~~ adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte items or second meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. [OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge ~~meals or a la carte items~~ or a second meal until additional money is deposited in the student's account.]

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge ~~further second~~ meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]]

[OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

C. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

~~If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.~~

~~C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~

~~D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.~~

~~D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.~~

~~E. When a student has a negative account balance, the student will not be allowed to charge a snack item.~~

~~E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.~~

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches \$*[insert amount]* or *[insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 601

Orig. 1995

Revised: _____

Rev. 2023~~2~~

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

[Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist" means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- E. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- F. "Ethnic studies" as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- G. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- H. "Institutional racism" means structures, policies, and practices within and across

institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.

- I. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.
- J. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
 - 1. the size of the academic achievement gap; ~~and~~ rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2. student performance on the Minnesota Comprehensive Assessments;
 - 3. high school graduation rates; and
 - 4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.
- K. "World's best workforce" means striving to: meet school readiness goals; ~~have all third-grade students achieve grade-level literacy;~~ close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, ~~shall~~ must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:
 - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.345, subdivision 3, paragraph (b)(2), state and federal law;

[Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]

- 2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section 120B.15 ~~for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups,~~ and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

[Note: MSBA/MASA Model Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes, section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes, section 122A.40, subdivision~~Subd.~~ 8, or 122A.41, subdivision 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income and minority children families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;

6. education effectiveness practices that

- a. integrate high-quality instruction, rigorous curriculum, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;

- b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;

- c. provide a collaborative professional culture that develops and supports seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and

7. an annual budget for continuing to implement the school district plan; and-

8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.

B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.

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

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:

~~**[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]**~~

- a. ~~reading, writing, speaking, listening, and viewing in the English language;~~
 - b. ~~mathematical and scientific concepts;~~
 - c. ~~locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);~~
 - d. ~~creative and critical thinking, decision making, and study skills;~~
 - e. ~~work readiness skills;~~
 - f. ~~global and cultural understanding.~~
2. ~~Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:~~
- a. ~~live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;~~
 - b. ~~bring many perspectives, including historical, to contemporary issues;~~
 - c. ~~develop an appreciation and respect for democratic institutions;~~
 - d. ~~communicate and relate effectively in languages and with cultures other than the student's own;~~
 - e. ~~practice stewardship of the land, natural resources, and environment;~~
 - f. ~~use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.~~
3. ~~Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.~~
4. ~~School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:~~
- a. ~~establishing and achieving personal and career goals;~~
 - b. ~~adapting to change;~~
 - c. ~~leading a healthy and fulfilling life, both physically and mentally;~~
 - d. ~~living a life that will contribute to the well-being of society;~~
 - e. ~~becoming a self-directed learner;~~
 - f. ~~exercising ethical behavior.~~

5. ~~Students will be given the opportunity to acquire human relations skills necessary to:~~
 - a. ~~appreciate, understand, and accept human diversity and interdependence;~~
 - b. ~~address human problems through team effort;~~
 - c. ~~resolve conflicts with and among others;~~
 - d. ~~function constructively within a family unit;~~
 - e. ~~promote a multicultural, gender-fair, disability-sensitive society.~~

[Note: School district and site goals example courtesy of the Winona School District.]

- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy XXX (Reading and the Read Act)

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

1. ~~The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~
2. ~~Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.~~

[Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]

3. ~~Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.~~
4. ~~The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics~~

of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:

- a. a summary of the district's efforts to screen for dyslexia;
 - b. the number of students screened for that reporting year; and
 - c. the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
- a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

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

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

[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements)

for Minnesota Students)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)

Minn. Stat. § 120B.12 (~~Reading Proficiently no Later than the End of Grade 3~~ **Read Act Goal and Interventions**)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)

Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.147, Subd. 3 (Principals)

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)

20 U.S.C. § 5801, *et seq.* (National Education Goals)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev. 2023

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Minnesota Commissioner of Education under Minnesota Statutes, section 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[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, subdivisions. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.

1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.

G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References: Minn. Stat. [§ 10.55 \(Juneteenth\)](#)
[Minn. Stat. § 120A.40 \(School Calendar\)](#)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
[Minn. Stat. § 645.44 \(Words and Phrases Defined\)](#)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: _____

MSBA/MASA Model Policy 603

Orig. 1995

Revised: _____

Rev. 2023

603 CURRICULUM DEVELOPMENT

[Note: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 618-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long-range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

IV. DISTRICT ADVISORY COMMITTEE

- A. The school board ~~shall~~must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The District Advisory Committee, to the extent possible, ~~shall~~must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents ~~shall~~must comprise at least two-thirds of ~~advisory~~ committee members.
- C. The District Advisory Committee ~~shall~~must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the District Advisory Committee.
- E. The District Advisory Committee ~~shall~~must recommend to the school board

1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, ~~section 120B.022 subdivisions 1a and 1b, and section 120B.35~~
 2. district assessments;
 3. means to improve students' equitable access to effective and more diverse teachers; ~~and~~
 4. strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population;
 5. strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths of all racial and ethnic groups; and
 6. program evaluations.
- F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. CURRICULUM DEVELOPMENT PROCESS

[Note: In light of changes in Minnesota law regarding curriculum, MSBA encourages school districts to consider deleting Article VI, Section A or revising it to reflect local curriculum development processes. Literacy planning is now addressed in new model policy 621: Literacy and the READ Act.]

- ~~A. Within the ongoing process of curriculum development, the following needs shall be addressed:~~
- ~~1. Provide for articulation of courses of study from kindergarten through grade twelve.~~
 - ~~2. Identify minimum objectives for each course and at each elementary grade level.~~
 - ~~3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.~~
 - ~~4. Provide a program for ongoing monitoring of student progress.~~
 - ~~5. Provide for specific, particular, and special needs of all members of the student community.~~

- ~~6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.~~
 - ~~7. Integrate required and elective course standards in the scope and sequence of the district curriculum.~~
 - ~~8. Meet all applicable requirements of the Minnesota Department of Education and federal law.~~
- ~~B. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.~~
- A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes, section 120A.20, [subdivision](#) 1(c). A student's plan under this section shall continue while the student is enrolled.
 - B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
 - C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § [120A.20 \(Admission to Public School\)](#)
[Minn. Stat. § 120B.10 \(Findings; Improving Instruction and Curriculum\)](#)
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce](#))
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; [Personal Learning Plans](#))
[Minn. Stat. § 124D.59 \(Definitions\)](#)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Adopted: _____

MSBA/MASA Model Policy 604

Orig. 1995

Revised: _____

Rev. 2023

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. ~~Language arts and~~ basic communication skills including reading and writing, literature, and fine arts;
2. ~~M~~ mathematics and science;
3. ~~S~~ social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. ~~H~~ health and physical education;

[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]

5. The arts;
6. Career and technical education; and
7. World languages.

[Note: The school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages. World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates ~~or Minnesota World Language High Achievement Certificates~~ consistent with Minnesota Statutes section 120B.022, subdivision 1.]

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and ~~all~~ courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. ~~Public E~~ elementary and middle schools ~~shall~~ must offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five arts

areas: dance, media arts, music, theater, and visual arts.

- D. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.
- E. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- F. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- H. The school district or charter school may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

III. REQUIRED ACADEMIC STANDARDS

- A. The following subject areas are required for statewide accountability:
 - 1. language arts;
 - 2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of algebra;
 - 3. science, including earth and space science, life science, and the physical sciences, including chemistry and physics;
 - 4. social studies, including history, geography, economics, and government and citizenship that includes civics;
 - 5. physical education;
 - 6. health, for which locally developed academic standards apply; and
 - 7. the arts.
- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student,

18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

IV. CPR AND AED INSTRUCTION

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

- A. In the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
 - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

V. COLLEGE AND CAREER PLANNING

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
 - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
 - 2. emphasize academic rigor and high expectations and inform the student, and

the student's parent or guardian if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;

3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 5. help students access education and career options;
 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become college-ready.
- D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

- E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
- F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student’s plan under this provision shall continue while a student is enrolled.

VI. CIVICS TEST

- A. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student’s transcript that the student answered at least 30 of 50 civics test questions correctly.
- B. “Civics test questions” means 50 of the 100 questions that, as of January 1, 2015, United States Citizenship and Immigration Services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state’s civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota’s Legacy website by August 1 of that year.
- C. The school district may exempt a student with disabilities from this requirement if the student’s IEP team determines the requirement is inappropriate and establishes an alternative requirement.
- D. The school district may administer the civics test questions in a language other than English to students who qualify for English learner services.
- E. The school district may administer civics test questions as part of the social studies curriculum.
- F. The school district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
- G. The school district cannot charge a fee related to this requirement.

[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
[Minn. Stat. § 120B.101 \(Curriculum\)](#)
 Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
 Minn. Stat. § 120B.20 (Parental Curriculum Review)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.022 (Elective Standards)
[Minn. Stat. § 120B.023 \(Benchmarks Implement, Supplement Statewide Academic Standards\)](#)
 Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

GRADUATION REQUIREMENTS

613

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. ~~“Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.~~
- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- C. “Individualized Education Program” or “IEP” means a written statement developed for a student eligible by law for special education and services.
- D. “English learner” or “EL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- E. “Required standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Information Services shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minnesota Statutes section 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in

courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.

- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

- A. All students must fulfill graduation assessment requirements as established by Minnesota Statute 120B.30.
- B. A student must complete the required Minnesota Academic Standards in language arts, math, science, social studies, the arts, physical education and locally developed standards in health.
- C. Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:
 - 1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
 - 2. Three credits of mathematics, including an algebra II credit or its equivalent, geometry, or its equivalent, sufficient to satisfy all of the academic standards in mathematics;
 - 3. Student in the graduation class of 2015 and beyond must complete an algebra 1 credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
 - 4. Three credits of science, including at least: (A) one credit of biology; (b) one credit of chemistry and/or physics; and (c) one elective of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science.
 - 5. Four credits of social studies, encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;
 - 6. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
 - 7. One credit of physical education and one-half credit of health; and
 - 8. A minimum of seven and one-half elective credits.

D. Credit equivalencies

1. A one-half credit of economics taught in a school's **agriculture agricultural, food, and natural resources** education or business **education program or** department may fulfill a one-half credit in social studies under Paragraph C5., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph C4., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C4., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C4, above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph C2 or Paragraph C6., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph C2, above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph C2. or Paragraph C4., above, if the credit meets the state academic standards in mathematics or science.
6. **An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.**

[Note: Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

- E. Students in the graduating class of 2027 and later must successfully complete, as determined by the school district, the requirements of the Packer Profile in addition to completing all necessary credit requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic

standards:

1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- * Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary

education, and arrive at a timely decision; and

- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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Policy Revised: 7/11/22

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MSBA/MASA Model Policy 616

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Rev. 2023

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minnesota Statutes, section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. ~~MSBA/MASA Model Policies 601, 603, and 616~~ address these statutory requirements. In addition, ~~MSBA/MASA Model Policies 613-615 and 617-620~~ provide procedures to further implement the requirements of Minnesota Statutes, section 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- ~~B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota K-12 Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.~~
- BC. "World's best workforce" means striving to: meet school readiness goals; ~~have all third grade students achieve grade-level literacy~~; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
 - 1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by

the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.

2. The District Advisory Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the District Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.

[Insert Local Cycle in this space]

- C. Implementation of Graduation Requirements

1. The District Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the District Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement ~~growth~~ that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the District Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
 - d. Advising the school board about development of the annual budget.
3. The District Advisory Committee shall meet the following criteria:
 - a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
- ~~4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:~~
 - ~~a. The Director of Curriculum (or similar educational leader)~~

- b. ~~Principal~~
- c. ~~School Board Member~~
- d. ~~Student Representative~~
- e. ~~One teacher from each building or instructional level~~
- f. ~~Two parents from each building or instructional level~~
- g. ~~Two residents without school-aged children, non-representative of local business or industry~~
- h. ~~Two residents representative of local business or industry~~
- i. ~~District Assessment Coordinator (if different from "a." above)~~

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

6. The District Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress ~~toward Literacy by Grade 3~~, the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

1. Consistent with Minnesota Statutes, section 120B.36, subdivision~~Subd.~~ 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse,

effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the commissioner.
4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 618

Orig. 1998

Revised: _____

Rev. 2023

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

~~A. "Above-grade level" test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student's grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.~~

A. "Academic standard" means a summary description of student learning in a required content area or elective content area.

~~"Below-grade level" test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student's current grade level. Notwithstanding the student's grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.~~

B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.

~~"Computer-adaptive assessments" means fully adaptive assessments.~~

D. "Cultural competence," for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.

E. "Elective standards" means a locally adopted expectation for student learning in career

and technical education and world languages.

- F. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. ~~"Fully adaptive assessments" include on-grade level test items and items that may be above or below a student's grade level. [Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]~~
- K. ~~"On-grade level" test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.~~
- GL. "Required standard" means (1) a statewide adopted expectation for student learning in the content areas of ~~English~~ language arts, mathematics, science, social studies, physical education, and the arts, ~~and/or~~ (2) a locally adopted expectation for student learning in health ~~or the arts~~.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The **[school board/superintendent/director of instruction]** shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:

- a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
 4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
 5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
 6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Minnesota Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and

- f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for

postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.3520 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 620

Orig. 1998

Revised: _____

Rev. 2023~~2~~

620 CREDIT FOR LEARNING

[Note: School districts statutorily are required to provide students with credit for approved ~~post-secondary~~ postsecondary courses, as set forth in Section V.; ~~online learning courses, as set forth in Section VI.;~~ and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

~~The purpose of this policy is to~~ This policy recognizes student achievement ~~which that~~ occurs in postsecondary enrollment option and other advanced enrichment programs. ~~The purpose of~~ This policy also is to recognizes student achievement ~~which that~~ occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. ~~The purpose of this~~ This policy also is to address ~~es the~~ transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, ~~post-secondary~~ postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).

~~B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.~~

~~C. "Course" means a course or program.~~

~~B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.~~

- ~~C. "Commissioner" means the Commissioner of MDE.~~
- ~~D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.~~
- D. "Eligible institution" means a Minnesota public ~~post-secondary~~postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. An eligible institution must not require a faith statement from a secondary student seeking to enroll in a postsecondary course under this section during the application process or base any part of the admission decision on a student's race, creed, ethnicity, disability, gender, or sexual orientation or religious beliefs or affiliations.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- ~~G. "Online learning" is a form of digital learning delivered by an approved online learning provider.~~
- ~~H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.~~
- ~~FI. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.~~

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least **[insert number]** credits from the school district.
- B. Transfer of Academic Requirements from Other Schools
1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **[insert number]** credits from the school district.

- c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

C. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POST-SECONDARY ~~POSTSECONDARY~~ ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary~~postsecondary~~ enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the ~~Minnesota Academic Standards content standards~~academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary~~postsecondary~~ enrollment options course or program ~~that meets or exceeds a graduation standard or~~

~~requirement shall must~~ be counted toward the graduation ~~and credit~~ requirements of a student completing the Minnesota Academic Standards and subject area requirements of the district.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester ~~post-secondary~~~~postsecondary~~ credits shall equal at least one full year of high school credit. Fewer ~~post-secondary~~~~postsecondary~~ credits may be prorated.
 3. When a determination is made that the content of the ~~post-secondary~~~~postsecondary~~ course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the ~~post-secondary~~~~postsecondary~~ course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for ~~post-secondary~~~~postsecondary~~ credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a ~~post-secondary~~~~postsecondary~~ institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11.

~~VI. CREDIT FROM ONLINE LEARNING COURSES~~

- A. ~~Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.~~
- B. ~~Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.~~
- C. ~~When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.~~

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (7), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[Note: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies.]

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:

[List the types of courses that will be awarded weighted grades and the multiplier, similar to the following examples.]

- 1. A grade awarded in an Advanced Placement course will be multiplied by a factor of .15.
- 2. A grade awarded in an Honors course will be multiplied by a factor of .15.
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular ~~post-secondary~~postsecondary enrollment course, ~~online learning course,~~ or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
[Minn. Stat. § 124D.094 \(Online Instruction Act\)](#)
~~Minn. Stat. § 124D.095 (Online Learning Option)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online [Instruction Learning Options](#))

Adopted: _____

MSBA/MASA Model Policy 708

Orig. 1995

Revised: _____

Rev. 2023

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

[Note: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes, sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with

school district student bus conduct and student bus discipline policies.

- F. The school board and a nonpublic school may mutually agree to a written plan for the board to provide nonpublic pupil transportation to nonpublic school students. The school district must report the number of nonpublic school students transported and the nonpublic pupil transportation expenditures incurred in the form and manner specified by the Minnesota Commissioner of Education.
- G. If the school board provides pupil transportation through the school's employees, the school board may transport nonpublic school students according to the plan and retain the nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.

- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References:

- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
- Minn. Stat. § 123B.84 (Policy)
- Minn. Stat. § 123B.86 (Equal Treatment)
- Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
- Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
- Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
- Minn. Stat. Ch. 125A (Special Education and Special Programs)
- Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
- Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
- Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
- Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
- Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
- Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
- Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
- Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
- Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
- Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
- Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References:

- MSBA/MASA Model Policy 707 (Transportation of Public School Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. 2023

709 STUDENT TRANSPORTATION SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
- ~~1. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.~~
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines.

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.

- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.
- c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
- d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.

3. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 - 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.

- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus

bus/meeting with parent
5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license

- or without having a commercial driver's license in the driver's possession;
7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online

through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the

assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. ~~A Type III vehicle cannot be older than 12 years old unless excepted by state and federal law.~~
Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.

8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or

contracts for the school bus, which may include the school district.

- b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03

for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.

- d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section

171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
[Minn. Stat. § 123B.935 \(Active Transportation Safety Training\)](#)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and

Penalties)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

49 C.F.R. § 383.51 (Disqualification of Drivers)

[49 C.F.R. Part 571 \(Federal Motor Vehicle Safety Standards\)](#)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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806 CRISIS MANAGEMENT POLICY

[Note: The Commissioner of the Minnesota Department of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. ~~For purposes of this Policy, the term, "school districts," shall include charter schools.~~ The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

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

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including

children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes section 121A.035.]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary

emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minnesota Statutes, section 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

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

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;

3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
 - a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding

- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

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

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

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 United States Code section 6301, et seq.; Title IX, 20 United States Code section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code section 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
[Minn. Stat. § 121A.038 \(Students Safe at School\)](#)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References:

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](#)