

Dawson-Boyd School Board
Monday, July 8, 2024 Regular Meeting Time - 6:00 p.m.
Upstairs High School Commons Area

Monthly Board Meeting

Google Meet joining info:

The mission of the Dawson-Boyd School District:
The Dawson-Boyd School District provides students with a well-rounded education promoting academic achievement and creative artistic expression; nurtured through a caring community and dedicated staff committed to inspire all learners to excel, create, respect, and succeed.

School Board Meeting
Monday, July 8 · 6:00 - 7:00pm
Time zone: America/Chicago
Google Meet joining info
Video call link: <https://meet.google.com/xtr-aoub-ejv>
Or dial: +(US) +1 234-978-2234? PIN: ?387 162 370?#

Meeting Agenda

1. Call to order - 6:00 p.m.
 - Pledge of Allegiance
2. Adopt/Amend Agenda
3. Public Comments
4. Consent Agenda: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSENT APPROVAL
 - a. Approval of Meeting Minutes
 - June 10, 2024 regular meeting
 - June 24, 2024 special meeting
 - b. Approval of Financial Report and Monthly Claims and Accounts
 - c. Approval of Staffing Matters/Personnel
 - Retirement - Gene Jager - 06/30/2024
 - Resignation - Tony Aafedt - Athletic Director, Community Ed Coordinator - Effective date to be determined by transition through restructuring and/or new hire.
 - Hiring - Tony Aafedt - Secondary Math Teacher - 08/15/2024
 - Hiring - Laurel Stratmoen - Elementary Administrative Support - 07/09/2024
 - Hiring - Faith Knutson - Daycare Teacher - 07/09/2024
5. Communications: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSIDERATION
6. Information Items:
 - a. Types of School Board Meetings
 - b. Board Member Reports
 - Tonya Kelly will present a summary of the Superintendent's 1 year evaluation conducted in a closed session on Monday, June 10th.

- c. Teacher Reports
Christina Wolner
Christina Wolner will share highlights from 2024 Education Express
 - d. Superintendent Report
 - e. Finance Information
School Finance Expenditures Primer
2024-2025 General Fund Expenditure Budget in Terms of Categories
 - f. Seesaw contract
Seesaw is a platform we utilize as a curricular supplement. We are requesting the addition of an online professional development module to support our staff. The cost of Seesaw is covered by Title I funds.
 - g. 2024-2025 Proposed Activity Fees
 - h. Special Education Compliance Findings
7. Discussion/Approval Items:
- a. Operating Capital
Discussion: Increase operating capital through operating referendum or capital projects levy. If the district chooses to proceed with a question on the November ballot, the paperwork must be filed no later than Aug 13.
- On June 10, 2024, the school board voted not to pursue building projects for the pool, daycare, and bus garage. Although these discussions are included in this slide show, we will only be referencing slides 10-21.
8. Action Items:
- a. Fuel Bids
Approve Fuel Bids. Bids are due to District Office by 3:00pm on July 8, 2024. Bids will be presented at the board meeting.
 - b. Resolution-District Donations
 - c. Approval of School Fundraisers
 - Youth Football - Blackjacks Blankets - 8/29/24 - 5/31/25
 - d. Designation of Identified Official with Authority for 2024-2025 School Year
 - e. Principal Contracts
Principal contracts are updated with the following updates:
 - 23-24 salary increase of 2%
 - 24-25 salary increase of 2%
 - Updated language to meet MN statute pertaining to earned safe and sick time (ESST).
 - Updated language for child care leave to reflect inclusivity consistent with teacher master agreement.
 - f. Transportation Software Purchase
 - g. Policies
Policies for Second Reading:
 - 506 - Student Discipline
 - 506 Form - Student Discipline Form
 - 507 - Corporal Punishment and Prone Restraint
 - 509 - Enrollment of Non-Resident Students
 - 514 - Bully Prohibition
 - 620 - Credits for Learning

705 - Investments

Policy for First Reading:

202.1 - Student School Board Representatives

202.1 - Form

9. Adjournment

Dawson-Boyd Independent School District No. 378
Regular June Board Meeting
June 10, 2024

The regular June meeting of the Board of Education was held on June 10, 2024 in the Dawson-Boyd upstairs common area. Members present were Marotzke, Schindler, Perkins, Kelly, Buer and Lund as well as the administrative staff. Jurgenson was absent. Vice Chair Lund called the meeting to order at 6:02 p.m. with Chair Kelly joining them at 6:14 p.m. after the meeting began. The amended meeting agenda was approved (Lund and Schindler). Public comments were heard by Sharon Olson regarding building option/additions for the district.

A presentation was done by Chris Ziemer of ICS concerning many facilities options for the school including an infant/toddler care building addition, addition with portables, conversion of the existing pool into a multipurpose space, repair of the existing pool and constructing a bus garage. Michaels Hart of PMA Financial also presented revenue generation and the associated tax impact option for the district. Hart presented three tax impact scenarios for an Operating Referendum and explained another option a Capital Projects Levy with use of funds allowed to be used for constructing, repairing and improving school buildings including technology, curriculum and lease or purchase of vehicles. These revenues can't be used for general obligation outside of the specifically defined purposes.

Regular June claims and accounts totaling \$258,829.27, \$7,911.92 for Student Activities & \$150,836.19 for the building project were approved as presented (Buer and Lund). The Board reviewed electronic transfers and state tax payments made in May. Minutes from the May 13th, 2024, regular meeting, the May 28th, 2024, Board Work Session and the June 5, 2024 treasurer's report were approved as presented in the consent agenda (Perkins and Marotzke).

RESOLUTION #R1-78 - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, that the gift of \$1,364.42, \$500 from Clarkfield Clergy Coop, \$50 from Kari Stringer, \$25 from Loren & Carole Femrite, \$500 from Ruby's Pantry, \$39.42 from Our Saviors Lutheran of Baxter, and \$250 from Trinity Women-Boyd Church, be accepted by the district. **BE IT FURTHER RESOLVED**, that the gift will be used by the school district in the Backpack for kids program (Buer and Schindler). Members voting in favor of the resolution were Kelly, Marotzke, Schindler, Perkins, Buer and Lund. **RESOLUTION #R1-78A - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA**, that the gift of \$600.00, from the Dawson Fire Department-Meat Raffle, be accepted by the district. **BE IT FURTHER RESOLVED**, that the gift will be used by the school district in the ECFE program (Marotzke and Schindler). Members voting in favor of the resolution were Kelly, Marotzke, Schindler, Perkins, Buer and Lund. **RESOLUTION #R1-78B - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA**, that the gift of \$300.00, from the Dawson Fire Department-Meat Raffle, be accepted by the district. **BE IT FURTHER RESOLVED**, that the gift will be used by the school district by the Spanish Club (Perkins and Buer). Members voting in favor of the resolution were Kelly, Marotzke, Schindler, Perkins, Buer and Lund. **RESOLUTION #R1-78C - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA**, that the gift of \$285.00, from David M. Pederson, be accepted by the district. **BE**

IT FURTHER RESOLVED, that the gift will be used by the school district in the band department for a percussion stand and Valley Fair sponsorships (Lund and Buer). Members voting in favor of the resolution were Kelly, Marotzke, Schindler, Perkins, Buer and Lund. RESOLUTION #R1-78D - NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, establishing dates for filing Affidavits of Candidacy for Open School Board Seats. BE IT FURTHER RESOLVED, that the Candidacy Filing Period will be July 30-August 13, 2024 and will publish the candidacy filing periods for open school board seats in the Dawson Sentinel during the weeks of July 8th, July 15th and July 22nd, 2024 and to post the candidacy filing period in the district office from July 8-30, 2024, be accepted by the district. (Perkins and Buer). Members voting in favor of the resolution were Kelly, Marotzke, Schindler, Perkins, Buer and Lund.

In district staffing matters, the Board approved the hiring of Lisa Johnson, Daycare substitute, beginning June 1, 2024; the resignation of Madeline Stevens, Daycare, effective May 20, 2024; the resignation of Gabby Hettling, Daycare, effective May 24, 2024; the resignation of Emma Schaefer, Daycare, effective May 27, 2024; the resignation of Amber Runyan, Daycare, effective May 28, 2024; the resignation of John Lund, Paraprofessional, effective May 29, 2024; the resignation of Ryan Stotesbery, Jr Hi Baseball Coach, effective May 21, 2024; the resignation of Merina Marotzke, Paraprofessional, effective May 29, 2024; the retirement of Debra Moe, Paraprofessional, effective May 29, 2024; the resignation of Sandy Mogard, Paraprofessional, effective May 29, 2024; the resignation of Joshua Dorn; Secondary Math Teacher, Bus Driver and Varsity Softball Coach effective May 31, 2024; the retirement of Sandi Hansen, Administrative Assistant, effective June 14, 2024; a maternity leave of absence for Andrea Enger, Title, with an anticipated return date of November 4, 2024 (Schindler and Buer) (6-0 role call votes were Kelly-Yes, Buer-Yes, Marotzke-Yes, Schindler-Yes, Lund-Yes and Perkins-Yes); and a 1 year leave of absence for Kali Connor, Speech Language Pathologist, for the 2024-2025 school year (Perkins and Buer) (4-2 role call votes were Kelly-No, Buer-Yes, Marotzke-No, Schindler-Yes, Lund-Yes and Perkins-Yes). School fundraisers approved were for After Glow-burger feed in September and a chili feed in October (Buer and Marotzke).

In the communications/information section of the agenda Superintendent Ward and Business Manager, Stacy Stratmoen requested to delay the proposal of fund budgets for the 2024-25 school year until June 24th at a special board meeting due to the legislative changes in education. The request was accepted. **The board reviewed the Ten-Year Long-Term Facilities Maintenance Revenue, Expenditure and Statement of Assurance for FY 2025-2034; which will both be voted on later in the meeting.** Amy Hiedeman, Elementary Principal, presented the Local Literacy Plan, formerly the READ well plan, due to the state on June 15, 2024. This was expanded beyond K-3 now with grades 4-12 included. The district will use Fast Bridge assessments and has developed a parent notification system to show how students are performing. Superintendent Ward commented on several items including scholarships awarded to this year's seniors, congratulations to state track participants and to the upcoming golf teams at their state tournament, school financial work including negotiations with the teacher union, school's health insurance rates and renewal and the Letter of Intent for Principals to negotiate. Policies for First Readings included 506-Student Discipline, 506 Form-Student Discipline Form, 507- Corporal Punishment and Prone Restraint, 509-Enrollment of Non-Resident Students, 514-Bully Prohibition, 620-Credit for Learning, 705-Investments. She also shared a quote from Joe Riley Construction regarding the Grace Lutheran Church Parking lot tarring options.

In action items the Board gave approval of tenure for the following licensed teachers: Elissa Christensen-Ward, Jeshlem Salisbury, Andrea Knutson, Hailey Gritmacker, Kallie Blascyk and Janelle Stender (Perkins and Lund) (Roll call was done Lund-Yes, Perkins-Yes, Kelly-Yes, Schindler-Yes, Marotzke-Yes and Buer-Yes); the approval of the Second Harvest Grant award in the amount of \$15,650 to make fresh fruits and vegetables more accessible to our students (Schindler and Buer); the approval of options 2 (mill and overlay at \$26,960 or 3 (fog seal at \$3,330) tarring project to be cost shared with Grace Lutheran Church at 50% pending approval from Grace Lutheran Church committee (Buer and Marotzke); the milk bid with Cass Clay (Kemps) for the 2024-2025 school year (Schindler and Perkins), the bread bid is now performed by Western 5 Cooperative; approval of the 2024-2025 Property, Auto and Work Comp Insurance with EMC for \$163,307.05 (Marotzke and Perkins); approval of the 2025-2034 LTFM 10 year plan (Buer and Schindler); approval of LQP County Foster Care Transportation Agreement for the 2024-2025 school year (Perkins and Schindler); establish a special meeting date of June 24th, 2024 at 12:00 noon to approve the 2024-2025 budget and review feedback from comments concerning construction and financing plans (Buer and Perkins).

Principals Stotesbery and Hiedeman did not report due to the length of the agenda. With no additional issues before the board, Kelly adjourned the regular meeting at 8:05 p.m. (Schinder and Buer). The board moved into closed session to review the Superintendent Year End Evaluation. The board adjourned the closed session at 8:40 p.m. (Perkins and Marotzke).

Lynn Marotzke, School Board Clerk

Dawson-Boyd Independent School District No. 378
Special June Board Meeting
June 24, 2024

A special June meeting of the Board of Education was held on June 24, 2024, in the Dawson-Boyd upstairs common area. Marotzke, Schindler, Kelly, Perkins, Jurgenson, Buer and Lund were present. Chair Kelly called the meeting to order at 12:07 p.m. The meeting agenda was approved as posted (Marotzke and Buer). There were no public comments.

In the communications section of the agenda, Business Manager, Stacy Stratmoen proposed fund budgets for the 2024-25 school year. The Board briefly discussed the budgets after which they were adopted (Perkins and Buer).

	Expenditures	Revenues
General Fund	\$ 8,138,392	\$ 8,438,608
Food Service Fund	\$ 478,927	\$ 478,927
Community Services Fund	\$ 949,061	\$ 1,017,879
Debt Service Fund	\$ 2,130,118	\$ 2,225,442
Total	\$11,696,498	\$12,160,856

The board reviewed results of the survey. Based on survey results, they determined we will not proceed with any building projects at this time. With no additional issues before the board, Kelly adjourned the meeting at 12:47 p.m. (Lund and Marotzke).

Lynn Marotzke, School Board Clerk

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 07/08/2024-07/08/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72430	1019		A & B AUTO PARTS		Check	
			B 01	206 001		\$16.44	
PO#:	Voucher #:	1006	Invoice	Invoice No: 345768	7/8/2024	Paid Amt:	\$16.44
PO#:	Voucher #:	1005	Invoice	Invoice No: 345788	7/8/2024	Paid Amt:	\$42.36
PO#:	Voucher #:	1007	Invoice	Invoice No: 345767	7/8/2024	Paid Amt:	\$15.24
PO#:	Voucher #:	1004	Invoice	Invoice No: 345469	7/8/2024	Paid Amt:	\$17.87
							Check Amount: \$91.91
BNK1	72431	1075		AL'S MERCANTILE		Check	
			B 01	206 001		\$11.98	
PO#:	Voucher #:	1012	Invoice	Invoice No: 274740	7/8/2024	Paid Amt:	\$11.98
PO#:	Voucher #:	1009	Invoice	Invoice No: 274417	7/8/2024	Paid Amt:	\$29.96
PO#:	Voucher #:	1011	Invoice	Invoice No: 274675	7/8/2024	Paid Amt:	\$6.49
PO#:	Voucher #:	1010	Invoice	Invoice No: 274655	7/8/2024	Paid Amt:	\$19.98
PO#:	Voucher #:	1008	Invoice	Invoice No: 274206	7/8/2024	Paid Amt:	\$12.99
							Check Amount: \$81.40
BNK1	72432	1135		AMERICAN WELDING & GAS INC		Check	
			B 01	206 001		\$42.11	
PO#:	Voucher #:	1014	Invoice	Invoice No: 0010219479	7/8/2024	Paid Amt:	\$42.11
							Check Amount: \$42.11
BNK1	72433	4987		ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT NO. 11		Check	
			E 02	005 770 000 701 305		\$350.00	
PO#:	Voucher #:	1015	Invoice	Invoice No: MSFBG 24/25-026	7/8/2024	Paid Amt:	\$350.00
							Check Amount: \$350.00
BNK1	72434	1217		AVIBEN		Check	
			E 01	005 110 703 302 505		\$66.61	
PO#:	Voucher #:	1013	Invoice	Invoice No: 33168	7/8/2024	Paid Amt:	\$66.61
							Check Amount: \$66.61

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
BNK1	72435	1397		BRAUN INTERTEC CORPORATION		Check		
			B 06	206 001			\$1,361.40	
PO#:	Voucher #:		1104	Invoice	7/8/2024		\$1,361.40	\$1,361.40
				Invoice No: B388375				
BNK1	72436	1481		CARLSON & STEWART REFRIG. INC.		Check		
			B 02	206 001			\$1,426.34	
PO#:	Voucher #:		1113	Invoice	7/8/2024		\$1,426.34	\$1,426.34
				Invoice No: 59828				
BNK1	72437	4990		CRISISGO, INC		Check		
			E 01	005 715 000 342 315			\$4,720.00	
PO#:	Voucher #:		1114	Invoice	7/8/2024		\$4,720.00	\$4,720.00
				Invoice No: 0005525				
BNK1	72438	1654		CULLIGAN WATER CONDITIONING		Check		
			B 01	206 001			\$644.00	
PO#:	Voucher #:		1018	Invoice	7/8/2024		\$644.00	\$644.00
				Invoice No: 592-00079699-1				
BNK1	72439	1718		DAWSON SENTINEL		Check		
			B 01	206 001			\$340.43	
PO#:	Voucher #:		1019	Invoice	7/8/2024		\$340.43	\$340.43
				Invoice No: JUNE 2024				
BNK1	72440	1743		DEPT. OF LABOR & INDUSTRY		Check		
			E 01	005 865 000 347 305			\$100.00	
PO#:	Voucher #:		1020	Invoice	7/8/2024		\$100.00	\$100.00
				Invoice No: ALR0162834X				
PO#:	Voucher #:		1021	Invoice	7/8/2024		\$10.00	\$10.00
				Invoice No: ABR0329366X				
PO#:	Voucher #:		1022	Invoice	7/8/2024		\$10.00	\$10.00
				Invoice No: ABR0329398X				
PO#:	Voucher #:		1023	Invoice	7/8/2024		\$50.00	\$50.00
				Invoice No: ABR0329399X				
BNK1	72441	4989		EMMALEE EVENSON		Check		
			B 04	206 001			\$75.00	
PO#:	Voucher #:		1099	Invoice	7/8/2024		\$75.00	\$75.00
				Invoice No: FITNESS CENTER REFUN				

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 07/08/2024-07/08/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72442	2122		GRUWELL ELECTRIC		Check	
			E 01	005 810 000 000 401		\$102.24	
				15 AMP 6000 V FUSES			
PO#:	Voucher #:		1024	Invoice	7/8/2024	Paid Amt:	\$102.24
				Invoice No: 0724014		Check Amount:	\$102.24
BNK1	72443	4995		H & H ELECTRIC		Check	
			B 06	206 001		\$8,080.70	
				Other Accts Payable			
PO#:	Voucher #:		1108	Invoice	7/8/2024	Paid Amt:	\$8,080.70
				Invoice No: PAY APPLICATION 1			
			B 06	206 001		\$5,947.00	
				Other Accts Payable			
PO#:	Voucher #:		1109	Invoice	7/8/2024	Paid Amt:	\$5,947.00
				Invoice No: PAY APPLICATION 2		Check Amount:	\$14,027.70
BNK1	72444	2278		HILLYARD/HUTCHINSON		Check	
			B 01	206 001		\$1,009.73	
				Accounts Payable			
PO#:	Voucher #:		1025	Invoice	7/8/2024	Paid Amt:	\$1,009.73
				Invoice No: 605500646			
			B 01	206 001		\$11.64	
				Accounts Payable			
PO#:	Voucher #:		1026	Invoice	7/8/2024	Paid Amt:	\$11.64
				Invoice No: 605507101			
			B 01	206 001		\$1,258.62	
				Accounts Payable			
PO#:	Voucher #:		1027	Invoice	7/8/2024	Paid Amt:	\$1,258.62
				Invoice No: 1258.62		Check Amount:	\$2,279.99
BNK1	72445	4787		HOLLY L WARD		Check	
			B 01	206 001		\$447.62	
				Accounts Payable			
PO#:	Voucher #:		1094	Invoice	7/8/2024	Paid Amt:	\$447.62
				Invoice No: EXP REPORT			
			B 01	206 001		\$107.20	
				Accounts Payable			
PO#:	Voucher #:		1095	Invoice	7/8/2024	Paid Amt:	\$107.20
				Invoice No: EXP REPORT 2			
			B 01	206 001		\$122.00	
				Accounts Payable			
PO#:	Voucher #:		1096	Invoice	7/8/2024	Paid Amt:	\$122.00
				Invoice No: EXP REPORT 3		Check Amount:	\$676.82
BNK1	72446	2344		ICS CONSULTING, LLC		Check	
			B 06	206 001		\$116,800.06	
				Other Accts Payable			
PO#:	Voucher #:		1105	Invoice	7/8/2024	Paid Amt:	\$116,800.06
				Invoice No: 11411-3		Check Amount:	\$116,800.06
BNK1	72447	2348		IFD FOODSERVICE DISTRIBUTOR		Check	
			E 02	005 770 000 709 490		\$38.10	
				FOOD			
PO#:	Voucher #:		1032	Invoice	7/8/2024	Paid Amt:	\$38.10
				Invoice No: INV-504494			
			E 02	005 770 000 709 490		\$1,895.13	
				FOOD			
PO#:	Voucher #:		1028	Invoice	7/8/2024	Paid Amt:	\$1,895.13
				Invoice No: INV-504502			
			E 02	005 770 000 709 490		\$61.61	
				FOOD			
PO#:	Voucher #:		1029	Invoice	7/8/2024	Paid Amt:	\$61.61
				Invoice No: INV-504498			

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72447	2348		IFD FOODSERVICE DISTRIBUTOR		Check	\$2,071.29
			E 02	005 770 000 709 490 FOOD			\$50.03
PO#:	Voucher #:			1030 Invoice Invoice No: INV-504496	7/8/2024	Paid Amt:	\$50.03
			E 02	005 770 000 709 490 FOOD			\$26.42
PO#:	Voucher #:			1031 Invoice Invoice No: INV-507185	7/8/2024	Paid Amt:	\$26.42
BNK1	72448	2380		INTEGRATED SYSTEMS CORPORATION		Check	\$3,000.00
			E 01	005 110 703 302 405 SUB FEE			\$3,000.00
PO#:	Voucher #:			1038 Invoice Invoice No: 0739858	7/8/2024	Paid Amt:	\$3,000.00
BNK1	72449	2445		JIM'S CLOTHING		Check	\$1,270.00
			E 04	005 505 900 321 401 SUMMER REC T'S			\$1,270.00
PO#:	Voucher #:			1033 Invoice Invoice No: 21314	7/8/2024	Paid Amt:	\$1,270.00
BNK1	72450	2445		JIM'S CLOTHING		Check	\$5,605.00
			E 06	005 870 000 000 520 BUILDING ACQUISITION OR CONST			\$5,605.00
PO#:	Voucher #:			1106 Invoice Invoice No: 21245	7/8/2024	Paid Amt:	\$5,605.00
BNK1	72451	2450		JMC COMPUTER SERVICE INC		Check	\$796.74
			E 02	005 770 000 701 305 FEES FOR SERVICES			\$796.74
PO#:	Voucher #:			1040 Invoice Invoice No: 2189.	7/8/2024	Paid Amt:	\$796.74
			E 01	005 105 701 000 405 24-25 SOFTWARE LIC			\$5,159.73
PO#:	Voucher #:			1039 Invoice Invoice No: 2189	7/8/2024	Paid Amt:	\$5,159.73
			E 01	005 105 701 000 405 24-25 SOFTWARE LIC			\$3,543.84
PO#:	Voucher #:			1041 Invoice Invoice No: 2188	7/8/2024	Paid Amt:	\$3,543.84
			E 02	005 770 000 701 305 FEES FOR SERVICES			\$666.76
PO#:	Voucher #:			1042 Invoice Invoice No: 2188.	7/8/2024	Paid Amt:	\$666.76
BNK1	72452	4994		JOE RILEY CONSTRUCTION, INC		Check	\$212,446.36
			B 06	206 001 Other Accts Payable			\$212,446.36
PO#:	Voucher #:			1110 Invoice Invoice No: PAY APPLICATION 1	7/8/2024	Paid Amt:	\$212,446.36
BNK1	72453	2467		JOHNSON MEMORIAL HEALTH SVCS		Check	\$1,617.00
			B 01	206 001 AT HOURS-JUNE 2024			\$1,617.00
PO#:	Voucher #:			1034 Invoice Invoice No: INV245	7/8/2024	Paid Amt:	\$1,617.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 07/08/2024-07/08/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt Type	Pmt Date	Paid Amt	Check Amount
BNK1	72453	2467		JOHNSON MEMORIAL HEALTH SVCS	Check			\$1,774.95
			B 01	206 001		7/8/2024	\$77.00	
PO#:			1035	Invoice		7/8/2024	\$77.00	
				INV246				
PO#:			1036	Invoice		7/8/2024	\$32.50	
				INV244				
PO#:			1037	Invoice		7/8/2024	\$48.45	
				RANDY TENSEN-LAB				
				3349967				
BNK1	72454	2540		KEMPS LLC (DBA CASS-CLAY CREAMERY)	Check			\$1,057.60
			E 02	005 770 000 709 495		7/8/2024	\$282.06	
PO#:			1043	Invoice		7/8/2024	\$282.06	
				5225398				
PO#:			1044	Invoice		7/8/2024	\$211.60	
				5233358				
PO#:			1045	Invoice		7/8/2024	\$387.38	
				5233359				
PO#:			1046	Invoice		7/8/2024	\$176.56	
				5247507				
BNK1	72455	4996		KRANZ CONSTRUCTION	Check			\$47,262.50
			B 06	206 001		7/8/2024	\$47,262.50	
PO#:			1111	Invoice		7/8/2024	\$47,262.50	
				PAY APPLICATION 1				
BNK1	72456	2619		LAC QUI PARLE COOP OIL	Check			\$47,262.50
			B 01	206 001		7/8/2024	\$1,643.81	
PO#:			1047	Invoice		7/8/2024	\$1,643.81	
				200619				
BNK1	72457	4997		LAKES COUNTRY MECHANICAL	Check			\$300,105.00
			B 06	206 001		7/8/2024	\$300,105.00	
PO#:			1112	Invoice		7/8/2024	\$300,105.00	
				PAY APPLICATION 2				
BNK1	72458	2695		LEGACY PRODUCTION GROUP	Check			\$1,050.00
			E 01	020 298 110 000 401		7/8/2024	\$1,050.00	
PO#:			1048	Invoice		7/8/2024	\$1,050.00	
				24-0715				

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
BNK1	72459	2721		LIFE FITNESS		Check		
			E 04	005 505 982 321 530	INTEGRITY TREADMILL	\$7,223.03		
PO#:	Voucher #:		1049	Invoice	Invoice No: 7737341	7/8/2024	\$7,223.03	\$7,223.03
BNK1	72460	2834		MARCO TECHNOLOGIES LLC		Check		
			E 01	005 110 999 000 560	PRINC & LONG TERM LEASE	\$2,104.75		
PO#:	Voucher #:		1050	Invoice	Invoice No: 532163375	7/8/2024	\$2,104.75	\$2,104.75
BNK1	72461	2858		MASA/MASE		Check		
			E 01	005 010 000 000 820	2024-2025 Holly Ward	\$1,484.00		
PO#:	Voucher #:		1001	Invoice	Invoice No: 21-49128	7/8/2024	\$1,484.00	\$1,484.00
BNK1	72462	2859		MASBO		Check		
			E 01	005 020 000 000 820	HOLLY WARD MEMBERSHIP	\$110.00		
PO#:	Voucher #:		1051	Invoice	Invoice No: 300007945	7/8/2024	\$110.00	\$110.00
BNK1	72463	2861		MASP		Check		
			E 01	020 050 000 000 820	CHELSIE BOTHUN MEMBERSHIP	\$40.00		
PO#:	Voucher #:		1052	Invoice	Invoice No: 7924	7/8/2024	\$40.00	\$40.00
BNK1	72464	2866		MASSP		Check		
			E 01	020 050 000 000 820	Ryan Statesbery 2024-2025 dues	\$890.00		
PO#:	Voucher #:		1003	Invoice	Invoice No: 2971	7/8/2024	\$890.00	\$890.00
BNK1	72465	2917		MENARDS		Check		
			E 01	020 298 110 000 401	HIGH SCHOOL MUSICAL GENERAL SUPPLII	\$241.52		
PO#:	Voucher #:		1053	Invoice	Invoice No: 25186	7/8/2024	\$241.52	\$241.52
			E 01	020 298 110 000 401	HIGH SCHOOL MUSICAL GENERAL SUPPLII	\$671.87		
PO#:	Voucher #:		1054	Invoice	Invoice No: 25264	7/8/2024	\$671.87	\$671.87
			E 01	020 298 110 000 401	HIGH SCHOOL MUSICAL GENERAL SUPPLII	\$854.76		
PO#:	Voucher #:		1055	Invoice	Invoice No: 25061	7/8/2024	\$854.76	\$854.76
BNK1	72466	2928		MESPA		Check		
			E 01	010 050 000 000 820	ELEM PRINC DUES & MEMBERSHIP	\$972.00		
PO#:	Voucher #:		1056	Invoice	Invoice No: 17016	7/8/2024	\$972.00	\$972.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
BNK1	72467	3138		MREA		Check		
		E 01 005 010 000 000 820		24-25 MEMBERSHIP FEE	7/8/2024		\$1,705.00	\$1,705.00
PO#:	Voucher #:	1057	Invoice	Invoice No: 2425-5000-1806-01				
BNK1	72468	3142		MSB/MASA POLICY SERVICE		Check		
		E 01 005 010 000 000 405		BOARD OF ED NON INST/SOFTWARE LICEI			\$2,700.00	
		E 01 005 010 000 000 820		BOARD OF ED DUES & MEMBERSHIP			\$4,359.00	
PO#:	Voucher #:	1103	Invoice	Invoice No: INV-10506-S7T6X5	7/8/2024			\$7,059.00
BNK1	72469	3149		MSNA		Check		
		E 02 005 770 000 701 366		TRAVEL			\$990.00	
PO#:	Voucher #:	1058	Invoice	Invoice No: 3722	7/8/2024			\$990.00
BNK1	72470	3247		NEW DOMINION SCHOOL		Check		
		B 01 206 001		Accounts Payable			\$4,478.63	
PO#:	Voucher #:	1059	Invoice	Invoice No: 12802	7/8/2024			\$4,478.63
BNK1	72471	3289		NORTHLAND BOND SERVICES		Check		
		E 07 005 910 000 000 720		BOND INTEREST			\$191,601.54	
PO#:	Voucher #:	1060	Invoice	Invoice No: DAWSONBOYDISD23A	7/8/2024			\$191,601.54
		E 07 005 910 000 000 720		BOND INTEREST			\$355,396.88	
PO#:	Voucher #:	1061	Invoice	Invoice No: ISDDAW19A	7/8/2024			\$355,396.88
		E 07 005 910 000 000 720		BOND INTEREST			\$7,146.25	
PO#:	Voucher #:	1062	Invoice	Invoice No: ISDDAWS15A	7/8/2024			\$7,146.25
BNK1	72472	3296		NOVA FIRE PROTECTION INC		Check		
		B 01 206 001		3" FLOW SWITCHES			\$610.00	
PO#:	Voucher #:	1064	Invoice	Invoice No: 60721	7/8/2024			\$610.00
		B 01 206 001		5 YR SPRINKLER /ANNUAL INSPS			\$810.00	
PO#:	Voucher #:	1063	Invoice	Invoice No: 60854	7/8/2024			\$810.00
BNK1	72473	3331		OLSON SANITATION LLC		Check		
		B 01 206 001		Accounts Payable			\$1,146.53	
PO#:	Voucher #:	1065	Invoice	Invoice No: 591	7/8/2024			\$1,146.53

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 07/08/2024-07/08/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72473	3331		OLSON SANITATION LLC		Check	
		B 01	206	001	Accounts Payable		\$33.79
PO#:	Voucher #:	1066	Invoice	Invoice No: 169	7/8/2024	Paid Amt:	\$33.79
						Check Amount:	\$1,180.32
BNK1	72474	3371		OTTER TAIL POWER		Check	
		B 01	206	001	Accounts Payable		\$2,123.65
PO#:	Voucher #:	1067	Invoice	Invoice No: 4041093	7/8/2024	Paid Amt:	\$2,123.65
		B 01	206	001	Accounts Payable		\$2,364.58
PO#:	Voucher #:	1068	Invoice	Invoice No: 4041094	7/8/2024	Paid Amt:	\$2,364.58
		B 01	206	001	Accounts Payable		\$26.91
PO#:	Voucher #:	1069	Invoice	Invoice No: 4044935	7/8/2024	Paid Amt:	\$26.91
		B 01	206	001	Accounts Payable		\$5,108.57
PO#:	Voucher #:	1070	Invoice	Invoice No: 4047205	7/8/2024	Paid Amt:	\$5,108.57
						Check Amount:	\$9,623.71
BNK1	72475	3390		PAN-O-GOLD BAKING COMPANY		Check	
		E 02	005	770 000 709 490	FOOD		\$84.16
PO#:	Voucher #:	1071	Invoice	Invoice No: 10001424162004	7/8/2024	Paid Amt:	\$84.16
		E 02	005	770 000 709 490	FOOD		\$105.20
PO#:	Voucher #:	1072	Invoice	Invoice No: 10001424176003	7/8/2024	Paid Amt:	\$105.20
						Check Amount:	\$189.36
BNK1	72476	3434		PEMBERTON, SORLIE, RUFER & KERSHNER		Check	
		B 01	206	001	Accounts Payable		\$50.00
PO#:	Voucher #:	1073	Invoice	Invoice No: 20176301M	7/8/2024	Paid Amt:	\$50.00
						Check Amount:	\$50.00
BNK1	72477	4988		PRAIRIE WOODS ENVIRON LEARNING CTR		Check	
		B 01	206	001	4TH GR FT		\$864.00
PO#:	Voucher #:	1074	Invoice	Invoice No: 17236	7/8/2024	Paid Amt:	\$864.00
						Check Amount:	\$864.00
BNK1	72478	3645		RENAISSANCE LEARNING INC		Check	
		E 01	010	203 000 000 461	STANDARDIZED TESTS		\$10,740.50
PO#:	Voucher #:	1076	Invoice	Invoice No: INV5327972	7/8/2024	Paid Amt:	\$10,740.50
						Check Amount:	\$10,740.50
BNK1	72479	3666		RIDDELL/ALL AMERICAN SPORTS CORP		Check	
		E 01	020	294 211 000 350	FOOTBALL REPAIR & MAINTENANCE SERV		\$2,759.24
PO#:	Voucher #:	1100	Invoice	Invoice No: 952027285	7/8/2024	Paid Amt:	\$2,759.24

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 07/08/2024-07/08/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72479	3666		RIDDELL/ALL AMERICAN SPORTS CORP		Check	
				E 01 020 294 211 000 401 FOOTBALL GENERAL SUPPLIES			\$4,536.95
PO#:	Voucher #:	1101	Invoice	Invoice No: 60502178	7/8/2024	Paid Amt:	\$4,536.95
						Check Amount:	\$7,296.19
BNK1	72480	4115		RSCHOOLTODAY-DISTRIBUTED WEBSITE CO		Check	
				E 04 005 505 000 321 305 FEES FOR SERVICES			\$1,600.00
PO#:	Voucher #:	1075	Invoice	Invoice No: 102029	7/8/2024	Paid Amt:	\$1,600.00
						Check Amount:	\$1,600.00
BNK1	72481	4155		SANTANDER LEASING LLC		Check	
				E 01 005 760 000 733 580 EXTRA CURR TRANS PRINCIPAL ON CAPIT,			\$34,564.59
PO#:	Voucher #:	1078	Invoice	Invoice No: 11054062	7/8/2024	Paid Amt:	\$34,564.59
				E 01 005 760 000 733 581 INTEREST			\$5,505.41
PO#:	Voucher #:	1079	Invoice	Invoice No: 11054062.	7/8/2024	Paid Amt:	\$5,505.41
						Check Amount:	\$40,070.00
BNK1	72482	4273		SFM		Check	
				E 01 005 930 000 000 270 WORKERS COMPENSATION			\$13,010.00
PO#:	Voucher #:	1077	Invoice	Invoice No: 168593.202	7/8/2024	Paid Amt:	\$13,010.00
						Check Amount:	\$13,010.00
BNK1	72483	4300		SKYWARD INC		Check	
				E 01 005 110 703 302 505 CAPITALIZED NON INSTR SOFTWARE			\$12,968.00
PO#:	Voucher #:	1080	Invoice	Invoice No: 0000229811	7/8/2024	Paid Amt:	\$12,968.00
						Check Amount:	\$12,968.00
BNK1	72484	4353		SOUTHWEST MINNESOTA EMS		Check	
				B 04 206 001 Accounts Payable			\$320.00
				E 04 005 505 900 321 401 SUMMER REC GENERAL SUPPLIES			\$360.00
PO#:	Voucher #:	1102	Invoice	Invoice No: 7/1/24	7/8/2024	Paid Amt:	\$680.00
						Check Amount:	\$680.00
BNK1	72485	1225		TARA M BACHMEIER		Check	
				E 01 005 640 000 316 366 SD TRAVEL			\$128.64
PO#:	Voucher #:	1017	Invoice	Invoice No: EXP REPORT 2	7/8/2024	Paid Amt:	\$128.64
				B 01 206 001 EXP REPORT			\$128.64
PO#:	Voucher #:	1016	Invoice	Invoice No: EXP REPORT	7/8/2024	Paid Amt:	\$128.64
						Check Amount:	\$257.28
BNK1	72486	4605		TIM'S FOOD PRIDE		Check	
				B 04 206 001 Accounts Payable			\$11.78
PO#:	Voucher #:	1097	Invoice	Invoice No: 4590	7/8/2024	Paid Amt:	\$11.78

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 07/08/2024-07/08/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
BNK1	72486	4605		TIM'S FOOD PRIDE		Check	
		B 04	206	001		\$24.86	
PO#:	Voucher #:	1098	Invoice	Invoice No: 2955	7/8/2024	Paid Amt:	\$24.86
BNK1	72487	4607		TITAN MACHINERY		Check	\$36.64
		B 01	206	001		\$151.84	
PO#:	Voucher #:	1081	Invoice	Invoice No: PS0322831-1	7/8/2024	Paid Amt:	\$151.84
		B 01	206	001		\$151.84	
PO#:	Voucher #:	1082	Invoice	Invoice No: PS0322828-1	7/8/2024	Paid Amt:	\$151.84
		B 01	206	001		\$2.70	
PO#:	Voucher #:	1084	Invoice	Invoice No: PS0337603-1	7/8/2024	Paid Amt:	\$2.70
		B 01	206	001		\$129.32	
PO#:	Voucher #:	1085	Invoice	Invoice No: PS0337717-1	7/8/2024	Paid Amt:	\$129.32
		B 01	206	001		\$246.68	
PO#:	Voucher #:	1086	Invoice	Invoice No: PS0336879-1	7/8/2024	Paid Amt:	\$246.68
		B 01	206	001		\$59.00	
PO#:	Voucher #:	1087	Invoice	Invoice No: PS0336695-1	7/8/2024	Paid Amt:	\$59.00
		B 01	206	001		\$292.00	
PO#:	Voucher #:	1088	Invoice	Invoice No: PS0336689-1	7/8/2024	Paid Amt:	\$292.00
		B 01	206	001		\$39.09	
PO#:	Voucher #:	1089	Invoice	Invoice No: PS0339192-1	7/8/2024	Paid Amt:	\$39.09
		B 01	206	001		\$75.98	
PO#:	Voucher #:	1090	Invoice	Invoice No: PS0184432-1	7/8/2024	Paid Amt:	\$75.98
		B 01	206	001		\$110.82	
PO#:	Voucher #:	1083	Invoice	Invoice No: PS0322835-1	7/8/2024	Paid Amt:	\$110.82
		B 01	206	001		\$58.81	
PO#:	Voucher #:	1091	Invoice	Invoice No: PS0339151-1	7/8/2024	Paid Amt:	\$58.81
		B 01	206	001		\$26.56	
PO#:	Voucher #:	1092	Invoice	Invoice No: PS0345210-1	7/8/2024	Paid Amt:	\$26.56
		B 01	206	001		\$88.69	
PO#:	Voucher #:	1093	Invoice	Invoice No: PS0347916-1	7/8/2024	Paid Amt:	\$88.69
							\$1,433.33

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 07/08/2024-07/08/2024 Period: 202501-202508 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
BNK1	72488	4879		WILLMAR ELECTRIC SERVICE		Check		
		B 06	206	001			\$6,650.00	
				Other Accts Payable				
PO#:	Voucher #:	1107	Invoice	Invoice No: APPLICATION 5	7/8/2024		\$6,650.00	\$6,650.00
							Report Total:	\$1,421,748.15

ISD 378 Dawson Boyd Public Schools
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$144,912.70
02 Food Service	\$7,548.09
04 Community Service	\$10,884.67
06 Construction	\$704,258.02
07 Debt Redemption	\$554,144.67
Report Total	\$1,421,748.15

ISD 378 Dawson Boyd Public Schools Reconciliation Worksheet Report

07/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1002	07/31/2024	0378	BNK1	Greater Community Credit Union Finance Checking

Statement Amount	83,316.41
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	123,631.16
Wires	912.48
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00

Adjustment Amount (6,336.72)

Amount Per Bank (47,563.95)

GL Account Balance (47,563.95)

Co	L	Fd	Org	Pro	Cr	Fin	O/S		Ty
0378	B	01	101	000					F

Difference 0.00

Adjustments

Manual	07/31/2024	outstanding	Check	(6,286.72)	Skyward outstanding chks
Manual	00/00/0000	v1140	Check	(50.00)	test printed -voided in 202504

ISD 378 Dawson Boyd Public Schools Reconciliation Worksheet Report

07/31/2024

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1003	07/31/2024	0378	PMA	PMA/MNTrust PMA Bank

Statement Amount 744,368.28

Deposits in Transit 0.00

Outstanding Payments

Checks 0.00

Wires 0.00

SHR - Payments 0.00

SHR - Third Party 0.00

Cash 0.00

ACH 0.00

Adjustment Amount

Amount Per Bank 744,368.28

GL Account Balance 744,368.28

Difference 0.00

Co L Fd Org Pro Crs Fin O/S
0378 B 01 104 000

Ty
F

Adjustments

00/00/0000

JUNE 2024 TRANSFERS FROM MN TRUST TO GREATER COMM CO-OP CREDIT UNION

6/20/2024	\$150,836.19
(should have been out of construction acct-MN Trust will reverse in July)	
6/28/2024	\$700,000.00

JUNE 2024 TRANSFERS FROM INVESTMENTS (CONSTRUCTION TO GREATER COMM CO-OP CU)

JUNE 2024 MANUAL CHECKS/VOUCHERS/WIRE PAYMENTS

72357	6/14/2024	Vendor Void	\$ 0.00
72358	6/14/2024	Vendor Void	\$ 0.00
72359	6/14/2024	Aviben	\$ 5,534.54
72360	6/14/2024	DBEA	\$ 1,944.63
72361	6/14/2024	DB Flex Account	\$ 822.90
72362	6/14/2024	Vendor Void	\$ 0.00
72363	6/14/2024	Vendor Void	\$ 0.00
72364	6/14/2024	Void	\$ 0.00
72365	6/14/2024	Void	\$ 0.00
72366	6/14/2024	Vendor Void	\$ 0.00
72367	6/14/2024	PERA	\$ 9,393.15
72368	6/14/2024	TRA	\$ 37,663.28
72369	6/14/2024	WEX	\$ 3,042.50
72370	6/12/2024	Aviben	\$ 66.61
72371	6/12/2024	Bendickson, Kolten	\$ 750.00
72372	6/12/2024	DB Robotics	\$ 1,411.92
72373	6/12/2024	EMC Insurance Company	\$ 5.00
72374	6/12/2024	Farmers Mutual Telephone Company	\$ 572.29
72375	6/12/2024	Great Plains Natural Gas	\$ 593.27
72376	6/12/2024	Hurley, Brandon	\$ 63.60
72377	6/12/2024	ISD #378 (Food Service)	\$ 80.00
72378	6/12/2024	Pemberton Law	\$ 640.50
72379	6/12/2024	Pitney Bowes Global Financial	\$ 540.12
72380	6/12/2024	Wager Chiropractic	\$ 150.00
72381	6/25/2024	Dairy Queen	\$ 500.00
72382	6/25/2024	Positive Training LLC	\$ 1,000.00
72383	6/28/2024	Vendor Void	\$ 0.00
72384	6/28/2024	AFLAC	\$ 893.10
72385	6/28/2024	Vendor Void	\$ 0.00
72386	6/28/2024	Vendor Void	\$ 0.00
72387	6/28/2024	Vendor Void	\$ 0.00
72388	6/28/2024	Aviben	\$ 24,448.02
72389	6/28/2024	Colonial Life	\$ 1,923.54
72390	6/28/2024	DBEA	\$ 1,988.45
72391	6/28/2024	DB Flex Account	\$ 3,331.19
72392	6/28/2024	Greater Comm Credit Union	\$ 8,855.00
72393	6/28/2024	Vendor Void	\$ 0.00
72394	6/28/2024	Vendor Void	\$ 0.00
72395	6/28/2024	Vendor Void	\$ 0.00
72396	6/28/2024	Vendor Void	\$ 0.00
72397	6/28/2024	Vendor Void	\$ 0.00
72398	6/28/2024	Void	\$ 0.00
72399	6/28/2024	ISD 378 (Food Service)	\$ 136.65
72400	6/28/2024	Madison National Life	\$ 2,582.48

72401	6/28/2024	Vendor Void	\$	0.00
72402	6/28/2024	Void	\$	0.00
72403	6/28/2024	NCPERS Group Life Ins.	\$	16.00
72404	6/28/2024	Everly Life Insurance	\$	299.34
72405	6/28/2024	Vendor Void	\$	0.00
72406	6/28/2024	PERA	\$	6,244.30
72407	6/28/2024	Vendor Void	\$	0.00
72408	6/28/2024	TRA	\$	107,411.76
72409	6/28/2024	Vendor Void	\$	0.00
72410	6/28/2024	WEX	\$	32,435.91
72411	6/28/2024	WEX	\$	48,500.00
72412	6/27/2024	City of Dawson	\$	3,072.40
72413	6/27/2024	DB Baseball Association	\$	26.71
72414	6/27/2024	Erickson, Karla	\$	150.60
72415	6/27/2024	Greater MN Family Services	\$	17,736.89
72416	6/27/2024	KDMA Radio	\$	200.00
72417	6/27/2024	Larson Brothers Concrete	\$	2,927.00
72418	6/27/2024	Learnwell	\$	180.00
72419	6/27/2024	McBride, Kendra	\$	25.00
72420	6/27/2024	North Central Bus Sales	\$	168.31
72421	6/27/2024	Otter Tail Power	\$	112.32
72422	6/27/2024	Purchase Power	\$	2,532.25
72423	6/27/2024	Swedzinski, Darla	\$	553.42
72424	6/27/2024	Trane US Inc.	\$	917.72
72425	6/27/2024	US Bank	\$	5,875.03
72426	6/27/2024	Vestis	\$	186.80
72427	6/27/2024	Ward, Holly	\$	122.00
72428	6/27/2024	Wiese USA	\$	155.00
72429	6/27/2024	Yellow Medicine East HS	\$	<u>3,280.01</u>
			\$	342,061.51

JUNE 2024 FEDERAL & STATE TAX PAYMENT

FEDERAL	6/14/24	\$ 67,371.99	STATE	6/15/24	\$10,597.33
	6/30/24	\$138,027.63		6/30/24	\$19,947.43

School Board Meetings:

Work Sessions

The School Board holds work sessions to study issues in more depth. Work sessions are scheduled as needed. Meetings are held in the Upstairs Commons of Dawson-Boyd High School located at 848 Chestnut St, Dawson. No votes or formal decisions are made at work sessions. Rather, this is where information is presented and discussed to better understand an issue or issues. Work sessions are open to the public for observation.

Board Retreat

Annually, the school board holds a retreat to explore board goals, self evaluation, and study issues in more depth. The location of the board retreat varies year to year and will be posted with district postings in the district office. No votes or formal decisions are made at board retreats. Board retreats are open to the public for observation

Regular Meetings

The School board holds Regular meetings open to the public at 6 p.m. the second Monday of each month. Meetings are held in the Upstairs Commons of Dawson-Boyd High School located at 848 Chestnut St, Dawson.

Closed Meetings

The School Board occasionally holds closed meetings, where the public is not present. Closed meetings can only be held for a specific purpose listed under Minnesota state law, such as labor negotiations or to protect employee privacy or student data.

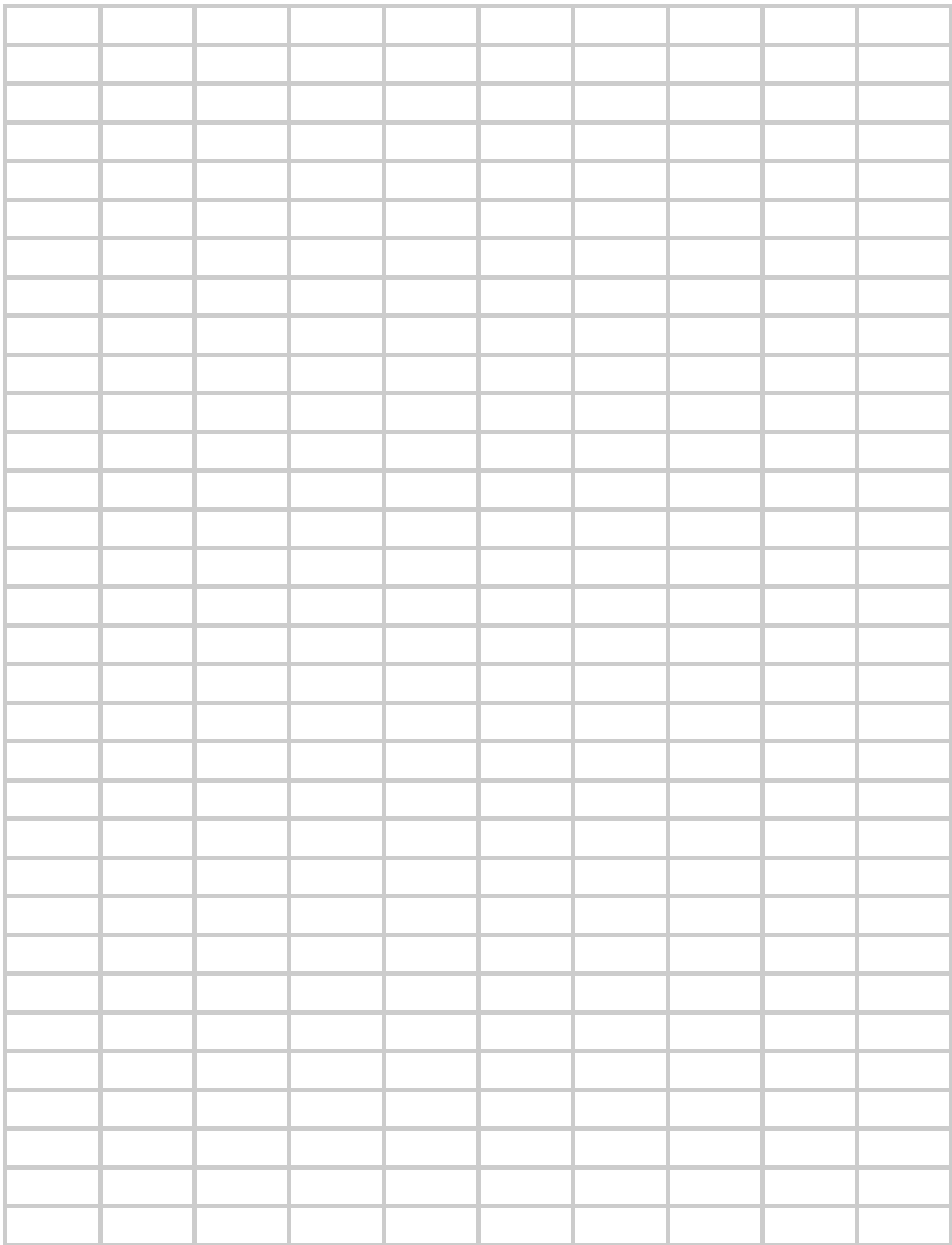
MN School Finance Funds

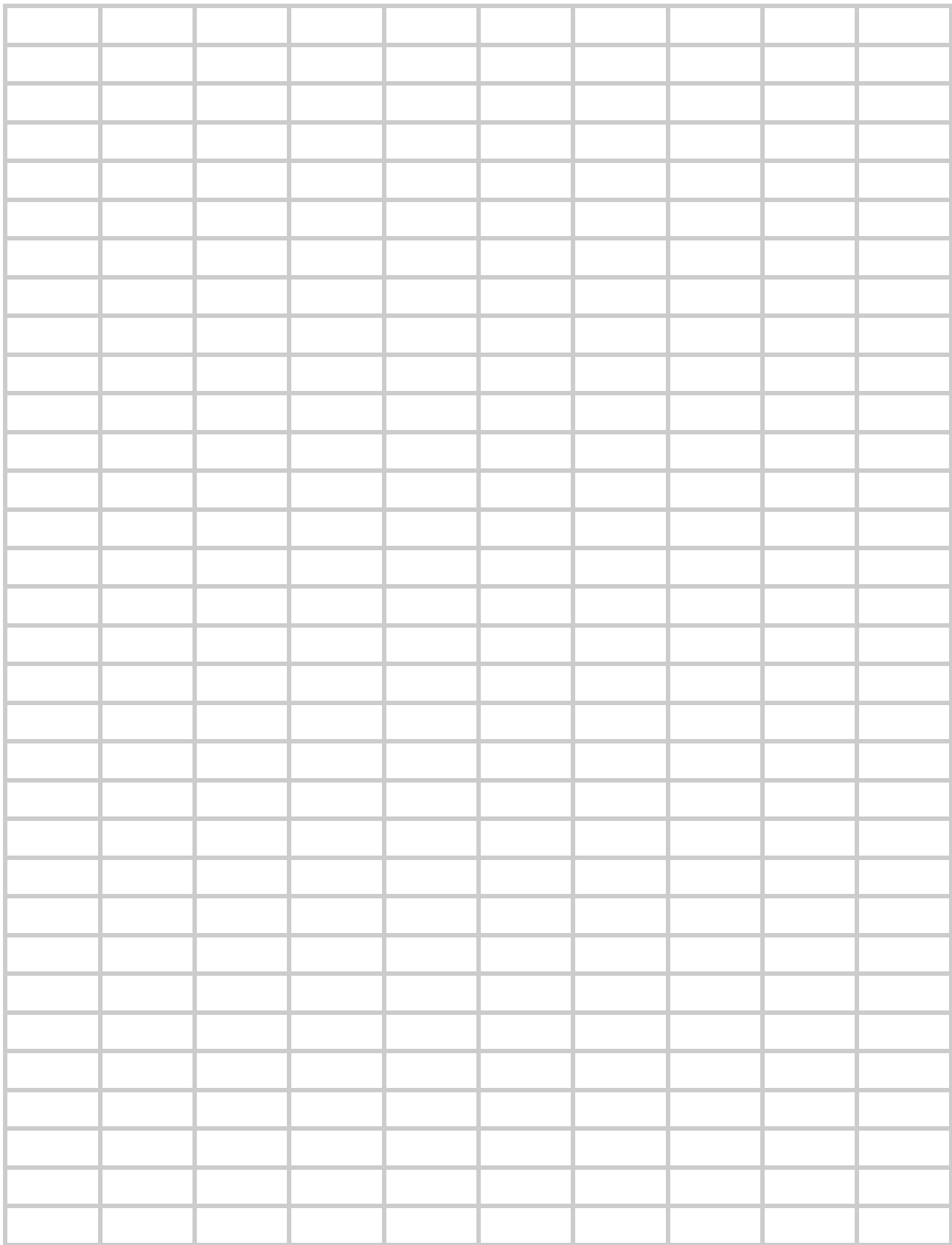
(*By MN Law: Shortfalls in funds 2, 4, 6, and 7 must be covered by fund 1; however, the reverse is not allowable under MN Statute.)

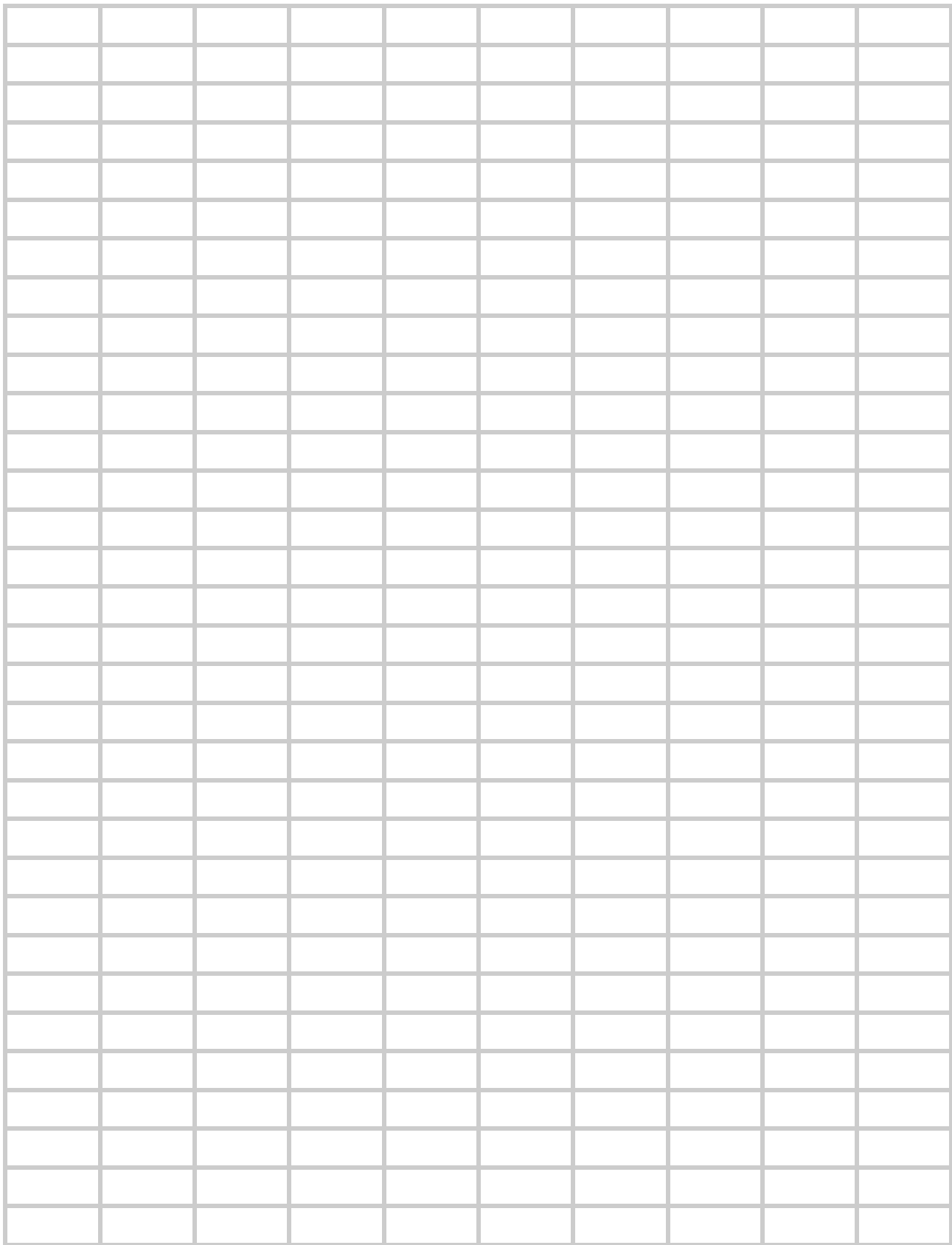
General Fund Expenditures (Fund 1)	Food Service (Fund 2)	Community Services (Fund 4)	Construction (Fund 6)	Debt Services (Fund 7)
Salaries, Benefits, FICA, Medicaid, TRA, PERA for: Teachers (k-12) Social Workers Counselors Paraprofessionals Media Specialist School Nurse Custodians Bus Drivers Administrative Support Building Administrators District Administrator	Salaries, Benefits, FICA, Medicaid, PERA for: Food Services Staff	Salaries, Benefits, FICA, Medicaid, TRA, PERA for: PreK Teachers School Readiness Teachers ECFE Teachers Driver's Ed Teachers PreK Gen Ed Paraprofessionals Administrator Administrative Support Fitness Center Staff Instructors Lifeguards Daycare Employees	Project Specific Expenses for Current Projects: Roofing Indoor Air Parking Expansion	Bond Payments
Art Supplies Assessments Building Hardware and Equipment City of Dawson Street Assessment Curriculum Custodial Supplies District Software / Technology Driver Training Dues and Memberships Education Express Electrical Field Trips Fuel for Buildings General Office Supplies Health and Safety Instructional Software / Technology Instructional Supplies Library Books MRVED Membership Services MVCC Membership Services Office Equipment Periodicals and Newspapers Phy-Ed Equipment Plumbing Postage Meter and Postage Professional Development Property and Liability Insurance Retiree Insurance Contributions Scoreboard Software Security Snow Removal Special Education Speech Service Contracts SWWC Membership Services Technology Repairs and Maintenance Telephone Textbooks / Workbooks Transportation Fuel Travel Unemployment Utilities Vehicle Maintenance Vehicles Workers Compensation Co-Curricular Activities: Coaches Travel Entry Fees Supplies Extra Curricular Activities: Coaches Uniforms Entry Fees Travel Equipment	Commodities and Rebates Food Kitchen Utilities Milk Misc (Phone, Menus, Etc.) Nutrition Services Technology Worke Comp for Food Serv Emp	Credit Card Fees Dues and Memberships Fitness Center Equipment Fitness Center Repairs and Maintenance Fitness Center Supplies General Supplies Instructional Supplies Nutrition for Daycare Nutrition for Preschool Pool Supplies Postage Preschool Screening School Readiness Travel, Supplies, Summer Rec Telephone Travel Utilities Workers Comp for Comm Serv Employees		

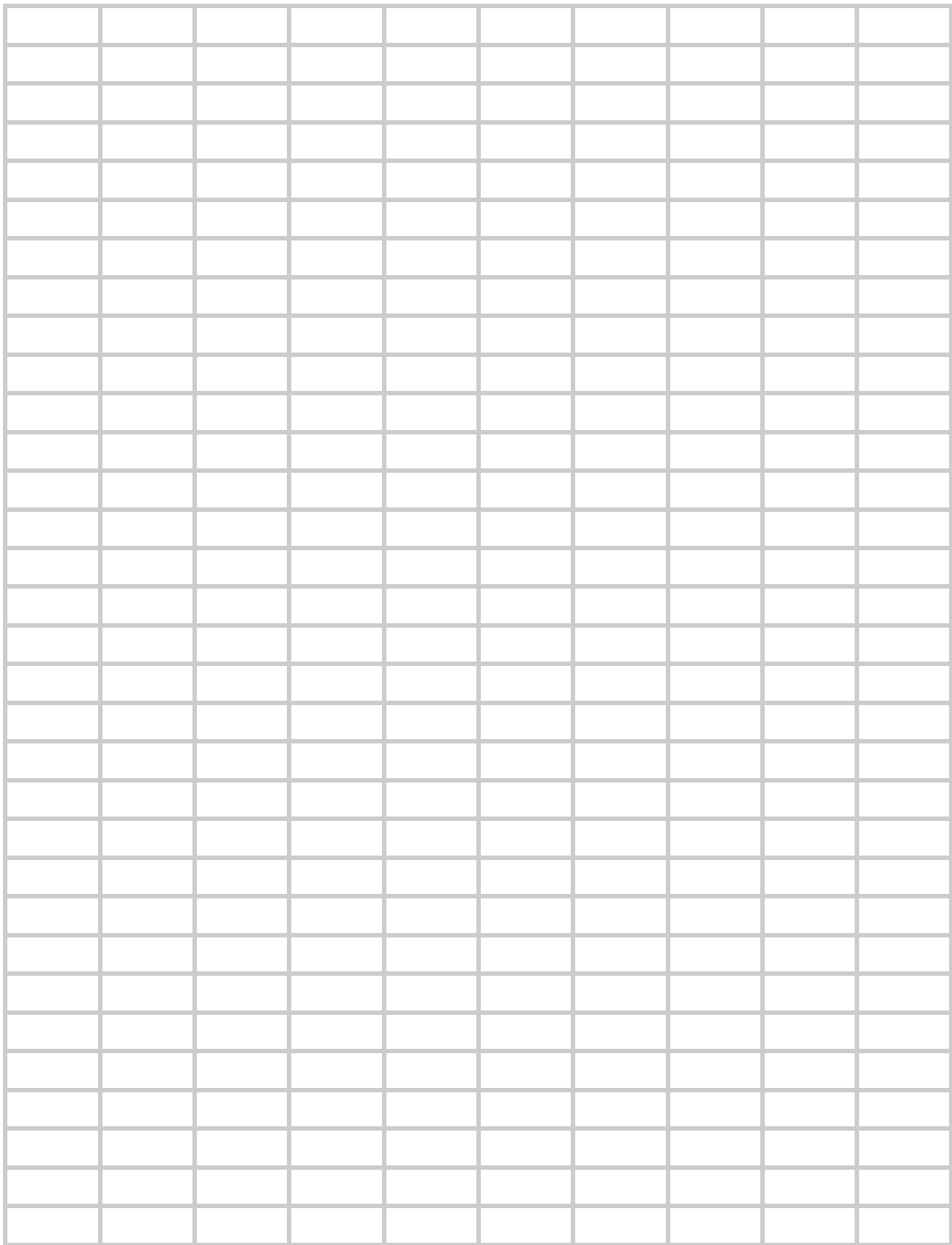
Program Categories		2024-2025 Budgeted
Student Instruction \$5,173,222 64%	Elementary Instruction	\$ 1,491,753
	Middle and High School Instruction	\$ 1,685,795
	Special Education	\$ 1,324,910
	Co-Curricular and Extra-Curricular Activities	\$ 379,061
	Multilingual Learners	\$ 42,310
	Title/Compensatory Programs	\$ 79,338
	Career and Technical Programs	\$ 170,055
Student Support Services \$1,248,120 15%	Instructional Support	\$ 93,772
	Curriculum and Development	\$ 61,600
	Educational Media	\$ 33,492
	Instructional Technology	\$ 10,741
	Guidance/Counseling	\$ 253,213
	Health Services	\$ 63,689
	Student Transportation	\$ 643,338
	Staff Development	\$ 88,274
Other Student Support	\$ -	
Sites and Buildings \$820,367 #DIV/0!	Operations and Maintenance	\$ 659,592
	Facilities	\$ 24,467
	Long Term Facilities Maintenance	\$ 35,606
	Property or Other Insurance	\$ 100,702
District Support Services \$459,605 6%	Finance Department	\$ 134,305
	Human Resources	\$ 108,473
	Administrative Technology	\$ 8,704
	General Administrative Support	\$ 202,543
	Communications and Assessment	\$ 5,580
	Elections	\$ -
Administration \$437,077 5%	Office of Superintendent	\$ 158,982
	School Administration	\$ 258,719
	School Board	\$ 19,376
	Total	\$ 8,138,391

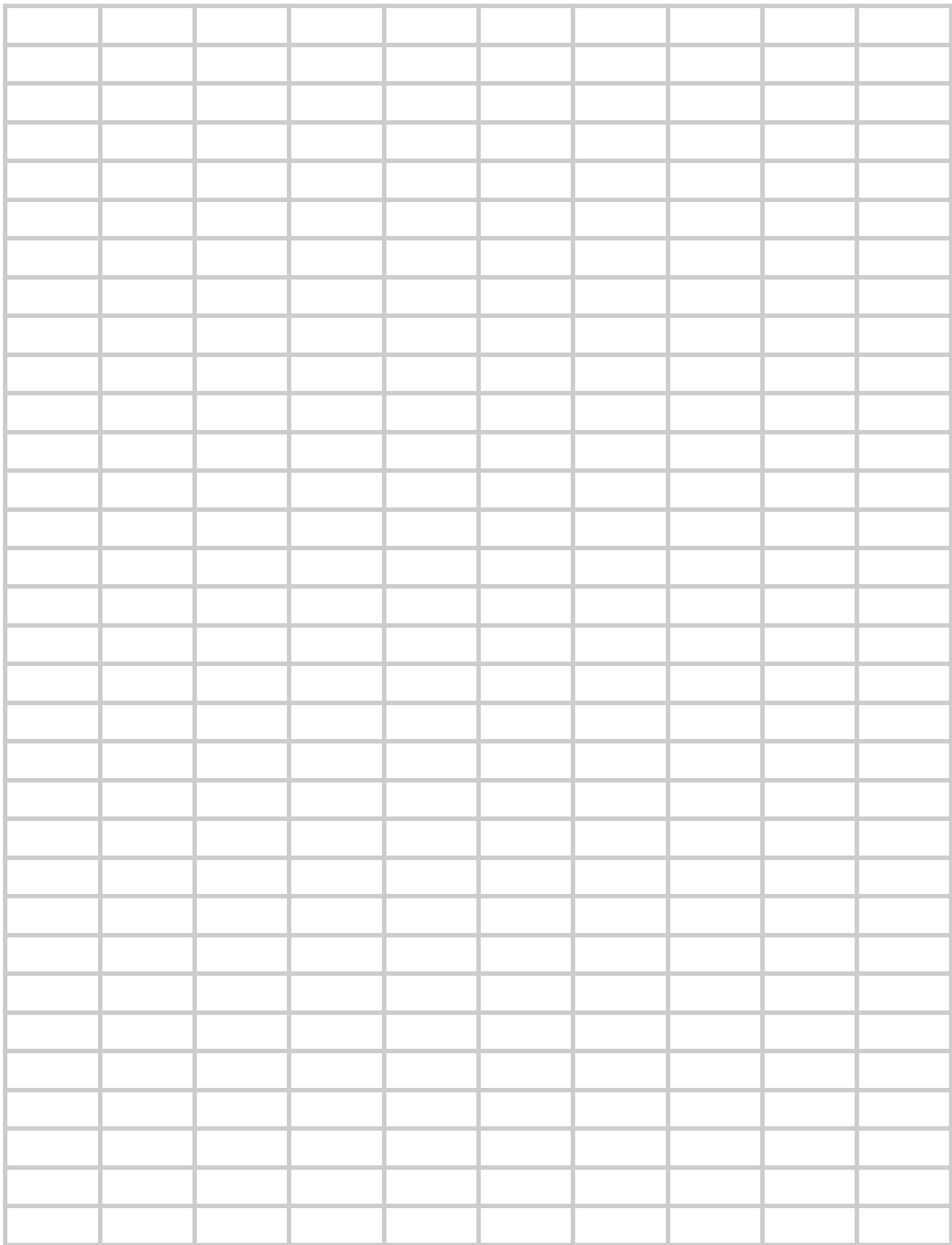
		1		
		2		
		3	Student Instruction	Student Support Services
		4	\$5,173,222	\$1,248,120
		5	64%	15%
		6		
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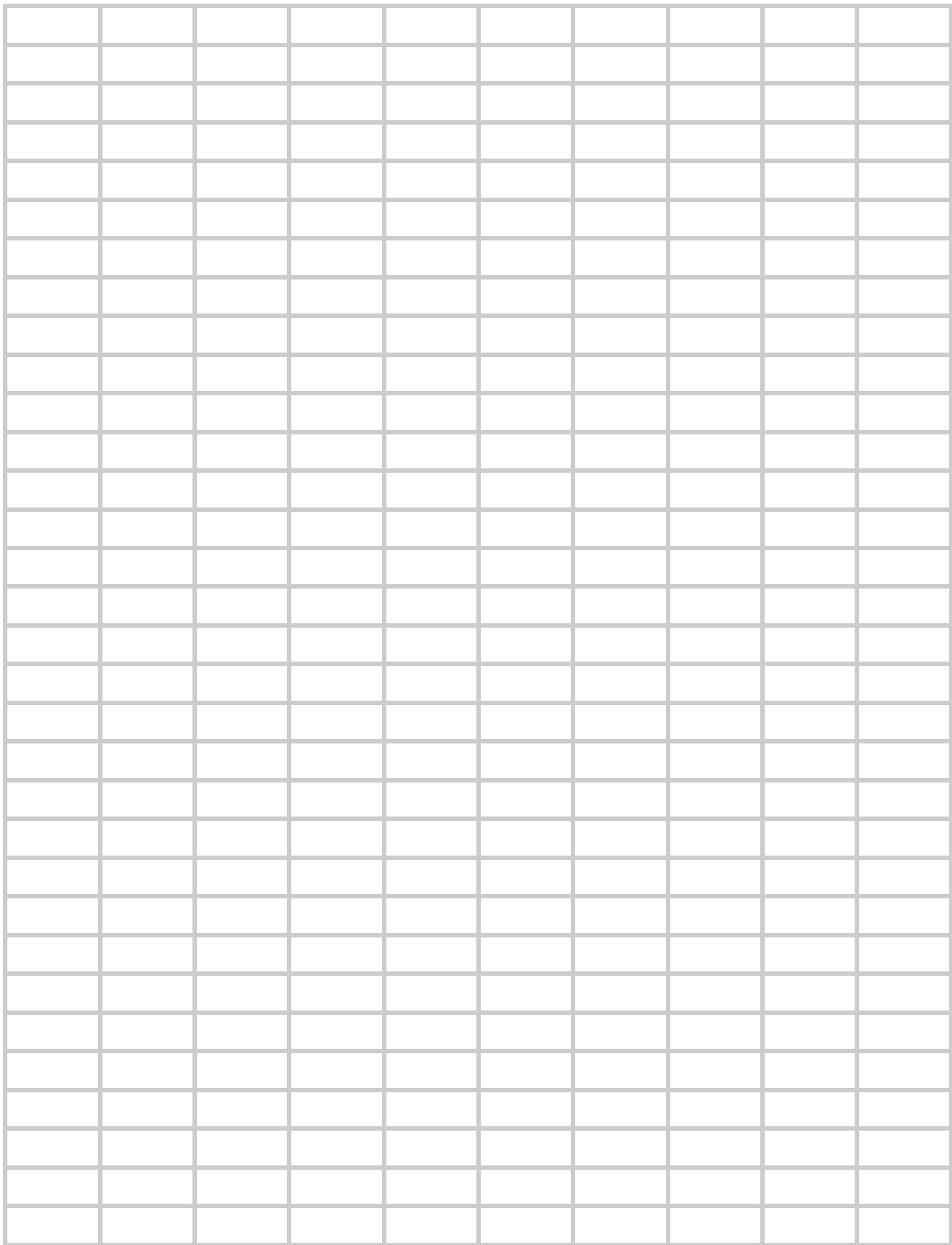


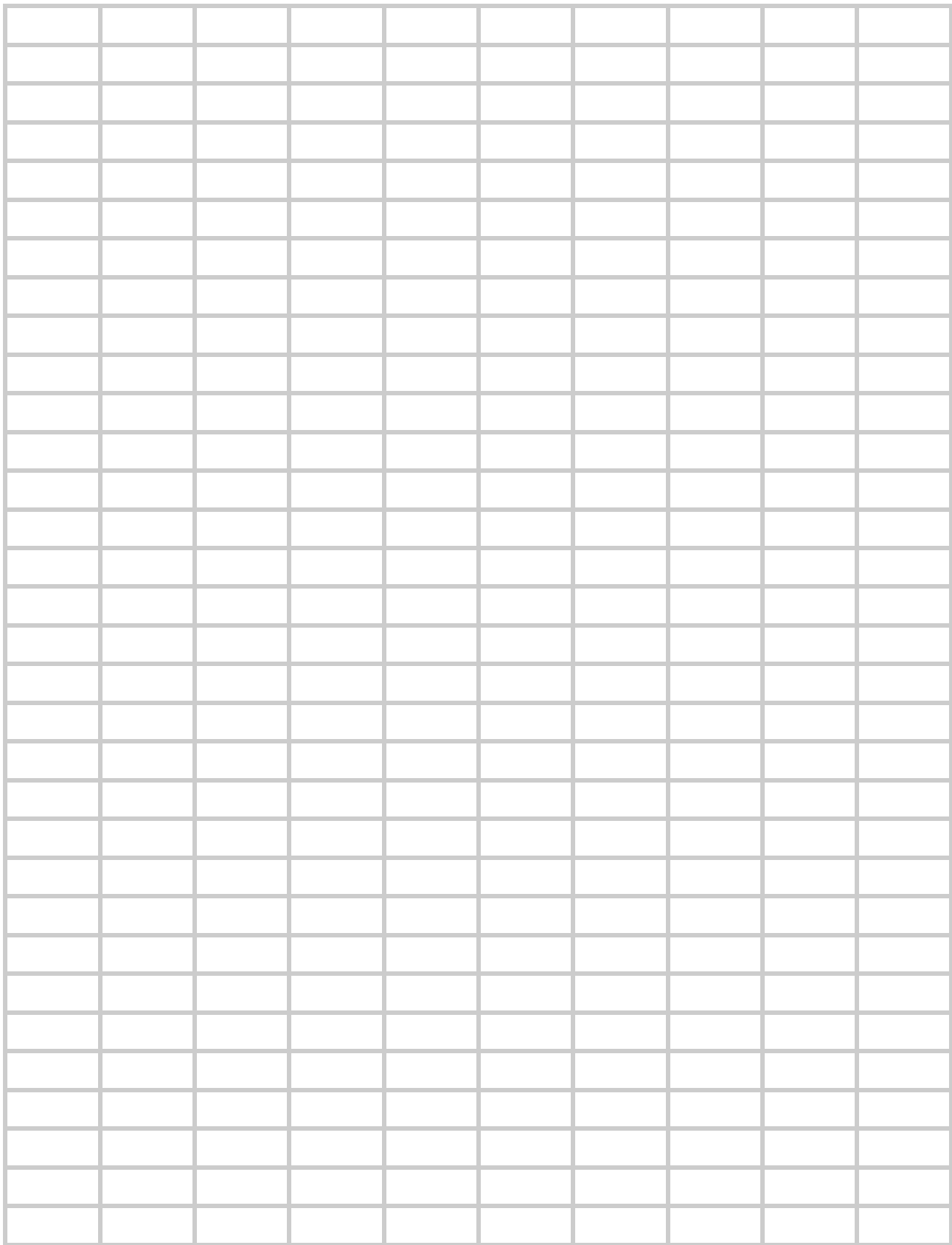


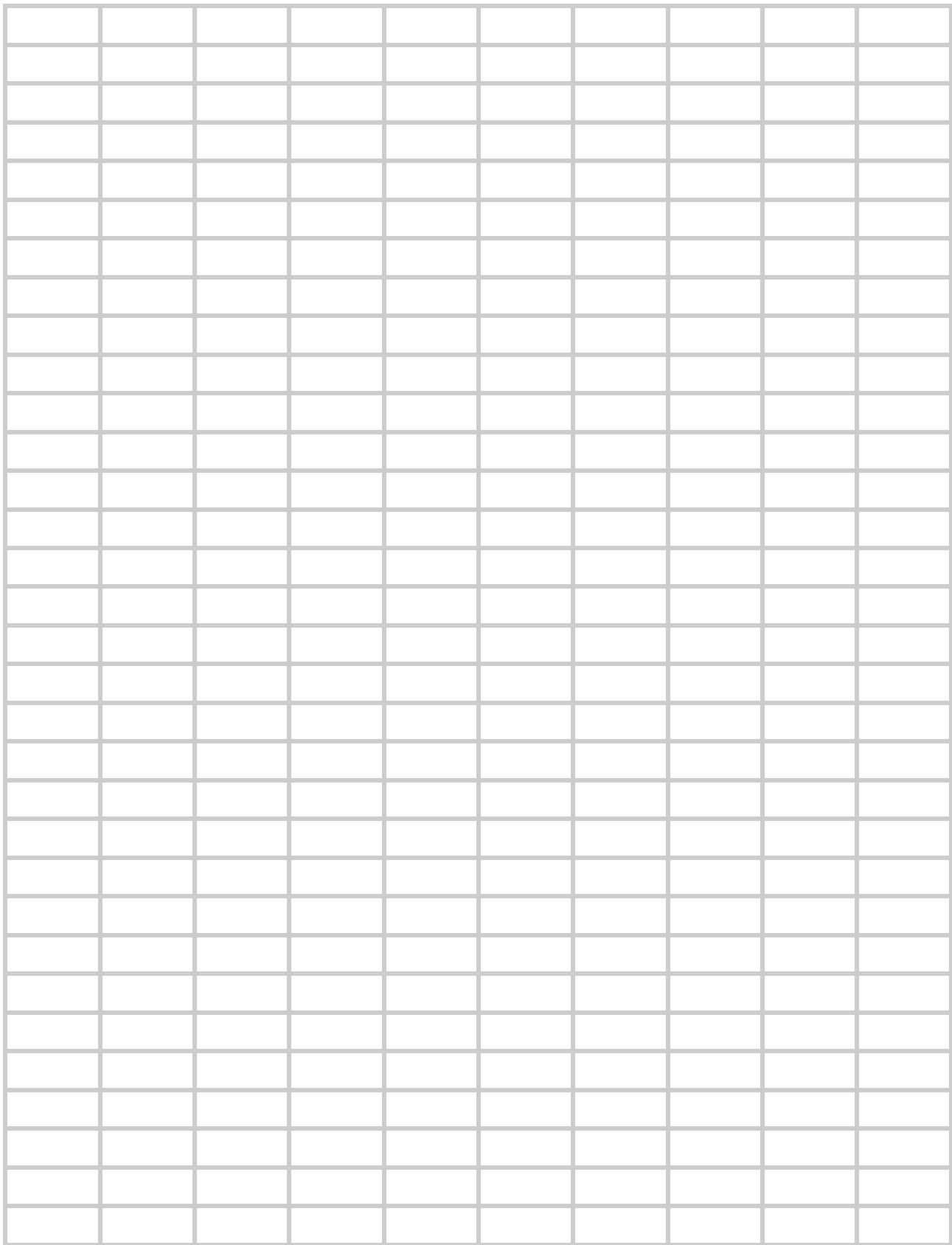


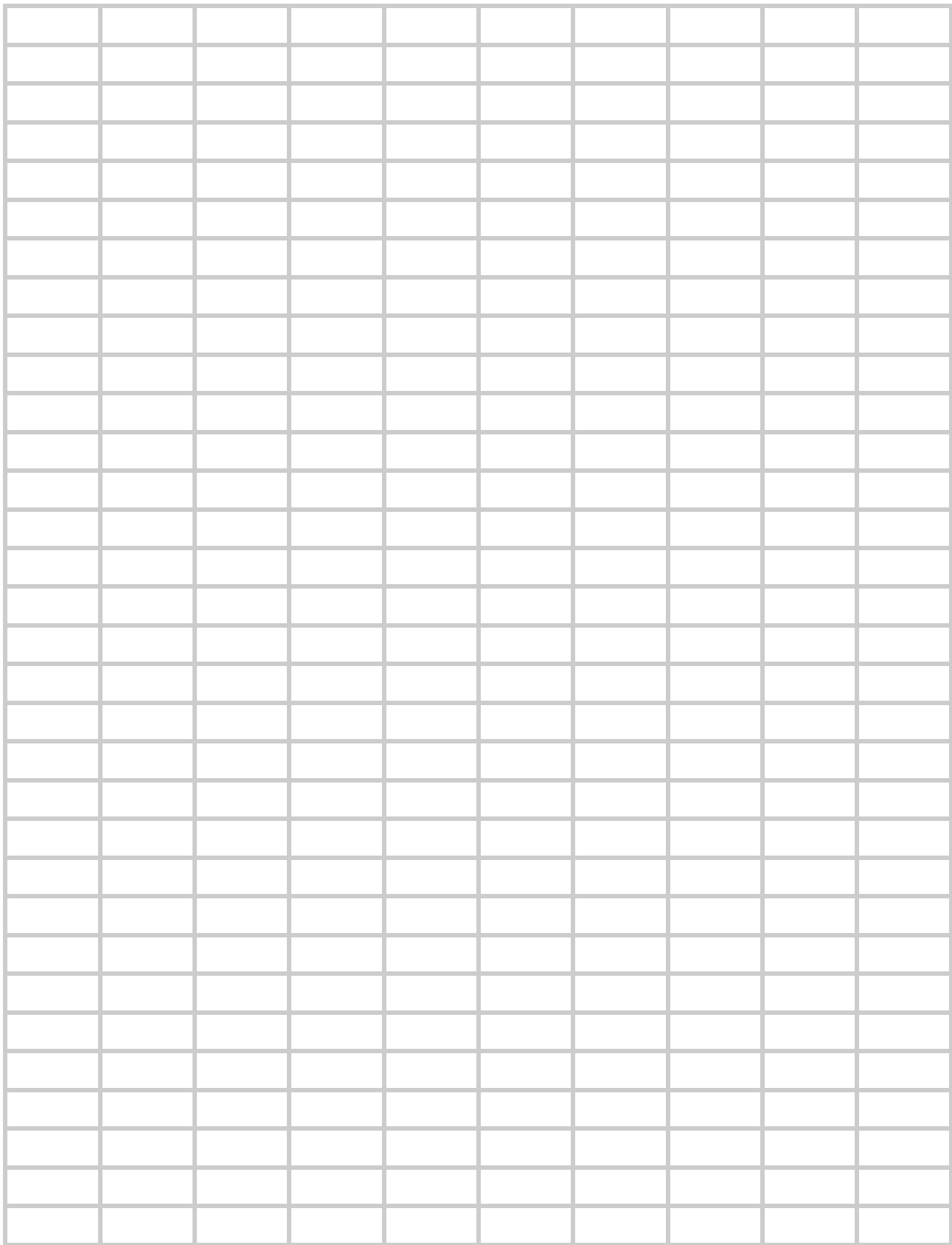


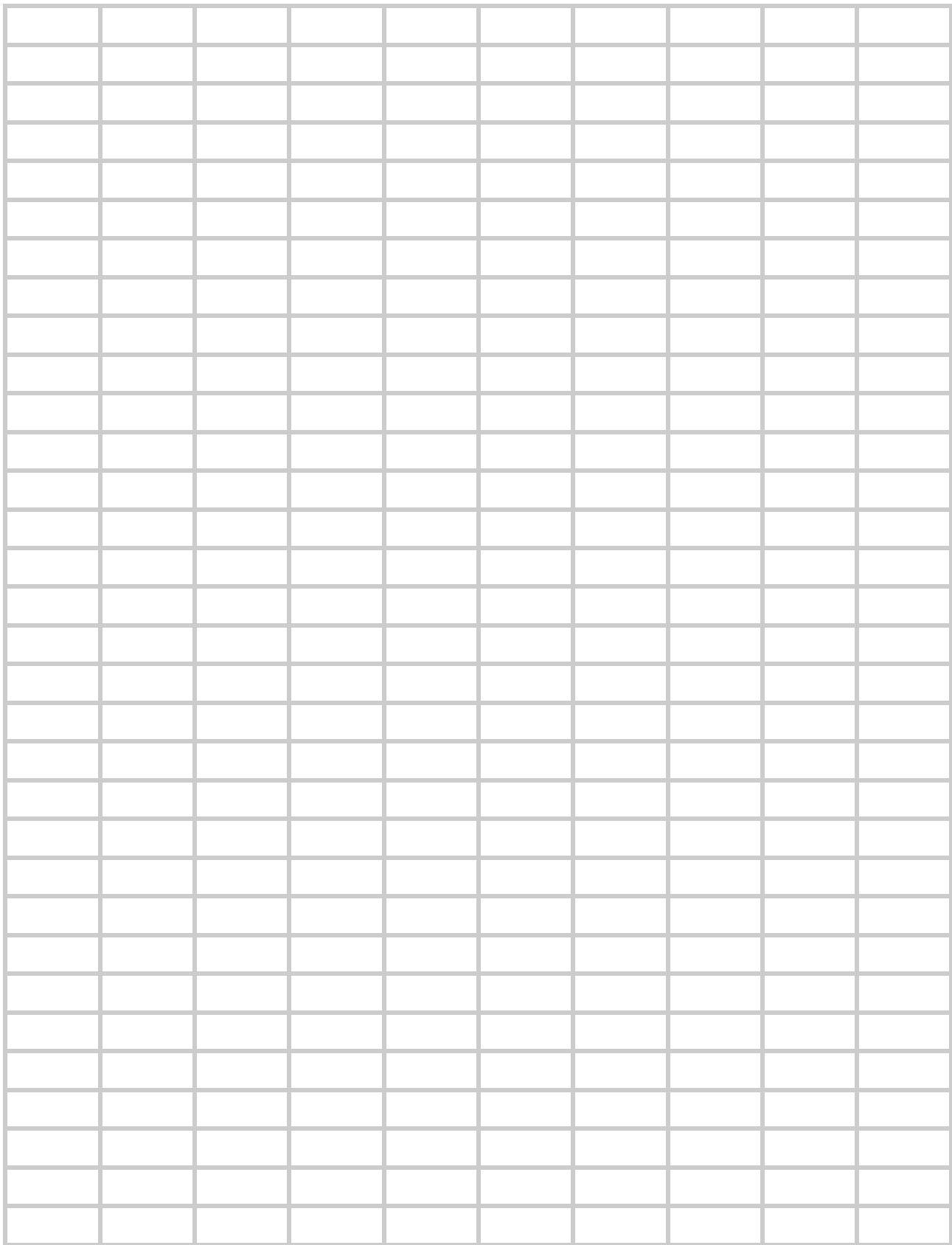


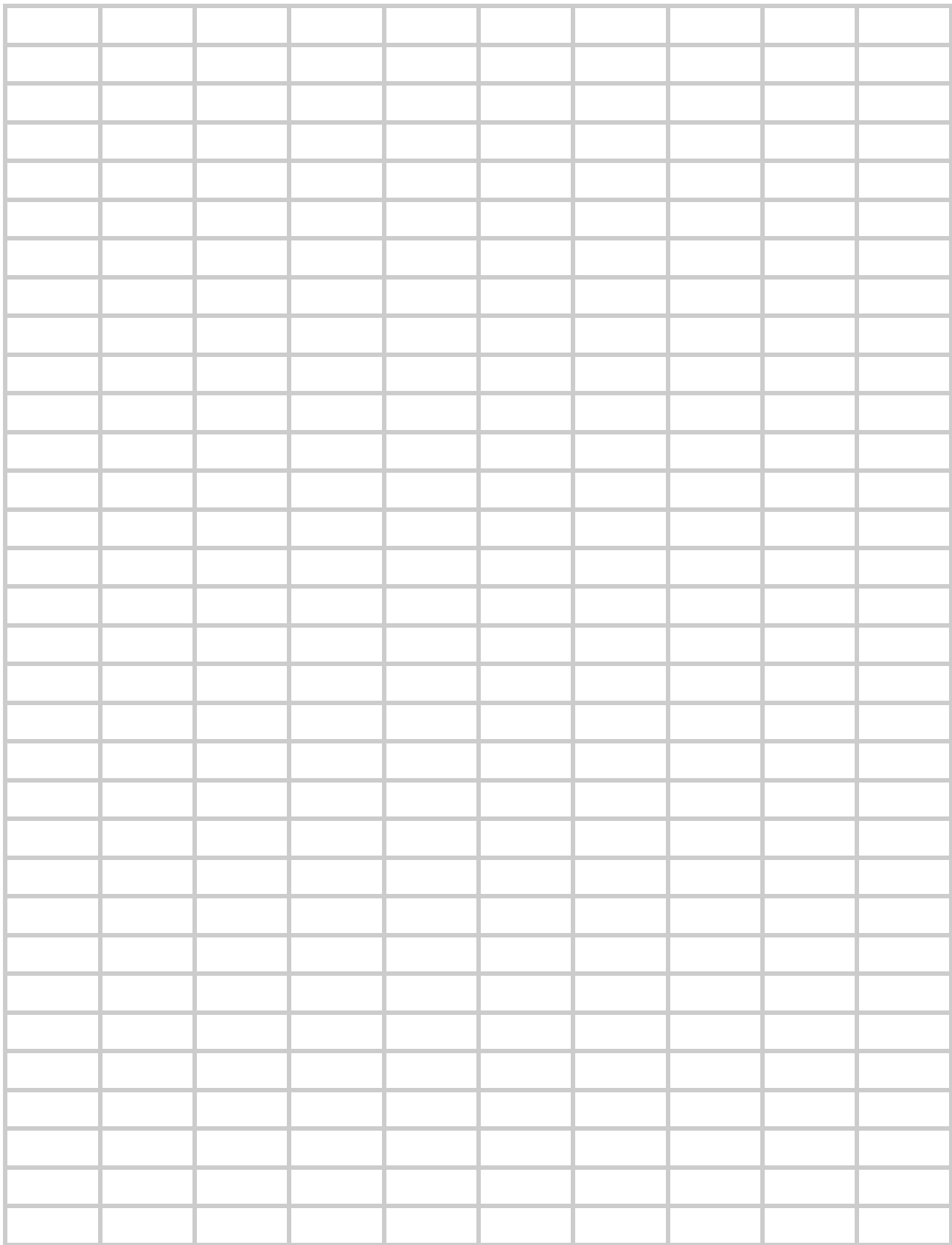


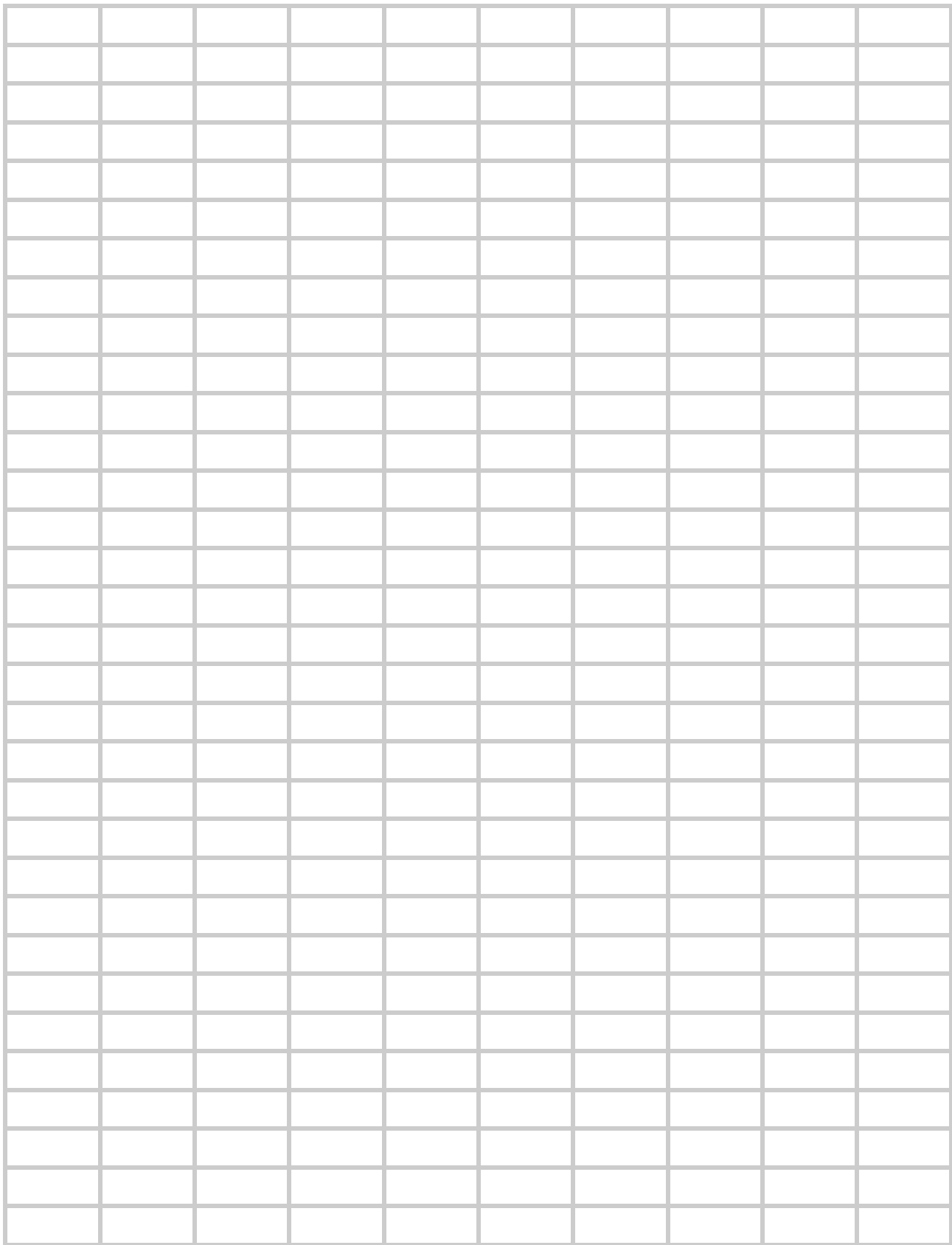


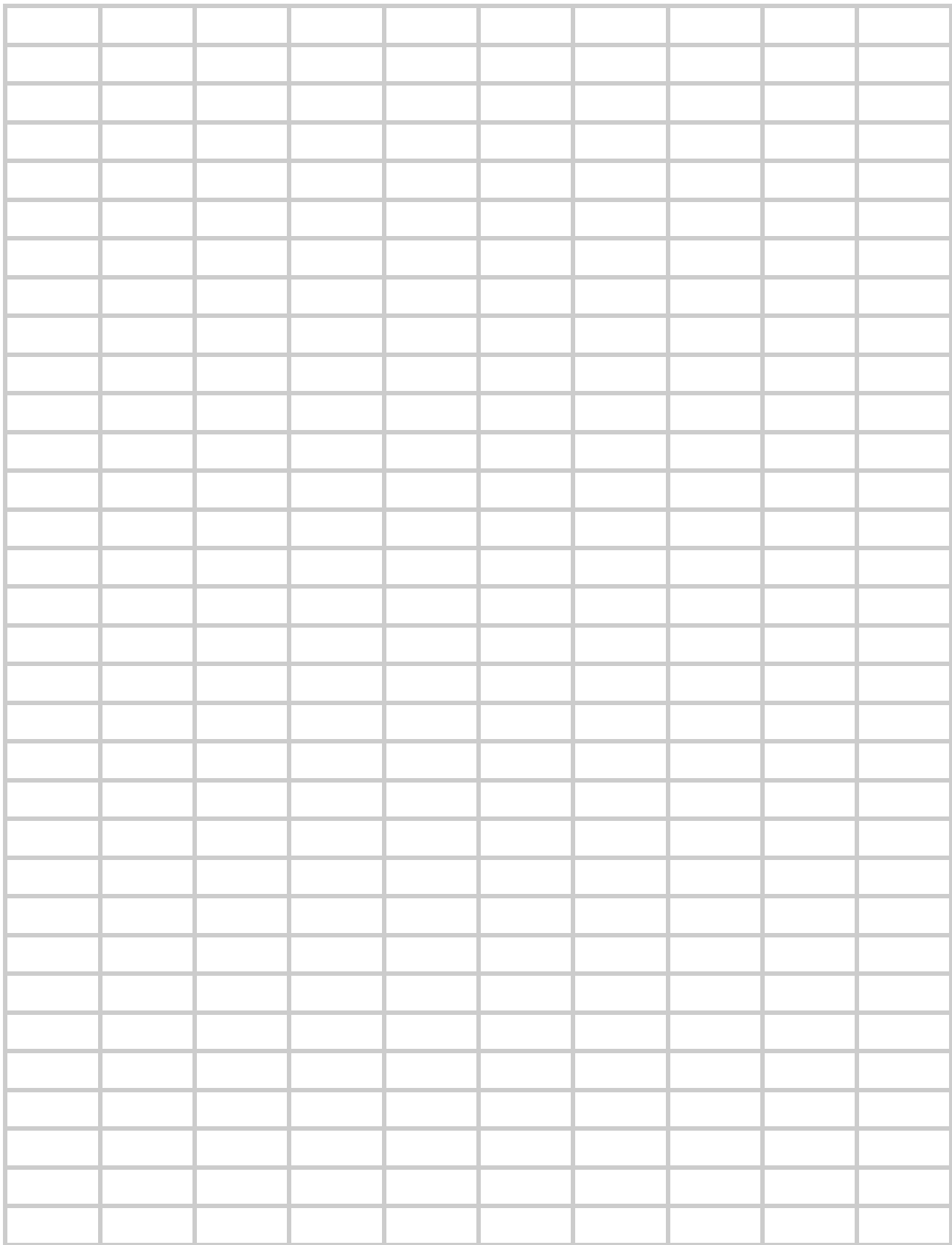


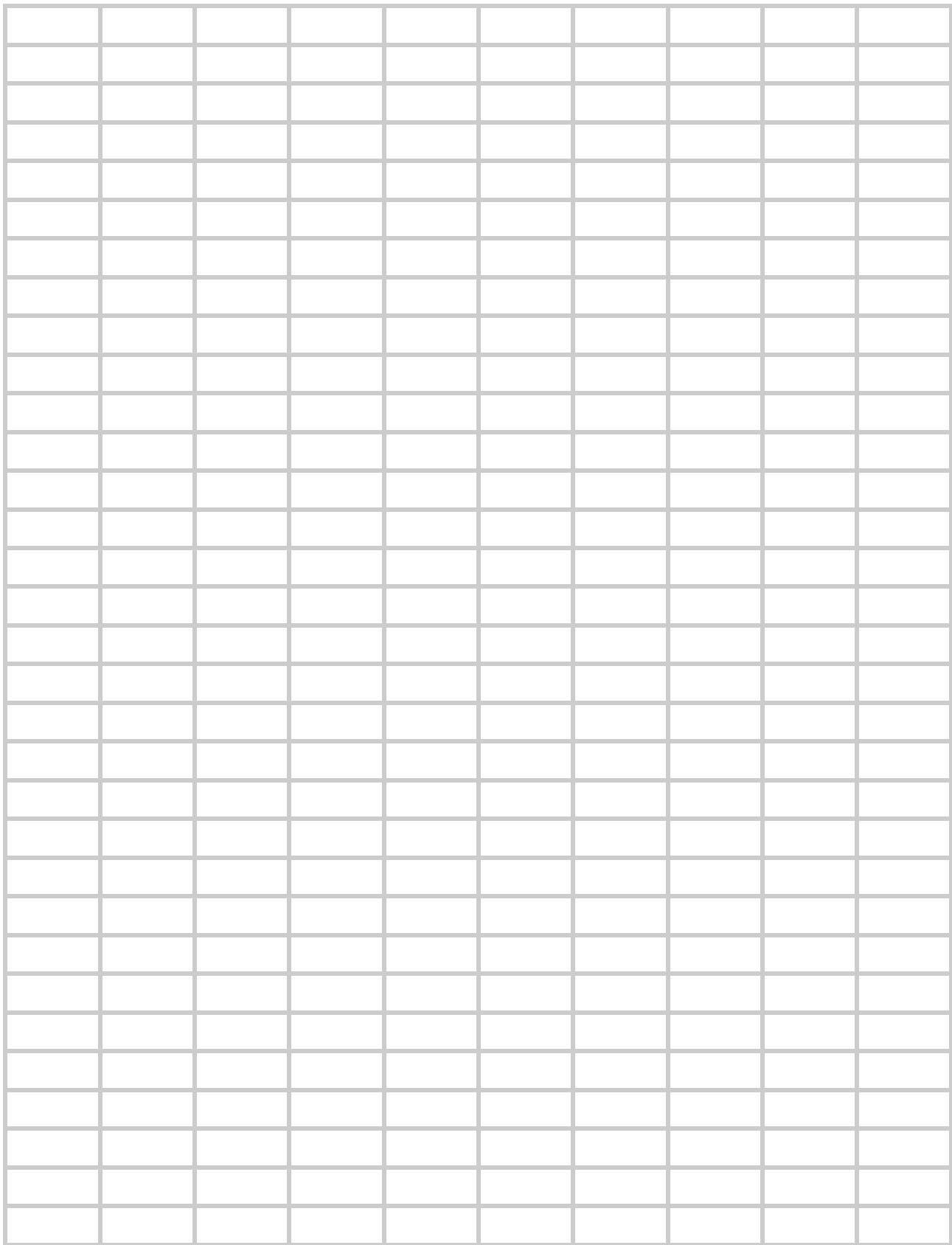


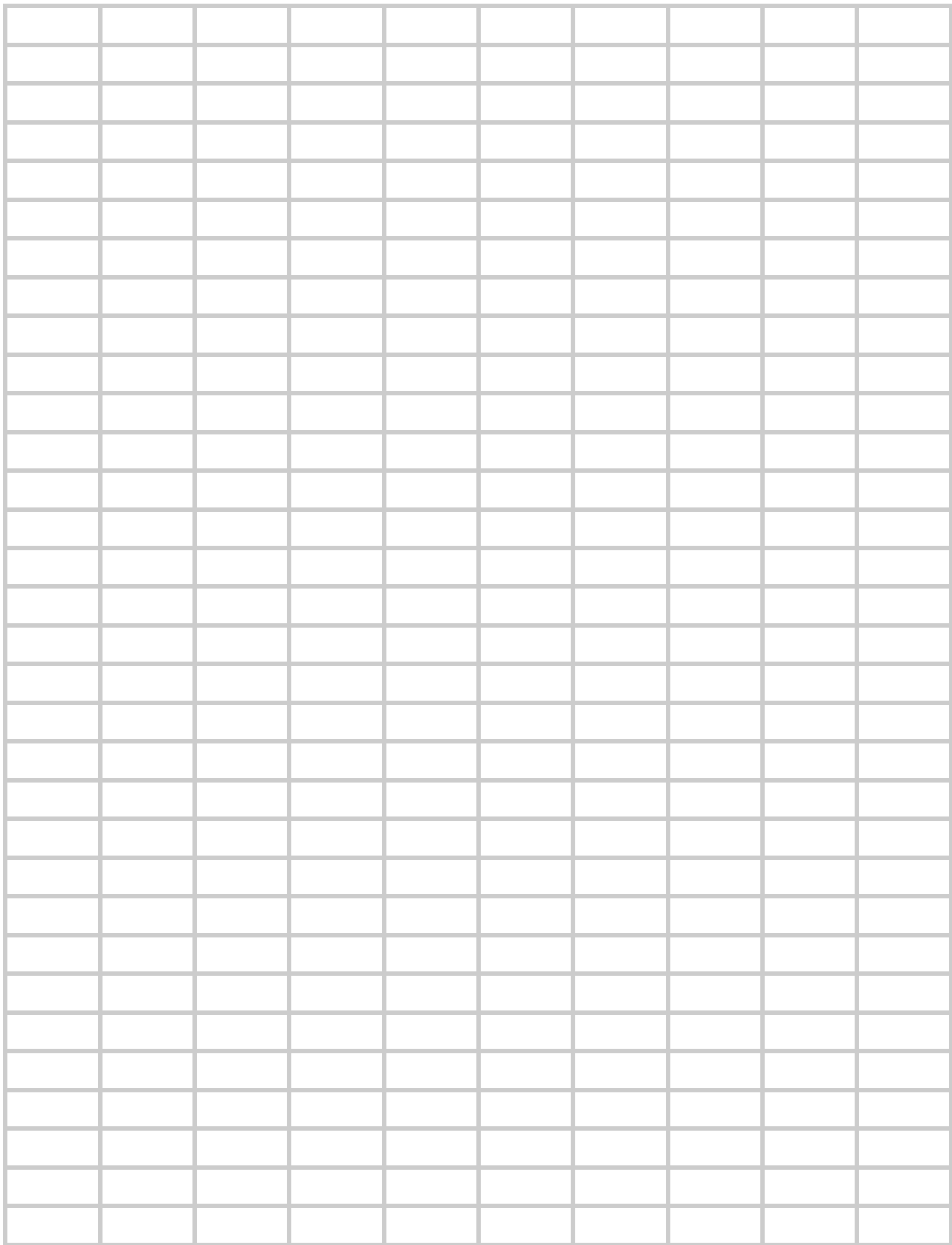


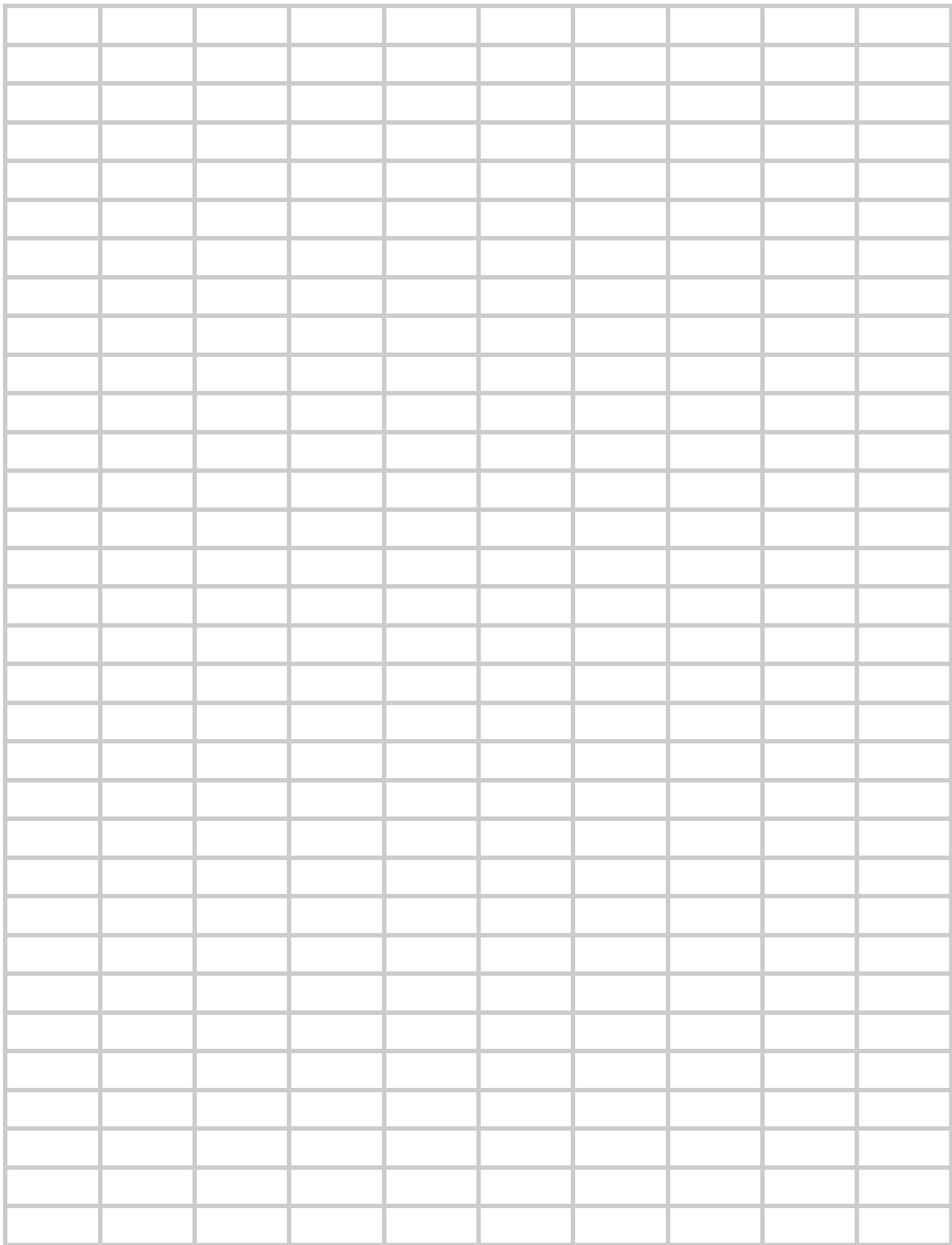


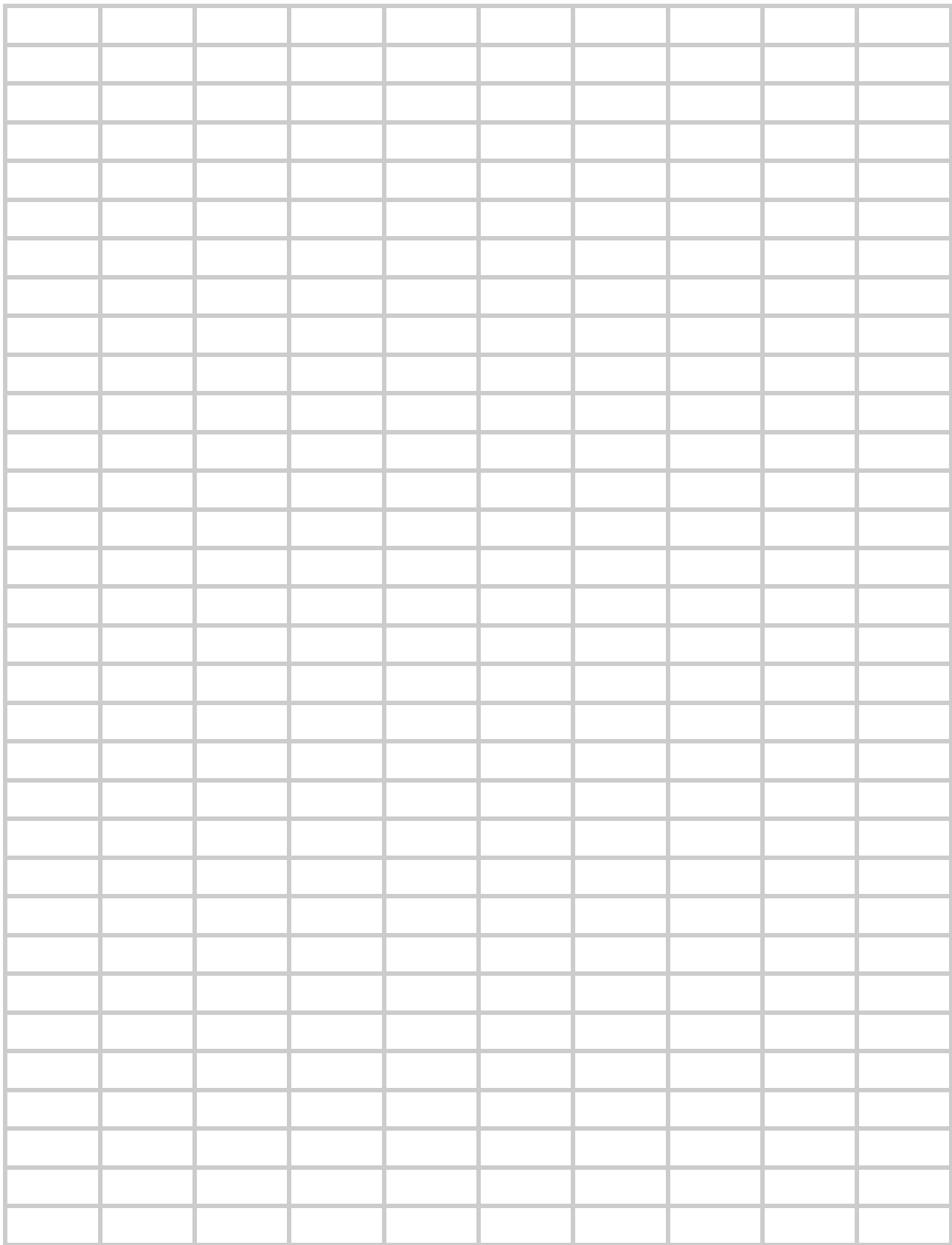


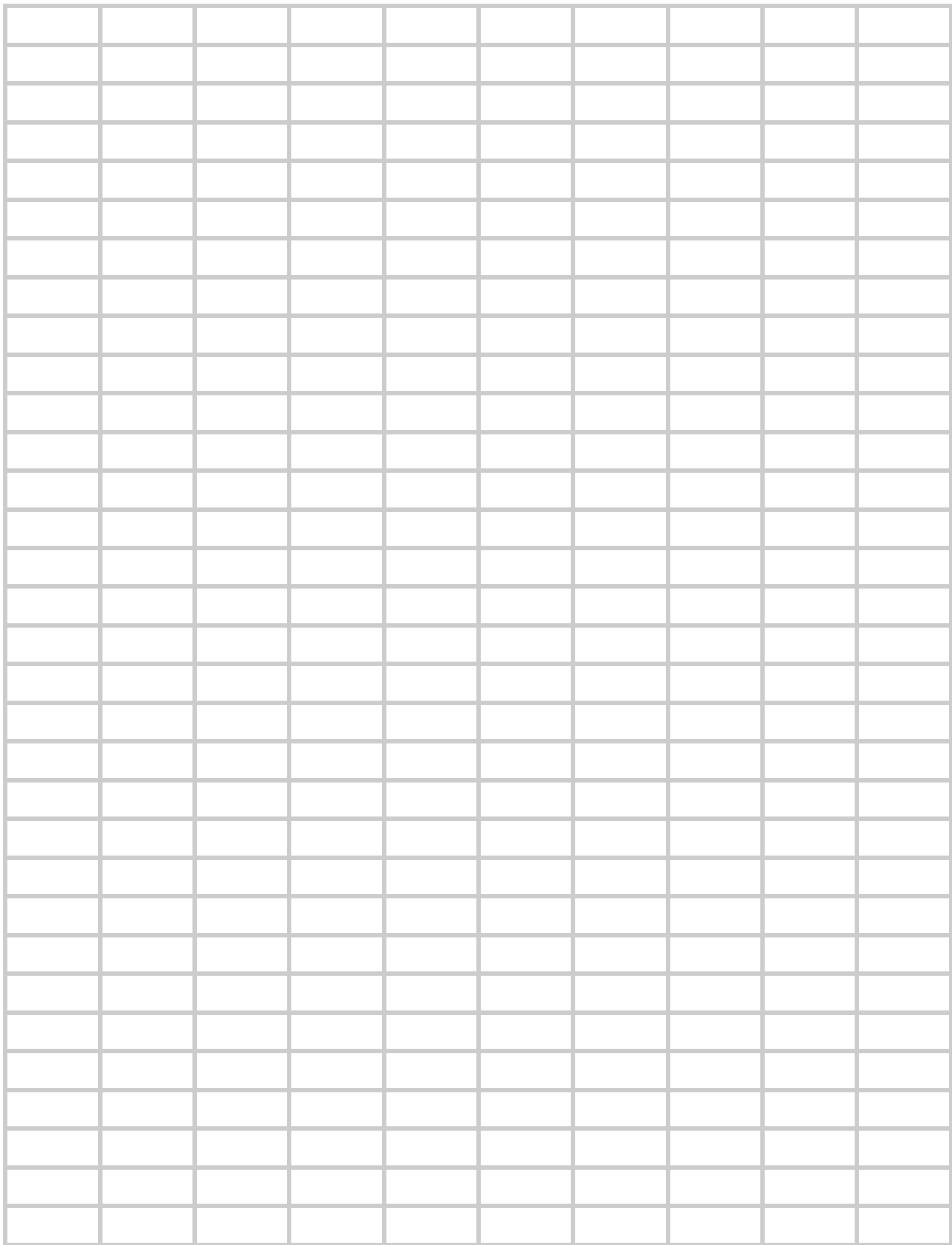


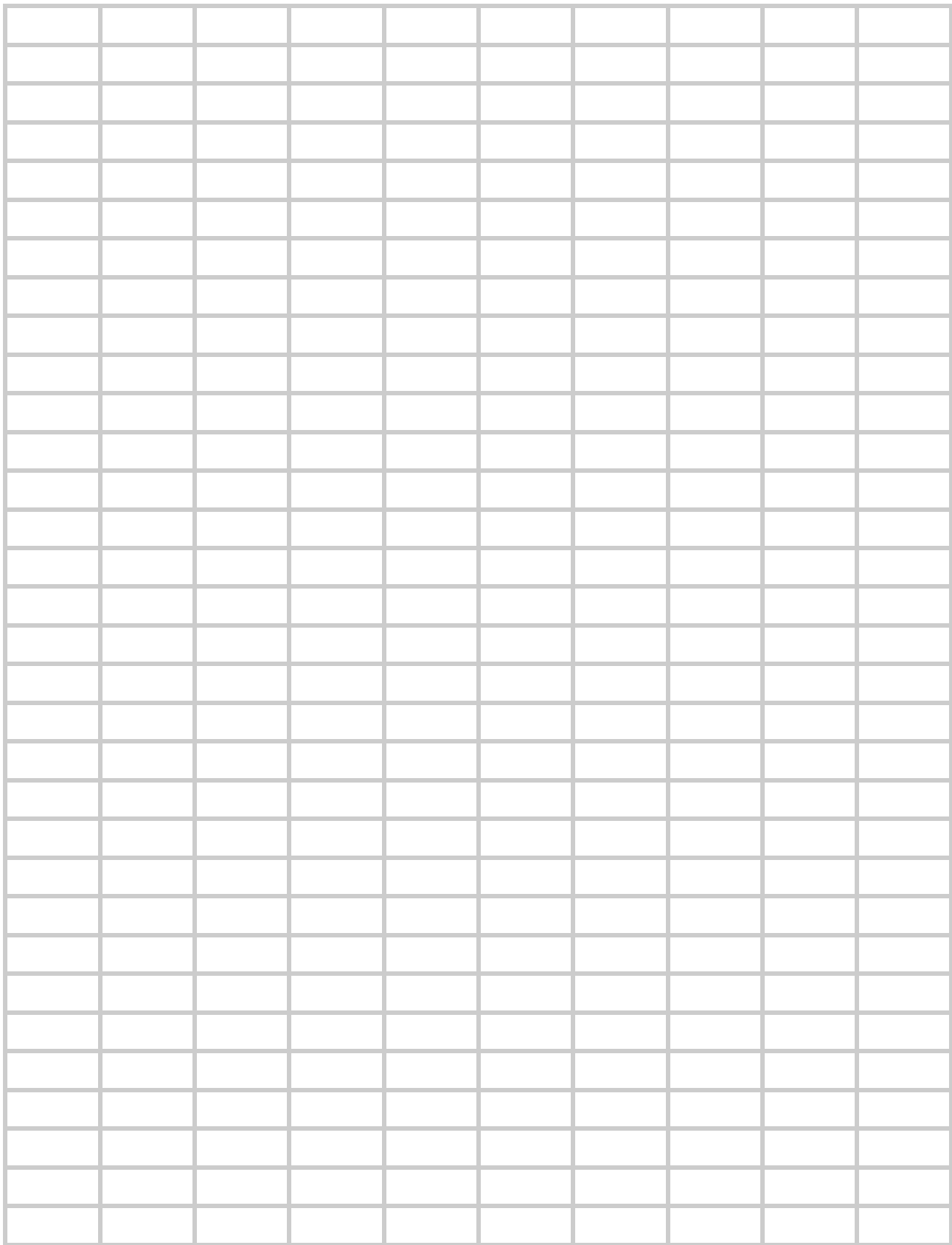


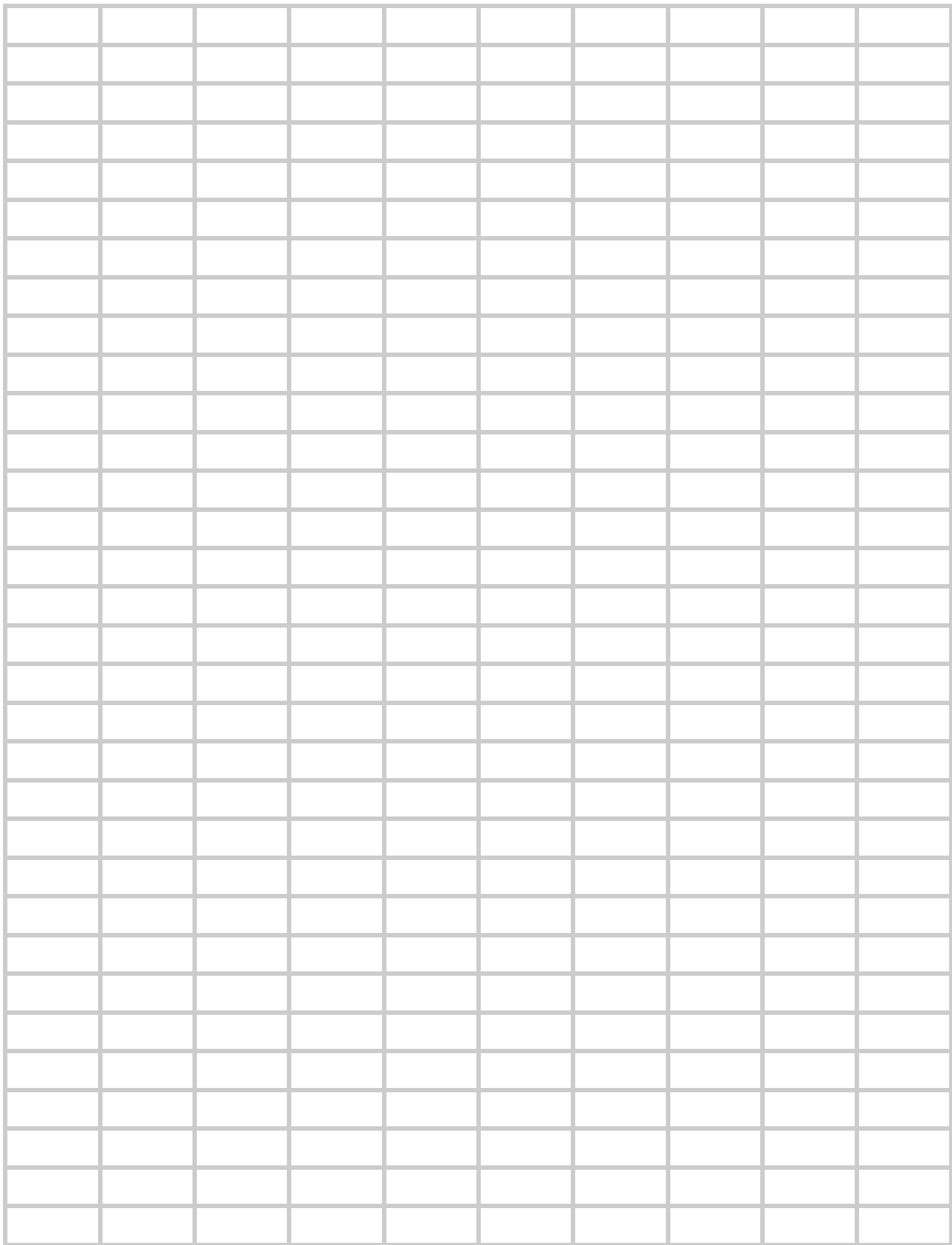


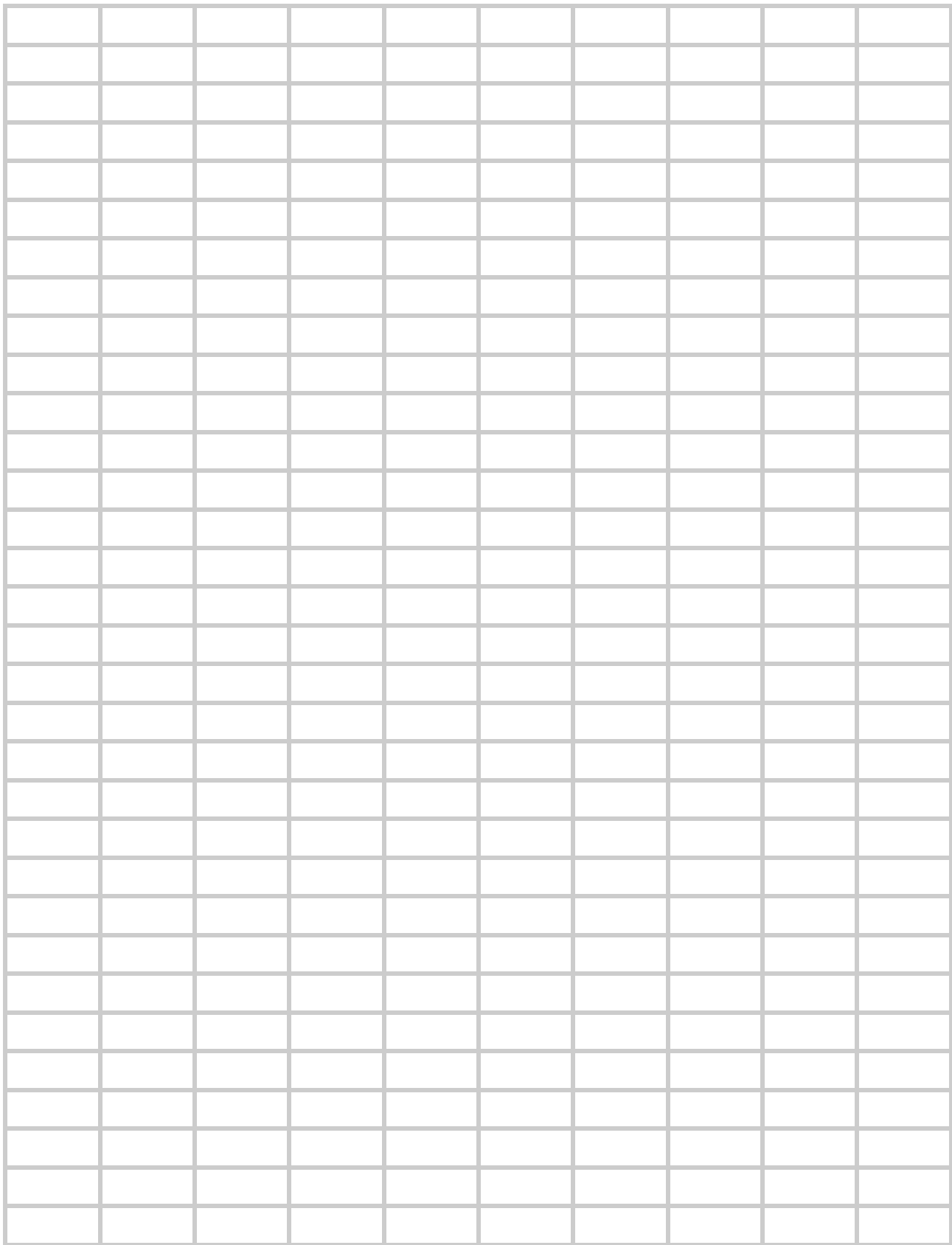


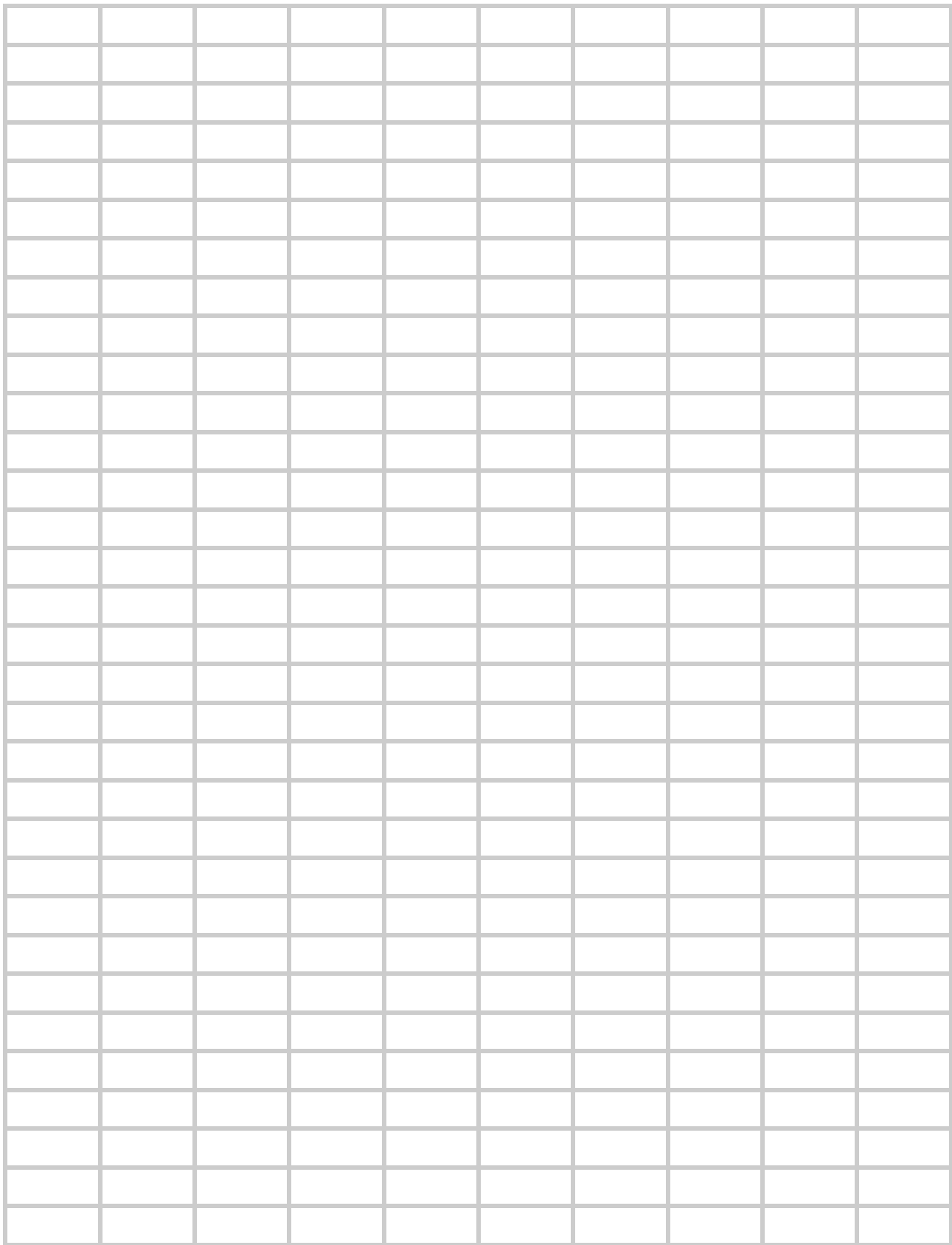


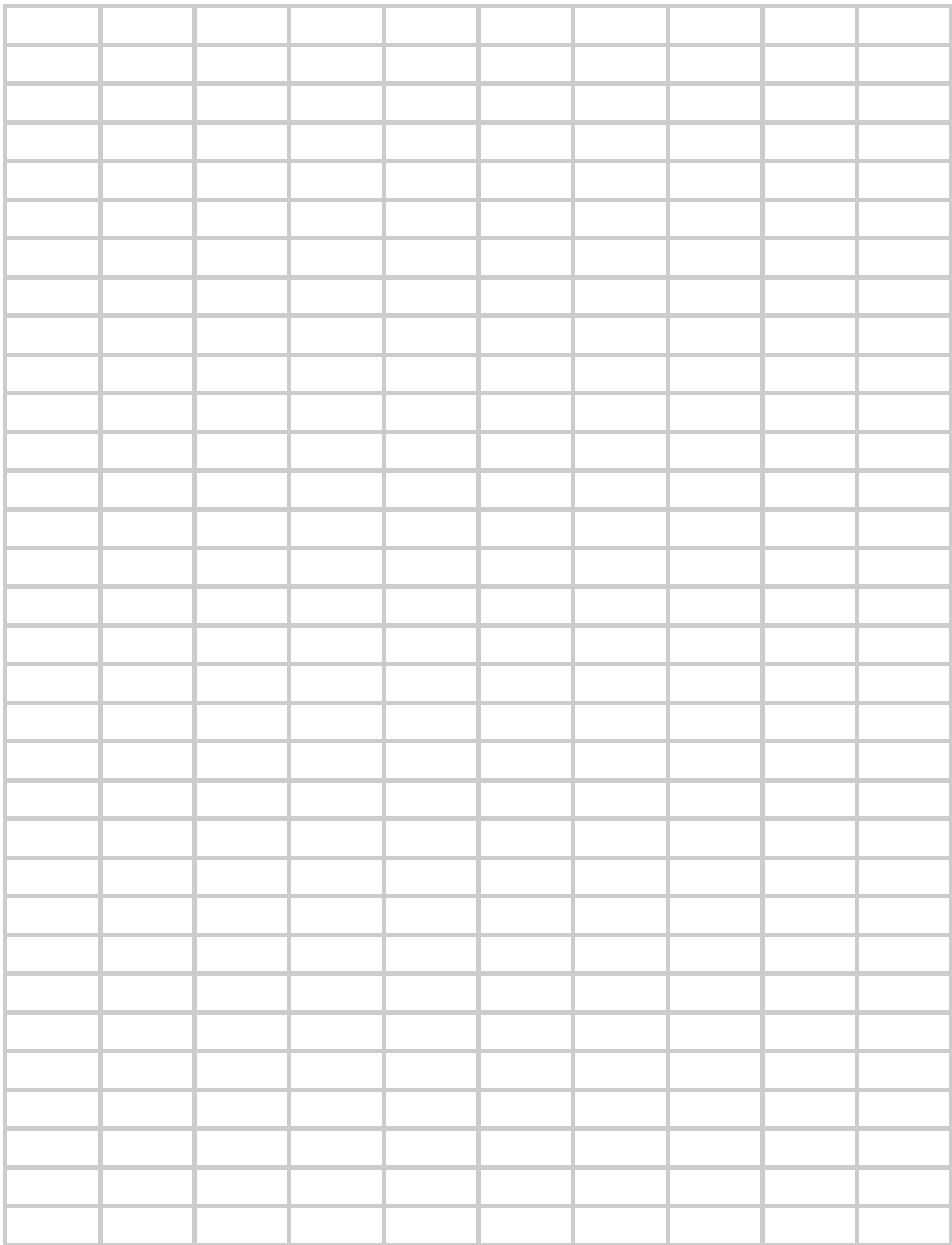


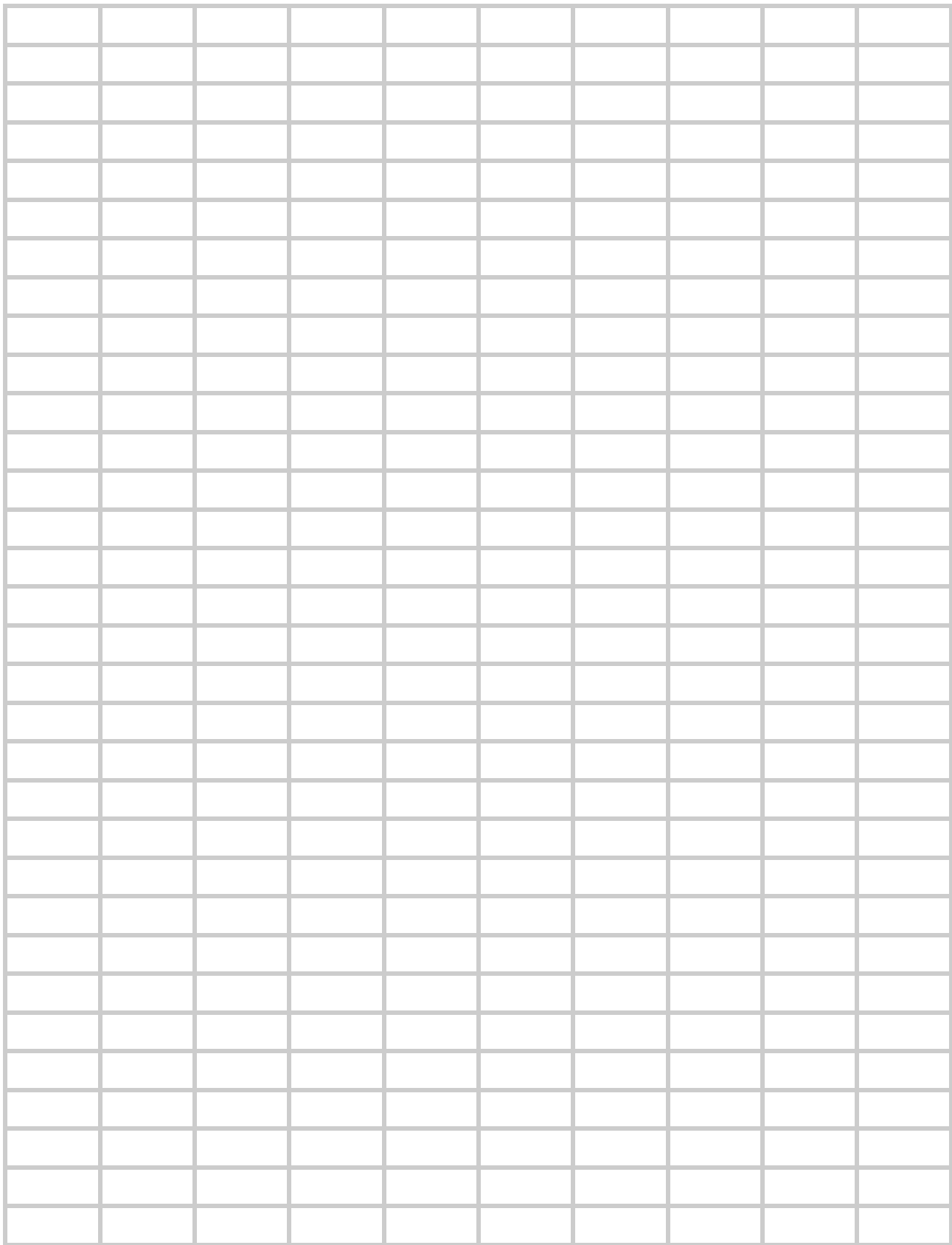


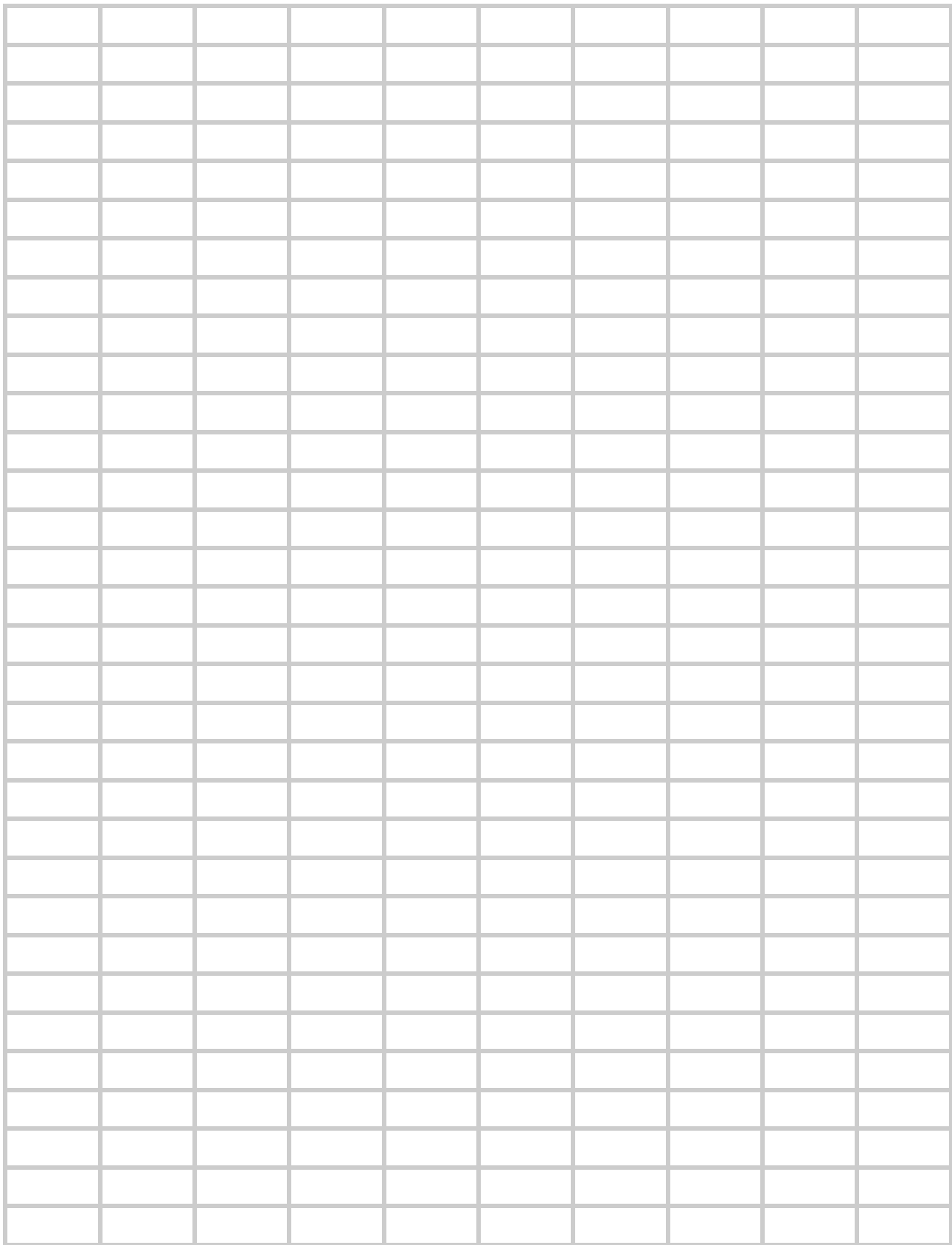


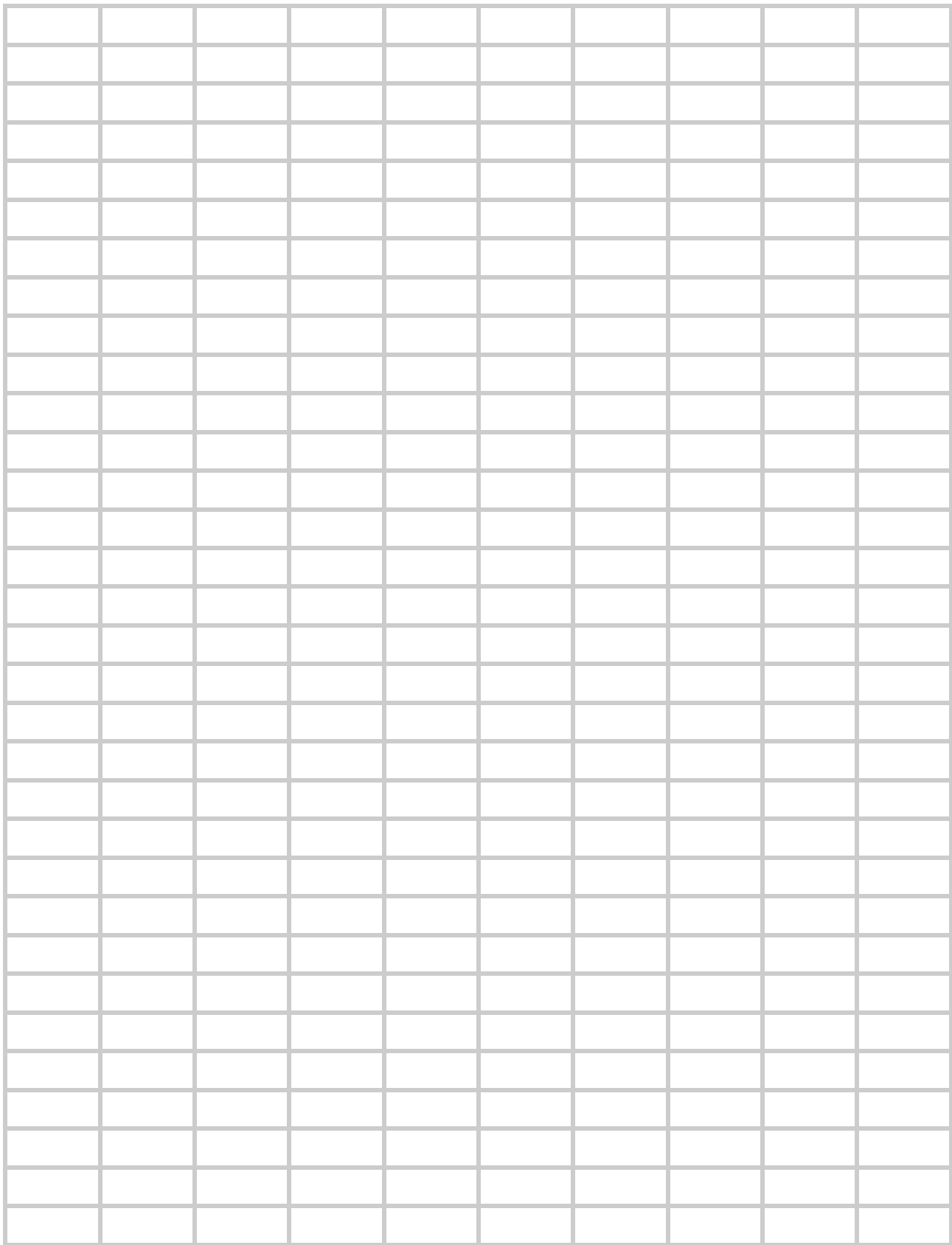


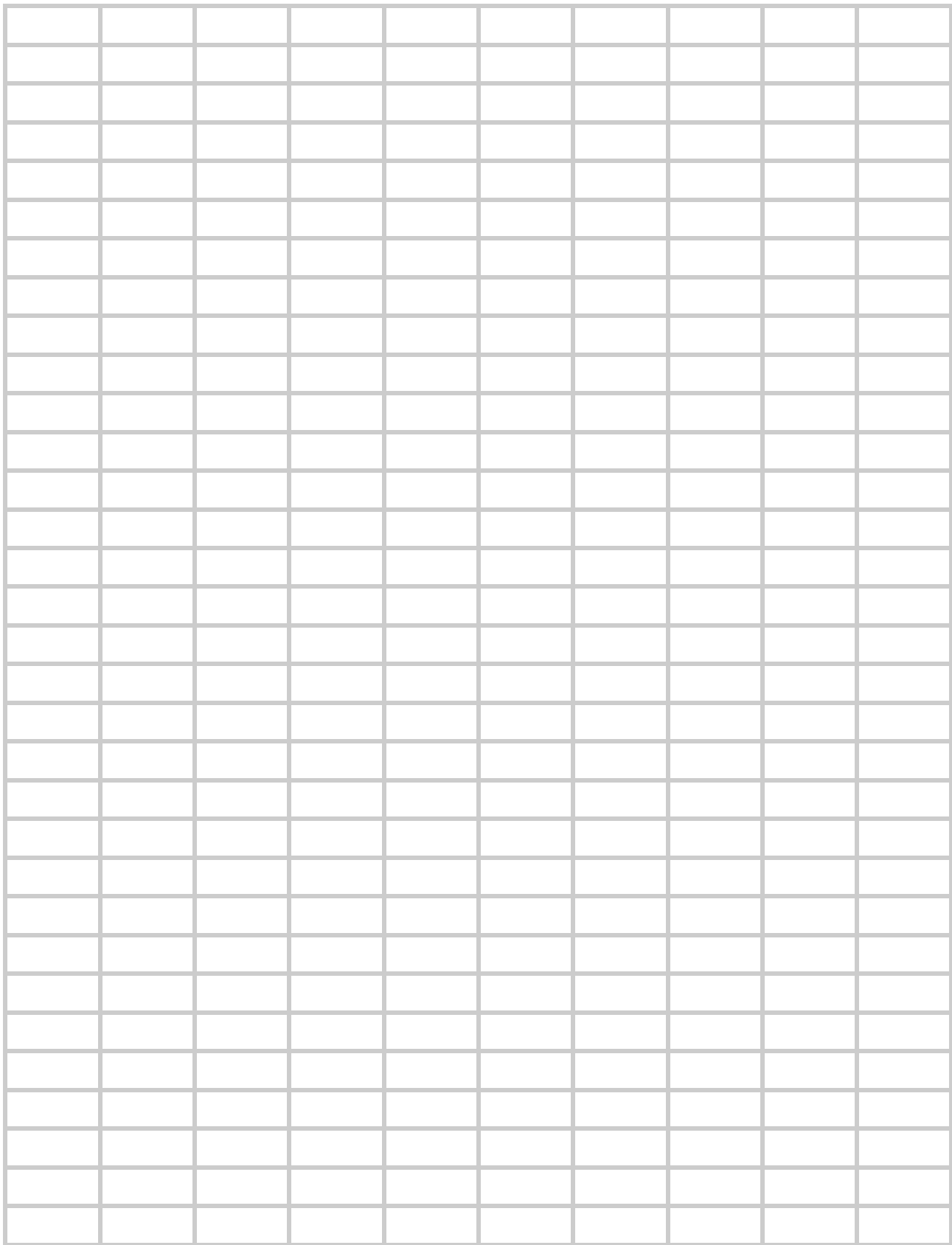


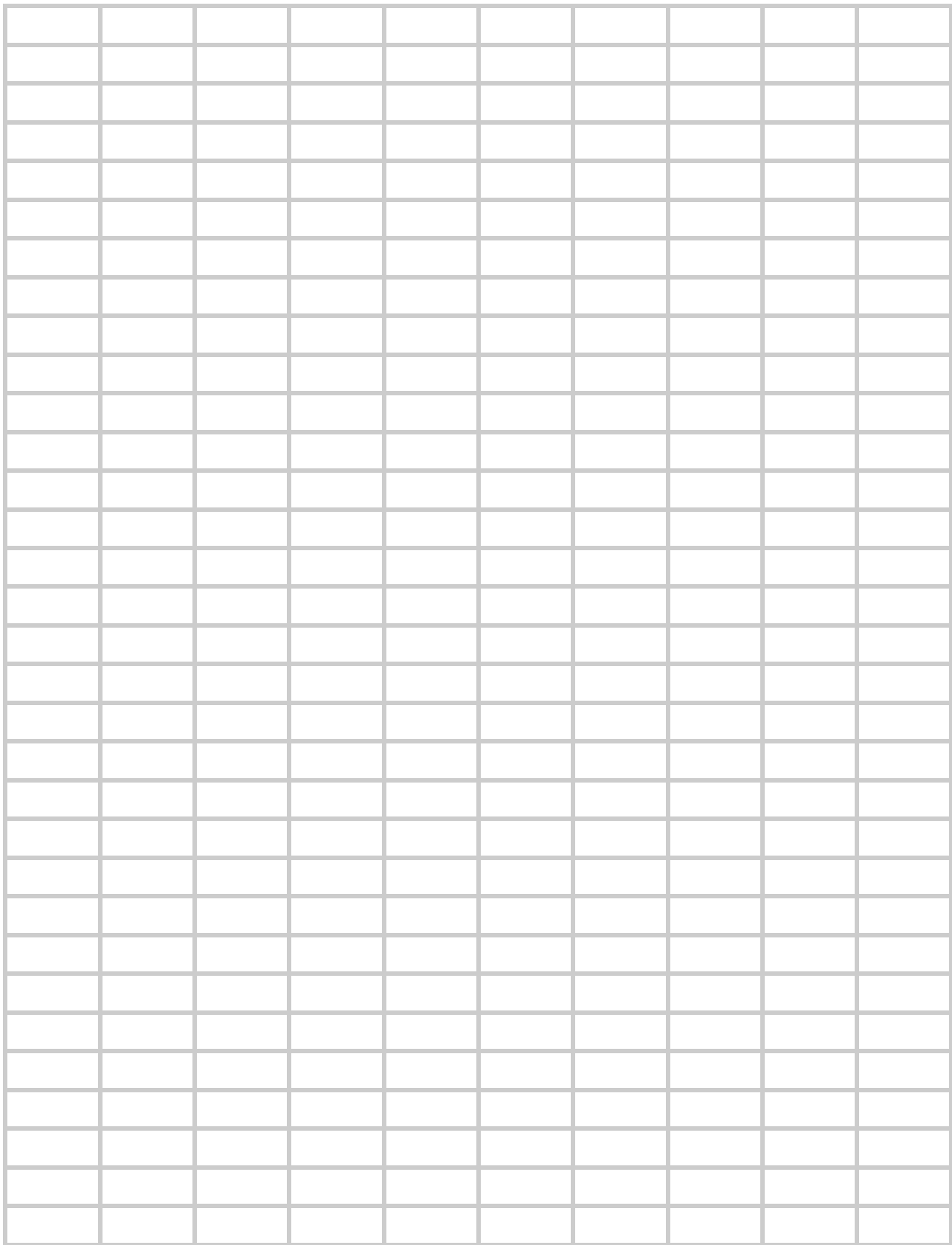


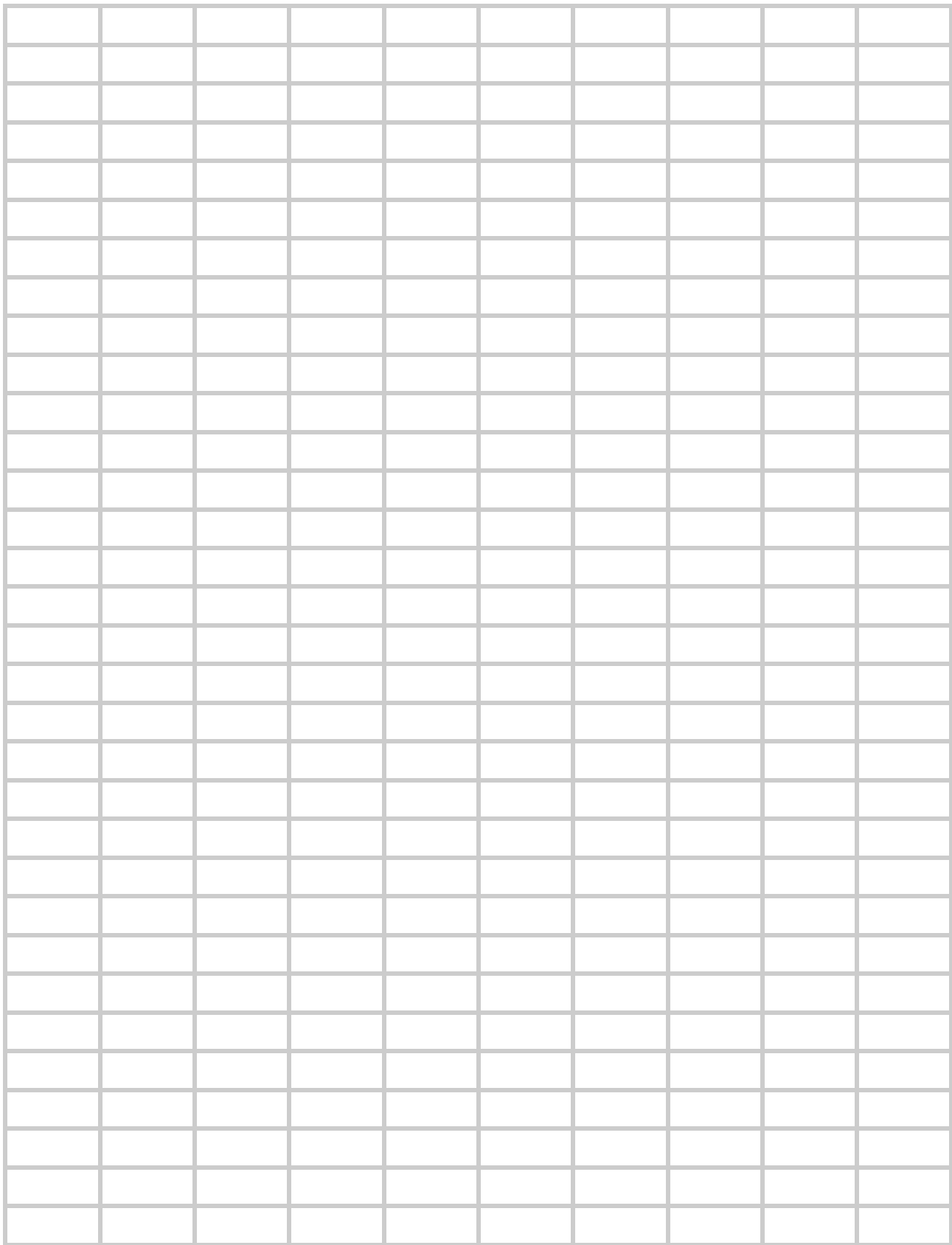


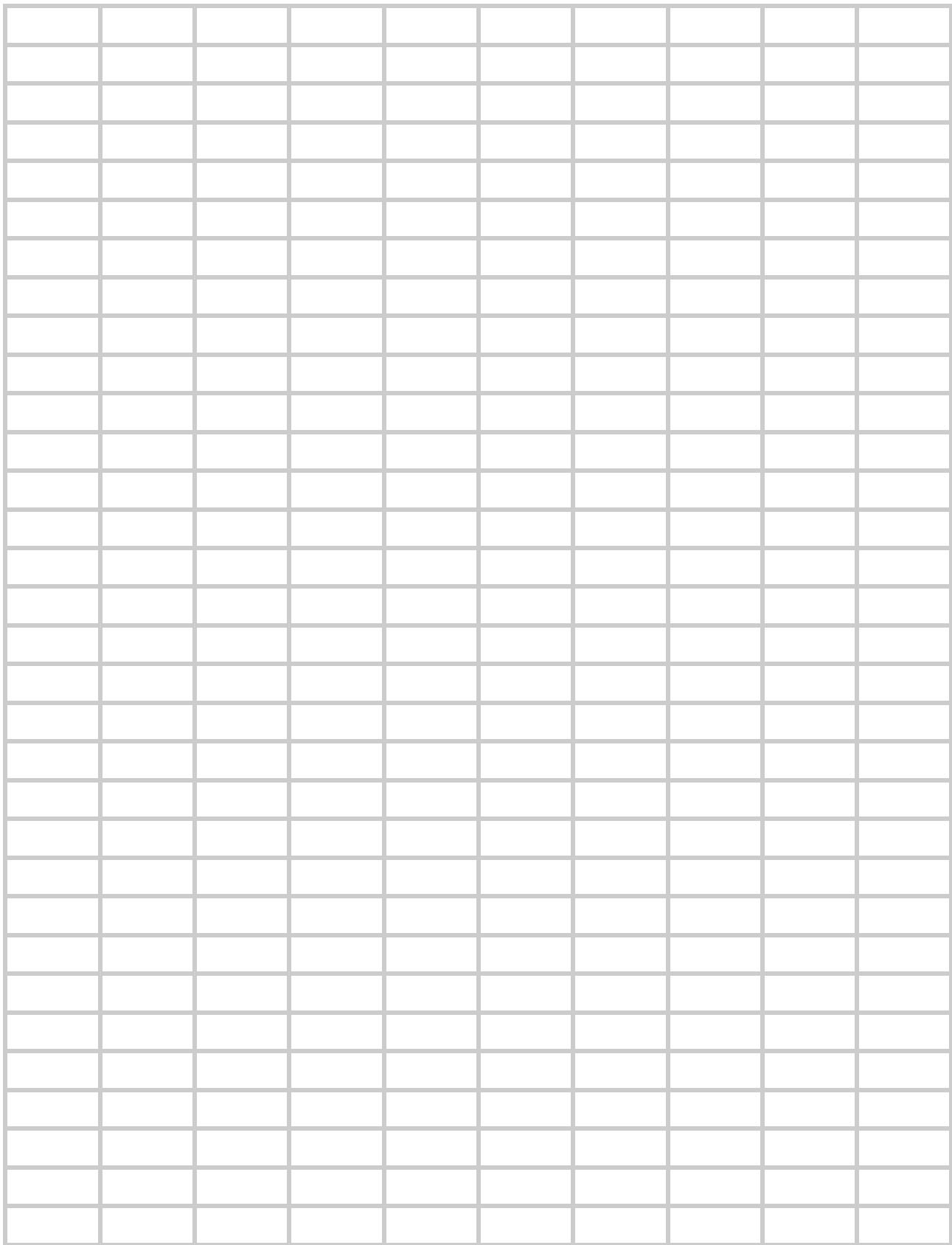






















2024-25 Dawson-Boyd Extra-Curricular Fee Schedule

Athletics	Grades 7-8	Grades 9-12	Area Avg	
Football	\$55.00	\$80.00	High Sch	\$ 91.00
Volleyball	\$55.00	\$70.00	Mid Sch	\$ 66.00
Cross Country	\$55.00	\$70.00		
Swimming	\$55.00	\$70.00		
Girls Tennis	\$55.00	\$70.00		
Dance	\$55.00	\$70.00		
Basketball	\$55.00	\$70.00		
Wrestling	\$55.00	\$70.00		
Track	\$55.00	\$70.00		
Softball	\$55.00	\$70.00		
Baseball	\$55.00	\$70.00		
Golf	\$55.00	\$70.00		
Boys Tennis	\$55.00	\$70.00		

Maximum Athletic Fees*		
Max per student	\$190.00	Most none
Max per family	\$330.00	\$ 379.00

Activities	Grades 7-8	Grades 9-12		
Knowledge Bowl	\$50.00	\$50.00	High Sch	\$ 52.00
1 Act / Drama	\$50.00	\$50.00	Mid Sch	\$ 39.00
Speech	\$50.00	\$50.00		
Robotics	\$50.00	\$75.00		
Trap	See	Note #2		

Athletic Passes	
Adult Season Pass	\$85.00
Senior Season Pass (62+)	\$55.00
DB Student Pass	\$50.00
Single Event (Adult)	\$8.00
Single Event (DB Student)	\$1.00
Single Event (Senior and non-DB Student)	\$5.00

Misc. Expenses	Grades	Fee
Orchestra Rental	12-Jul	\$35.00
Band Rental	12-Jul	\$35.00
Class Dues	8-Jul	\$20.00
Class Dues	12-Sep	\$25.00
Chromebook	12-Sep	\$30.00

NOTES

1. Athletic Passes, Activities, and Misc. Expenses are added to the Maximum Athletic fee totals.
2. Additional Trap League fees will be collected by coaches at the start of the season.
3. Athletics: Payment of fees must be made prior to the first practice of the season in each sport. Any student who cannot afford to pay an extra-curricular fee should contact the athletic director. No refund will be made to anyone who voluntarily quits or who is cut by the coach for violating training rules. No refund will be made to students who transfer out of the school district after the 1st competitive event. Refunds will be made when a student is prevented by illness or injury from remaining in the activity until the first competition.
4. Music: School-owned instruments will have a fee of 35.00/yr. If a director asks a student who already owns an instrument to play a school-owned instrument, there will be no charge. If a director asks a student who does not own an instrument or a student (owns a different instrument) requests to play a school-owned instrument, there will be a charge.
5. All fees, detentions, and other student responsibilities will carry over from year to year. Students will not be allowed to participate in prom or commencement without completing these responsibilities.

6/28/2024

DAWSON-BOYD PUBLIC SCHOOL DISTRICT (0378-01)

Re: Findings of Noncompliance – Indicator Data Collection (IDC) Record Review 2023-2024

Dear Director,

The Individuals with Disabilities Education Act (IDEA) requires each state to develop a state performance plan and provide an annual performance report (APR). The APR evaluates each state's efforts to implement the requirements and purposes of the IDEA. Your district was selected to review a sample of records to measure compliance with the requirements of IDEA in one or more of the following APR performance indicators:

- **Indicator C-1** measures the percent of infants and toddlers with individualized family service plans (IFSPs), who received early intervention services on their IFSPs in a timely manner.
- **Indicator C-7** measures the percent of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.
- **Indicator C-8** measures the percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the district has developed an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months prior to the child's third birthday; notified the district where the child resides at least 90 days prior to the child's third birthday for children potentially eligible for Part B preschool services; and conducted the transition conference held with the approval of the family at least 90 days, and at the discretion of all parties, not more than nine months prior to the child's third birthday for children potentially eligible for Part B preschool services.
- **Indicator B-11** measures the percent of students evaluated within 30 school days of receiving parental consent for initial evaluation.
- **Indicator B-12** measures the percent of children referred by Part C prior to age three, who are found eligible for Part B, and who have an individualized education program (IEP) developed and implemented by their third birthdays.
- **Indicator B-13** measures the percent of students with IEPs that include appropriate measurable postsecondary goals annually updated and based upon age-appropriate transition assessments; transition services, including courses of study that will reasonably enable the student to meet postsecondary goals; and annual IEP goals related to the student's transition needs. There also must be evidence the student was invited to the IEP Team meeting when transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency was invited to the IEP Team meeting.

Congratulations! The results of the IDC record review, as reported by the district and verified by MDE, demonstrated compliance. The administration and special education staff are commended for their commitment to providing compliant services to children and students with disabilities and their families. No further action is required for this review.

Please contact Deb Humann for questions regarding the content of this letter.

Sincerely,

Rebecca Nessel

Interim Program Monitoring Supervisor

Division of Special Education



PMATM
SECURITIES

June 10, 2024

ISD 378, Dawson-Boyd Public Schools

Financial Planning Discussion

Michael Hart

VP, Managing Director
mhart@pmanetwork.com
612-509-2569

Steve Pumper

Senior Vice President
spumper@pmanetwork.com
612-509-2565

Bond Planning



Tax Impacts

Project Amount	Scenario A	Scenario B	Scenario C	Scenario D	Scenario E
Payment	\$1,950,000	\$3,100,000	\$3,580,000	\$5,085,000	\$6,200,000
Levy Increase at 105%	\$155,000	\$245,000	\$285,000	\$400,000	\$490,000
Levy Increase at 105%	\$162,750	\$257,250	\$299,250	\$420,000	\$514,500
District NTC Value (Pay 24 + 3%)	10,918,301	10,918,301	10,918,301	10,918,301	10,918,301
Additional NTC Tax Rate	1.49%	2.36%	2.74%	3.85%	4.71%

Property Type	Est. Market Value	Estimated Annual Tax Increase				
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Residential Homestead	\$75,000	\$7	\$11	\$12	\$17	\$21
	100,000	9	15	17	24	29
	125,000	13	21	25	35	42
	150,000	17	28	32	45	55
	175,000	21	34	40	55	68
	200,000	26	40	47	66	81
	300,000	42	66	77	108	132

Commercial - Industrial	\$250,000	\$63	\$100	\$116	\$163	\$200
	500,000	138	218	254	356	436
	750,000	212	336	391	548	671

Agricultural Homestead*	\$/acre					
	\$7,000	\$0.16	\$0.25	\$0.29	\$0.40	\$0.49
	9,000	0.20	0.32	0.37	0.52	0.64

* Homestead land limited to first \$3,500,000 in value. All additional land taxed like Ag non-homestead land.

Agricultural Non Homestead	\$7,000	\$0.31	\$0.49	\$0.58	\$0.81	\$0.99
	9,000	0.40	0.64	0.74	1.04	1.27

- ▶ Assumes a 20 year bond
- ▶ Current interest rates +.75%
- ▶ 3% growth in net tax capacity



Tax Impact – Bus Garage

Project Amount
Payment
Levy Increase at 105%
District NTC Value (Pay 24 + 3%)
Additional NTC Tax Rate

Bus Garage
 \$4,300,000
 \$340,000
 \$357,000
 10,918,301
 3.27%

Estimated Annual Tax Increase

Property Type	Est. Market Value	Estimated Annual Tax Increase
Residential Homestead	\$75,000	\$15
	100,000	20
	125,000	29
	150,000	38
	175,000	47
	200,000	56
	300,000	92
Commercial - Industrial	\$250,000	\$139
	500,000	302
	750,000	466
Agricultural Homestead*	\$/acre	
	\$7,000	\$0.34
	9,000	0.44
Agricultural Non Homestead	\$7,000	\$0.69
	9,000	0.88

* Homestead land limited to first \$3,500,000 in value. All additional land taxed like Ag non-homestead land

- ▶ Assumes a 20 year bond
- ▶ Current interest rates +.75%
- ▶ 3% growth in net tax capacity



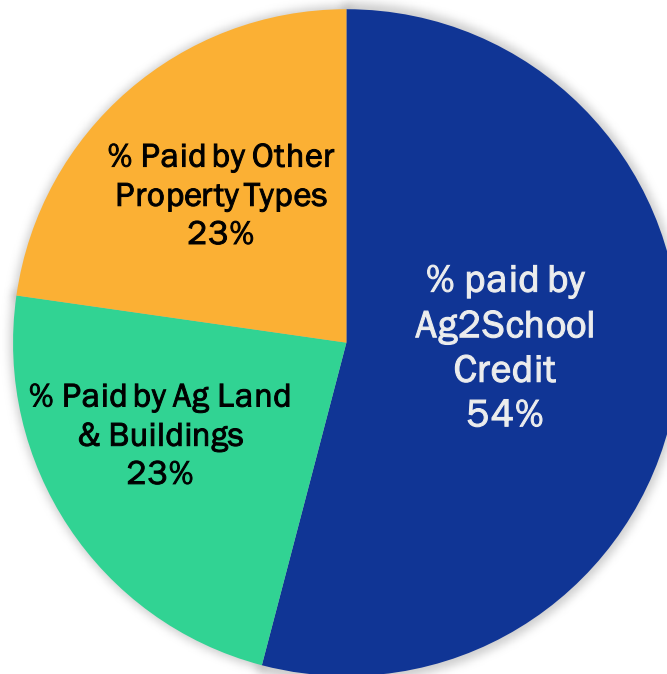
Ag2School Credit

ISD No. 378, Dawson-Boyd Public School District

Source of Debt Service Payments

(Assuming 70% Ag2School Credit beginning in taxes payable 2023)

(Based on Valuations for taxes payable in 2023)



Notes:

1. The Ag2School credit applies to agricultural land and buildings. The house, garage and first acre of land do not benefit from the Ag2School credit.



Election Timelines

Election Calendar for:	November 5, 2024
	No Later than:
Finalize Project Scope and Finance Plan	June / July 2024
School Board approval and Submittal of Review and Comment	July 8, 2024
Adopt Resolution Calling for Election	August 13, 2024
Publication of Review and Comment Response	September 18, 2024
Absentee Ballots Available	September 20, 2024
Conduct Election	November 5, 2024
Adopt Resolution Canvassing Results	November 8, 2024 to November 15, 2024
Notify Commissioner of the Results	November 20, 2024

Notes:

The steps identified in blue require action by the school board.

Election law includes several other notices and actions. This list is not intended to be comprehensive but rather to provide a broad outline of the key dates. Please consult District legal counsel for a comprehensive review of election laws and requirements.

Operating Referendum



2021 Operating Referendum Authority

November 2, 2021

SCHOOL DISTRICT QUESTION 1 (ISD #378)

Approval of New School District Referendum Revenue Authorization

The board of Independent School District No. 378 (Dawson-Boyd), Minnesota has proposed to increase the School District's general education revenue to \$460 per pupil, which is \$190.46 per pupil over the existing referendum levy authorization of \$269.54 per pupil that is scheduled to expire after taxes payable in 2021.

The proposed new referendum revenue authorization would be levied in 2021 for taxes payable in 2022 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law. Shall the increase in the general education revenue proposed by the board of Independent School District No. 378 (Dawson-Boyd), Minnesota be approved? BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

- ▶ Results
 - ▶ 381 Yes (72%)
 - ▶ 149 No (28%)
- ▶ Expires after taxes payable in 2031



Current Operating Referendum (Pay 2024 / FY 2025)

\$460 per Pupil

X

605.20 Pupils

=

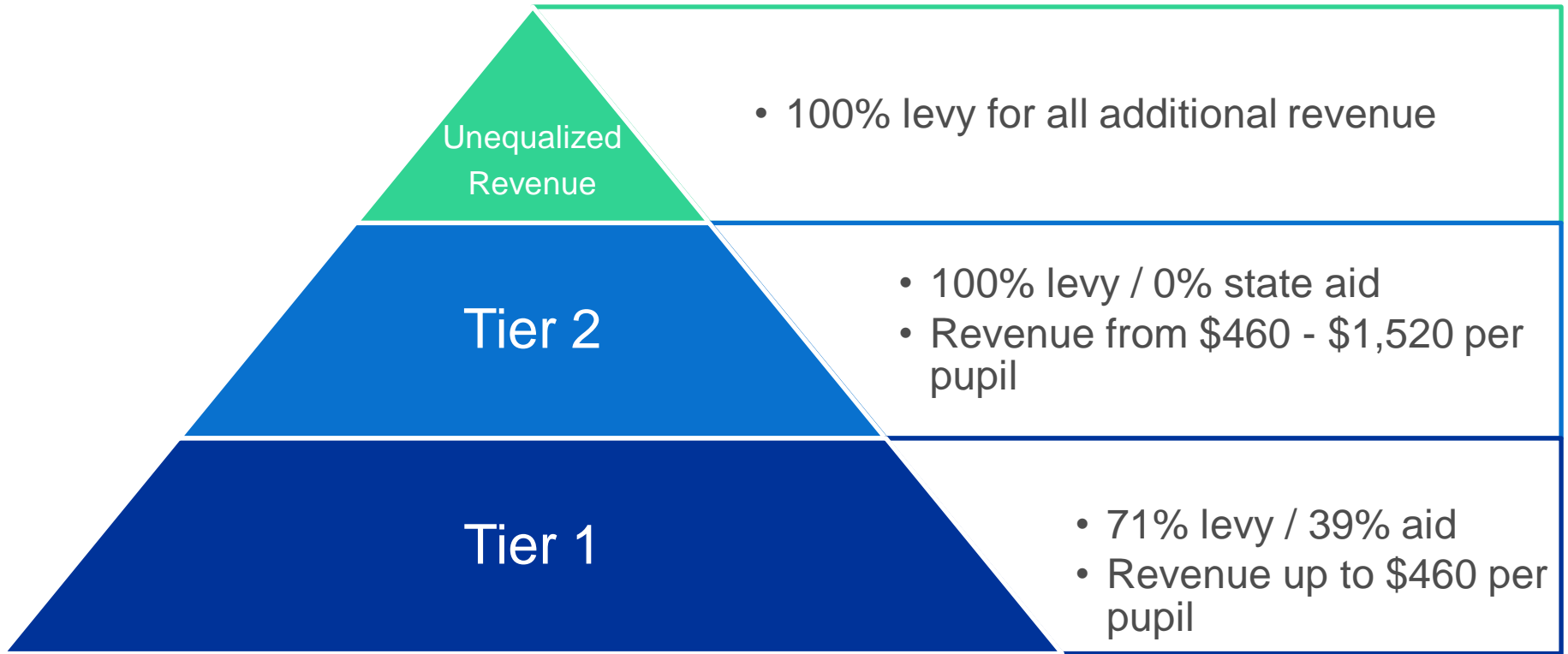
\$278,392

Current Referendum Revenue prior to adjustments for taxes payable in 2024 for Fiscal Year 2025



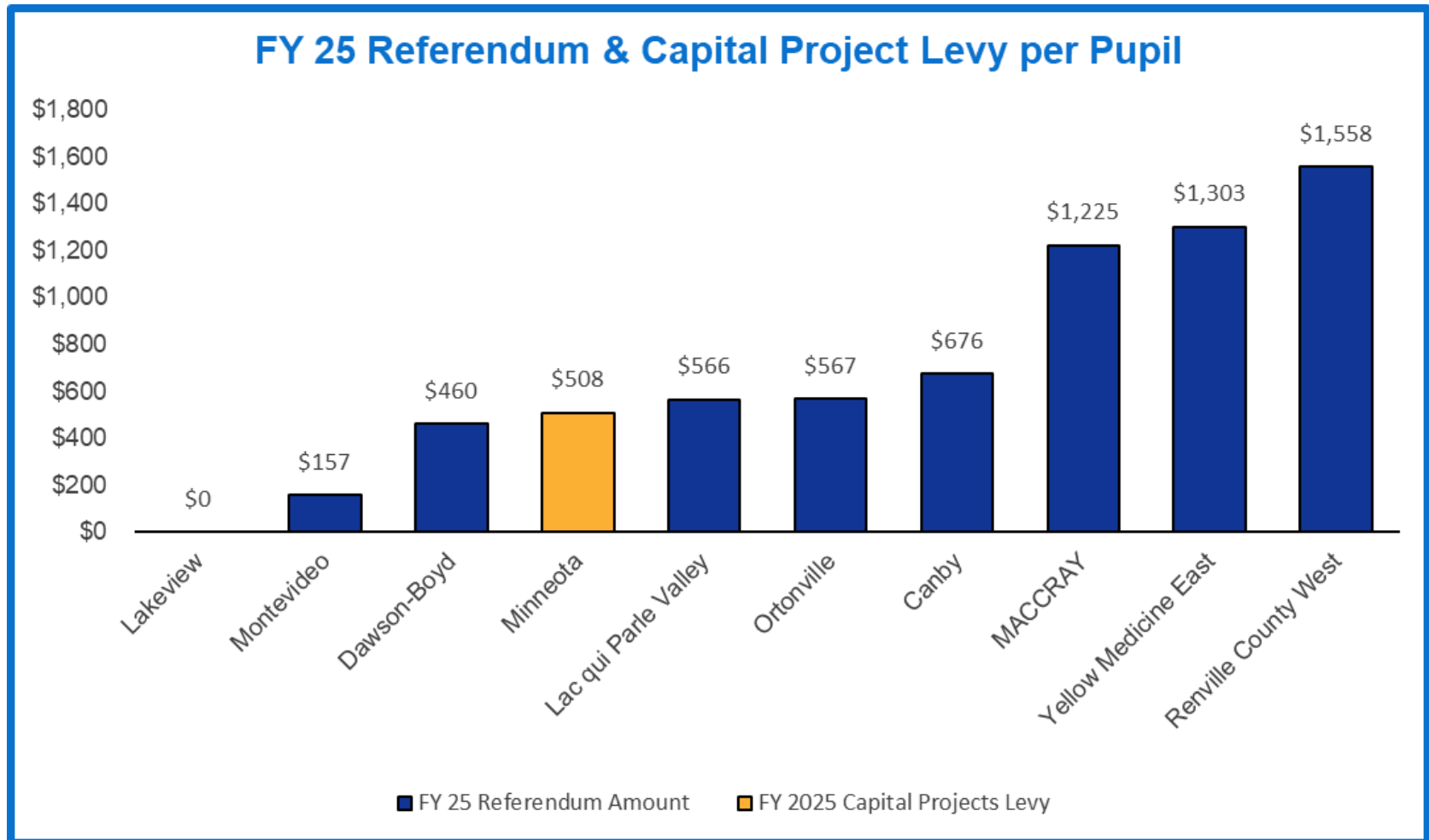
Operating Referendum State Aid

Equalization based on ratio of $\frac{\text{Referendum Market Value}}{\text{Resident Pupil Unit}}$





Operating Referendum & Capital Project Levy Comparison





Tax Impacts

Tax Impact Analysis - Operating Referendum

		Scenario A	Scenario B	Scenario C			
New Referendum		\$980	\$1,327	\$1,674			
Referendum Increase		\$520	\$867	\$1,214			
Additional Revenue		\$300,000	\$500,000	\$700,000			
Additional Aid		\$0	\$0	\$0			
Additional Levy		\$300,000	\$500,000	\$700,000			
RMV (Pay 2024+3%)		224,799,792	224,799,792	224,799,792			
Tax Rate Increase		0.133452%	0.222420%	0.311388%			
		Estimated Tax Impact					
		Annual	Monthly	Annual	Monthly	Annual	Monthly
Referendum Market Value	\$50,000	\$66.73	\$5.56	\$111.21	\$9.27	\$155.69	\$12.97
	\$75,000	\$100.09	\$8.34	\$166.82	\$13.90	\$233.54	\$19.46
	\$100,000	\$133.45	\$11.12	\$222.42	\$18.54	\$311.39	\$25.95
	\$125,000	\$166.82	\$13.90	\$278.03	\$23.17	\$389.24	\$32.44
	\$150,000	\$200.18	\$16.68	\$333.63	\$27.80	\$467.08	\$38.92
	\$175,000	\$233.54	\$19.46	\$389.24	\$32.44	\$544.93	\$45.41
	\$200,000	\$266.90	\$22.24	\$444.84	\$37.07	\$622.78	\$51.90
	\$250,000	\$333.63	\$27.80	\$556.05	\$46.34	\$778.47	\$64.87
	\$300,000	\$400.36	\$33.36	\$667.26	\$55.61	\$934.16	\$77.85
\$400,000	\$533.81	\$44.48	\$889.68	\$74.14	\$1,245.55	\$103.80	

*Additional Revenue, Aid and Levy is based on changes to the operating referendum and equity revenues.

*Assumes APU of 605.20 & 3% increase in districtwide RMV from Pay 2024 to Pay 2025 taxes

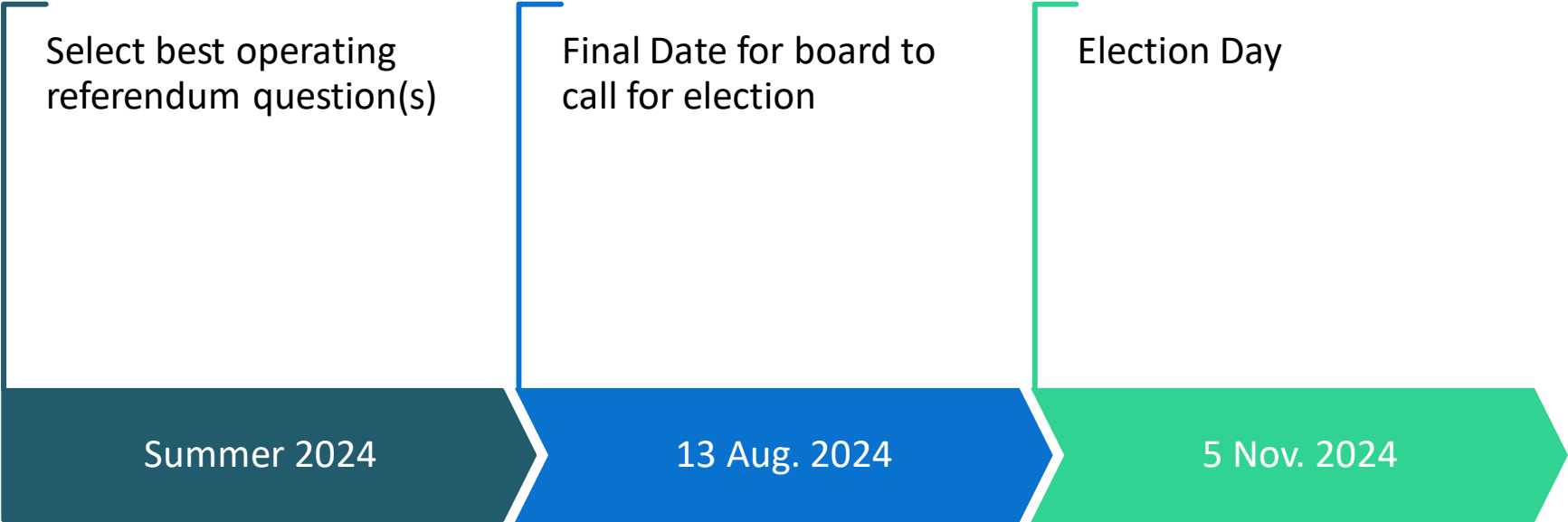


Operating Referendum Question

- ▶ May include inflationary increase
- ▶ May have more than one defined increase/decrease built into question(s)
- ▶ 10-year limit
- ▶ Implementation can be delayed one year
- ▶ One or multiple questions on the same ballot
- ▶ Election held in November except if using mail in ballot or District in SOD



Process/Timeline



Capital Projects Levy



Capital Projects Levy

- ▶ Use of funds can include:
 - ▶ Constructing, repairing and improving school buildings
 - ▶ Technology*
 - ▶ Telecommunications, hardware and software
 - ▶ Lease or purchase of vehicles
- ▶ Revenues CANNOT be used for general operations outside of specifically defined purposes



Common Use

*Exempt from review and comment if only used for technology

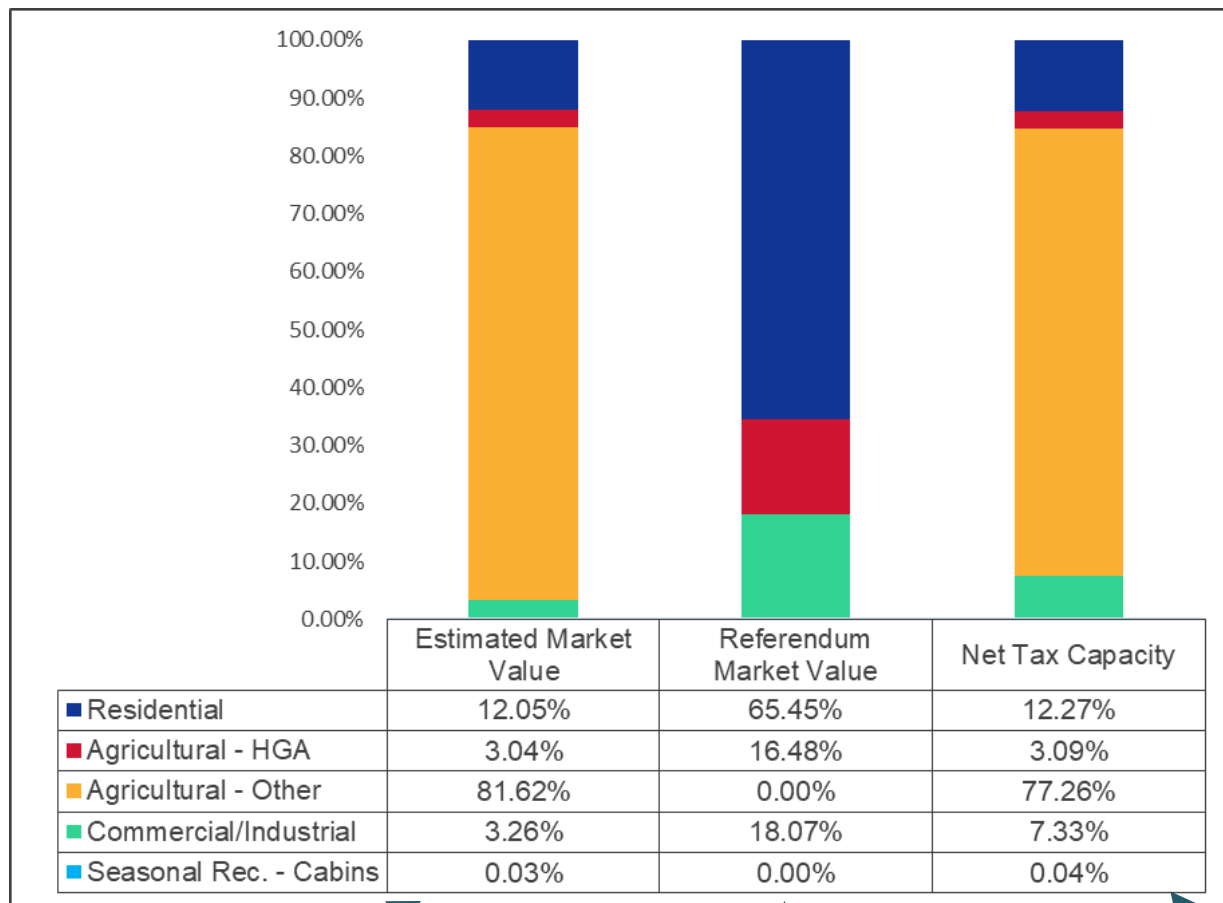


Capital Projects Levy

- ▶ Question includes proposed tax rate & specific dollar amount
- ▶ Not based on pupil units
 - ▶ Future enrollment will not change amount of funding
 - ▶ If tax base increases, funding increases also
- ▶ All property types included in tax
 - ▶ Taxed on Net Tax Capacity
- ▶ No state aid component, No Ag2School
- ▶ No board approved renewal allowed



ISD 378 Valuations – Tax Base Differences



Value set by county based on market value

Tax base for operating referendum

Tax base for capital project levy & bonds



Capital Projects Levy Tax Impact

	Scenario A	Scenario B	Scenario C
Revenue	\$300,000	\$500,000	\$700,000
District NTC Value (Pay 24)	10,600,292	10,600,292	10,600,292
NTC Tax Rate	2.83%	4.72%	6.60%
Amount per pupil	496	826	1157

Property Type	Est. Market Value	Estimated Annual Tax Impact		
		Scenario A	Scenario B	Scenario C
Residential Homestead	\$75,000	\$13	\$21	\$30
	100,000	20	34	47
	125,000	28	47	65
	150,000	33	55	77
	175,000	41	68	95
	200,000	49	81	113
	300,000	79	132	185

Commercial / Industrial	\$250,000	\$120	\$200	\$281
	500,000	262	436	611
	750,000	403	672	941

	\$/acre	Scenario A	Scenario B	Scenario C
Agri. Homestead*	\$7,000	\$0.99	\$1.65	\$2.31
	9,000	\$1.27	\$2.12	\$2.97

* Homestead land limited to first \$3,500,000 in value. All additional land taxed like Ag non-homestead land.

	\$/acre	Scenario A	Scenario B	Scenario C
Agricultural Non-Hmstd	\$7,000	\$1.98	\$3.30	\$4.62
	9,000	\$2.55	\$4.25	\$5.94



Tax Impact Comparison

Tax Impact Analysis - Capital Projects Levy vs Operating Referendum

	Capital Projects Levy	Operating Referendum
Revenue	\$500,000	
District NTC Value (Pay 24)	10,600,292	
NTC Tax Rate	4.72%	
Operating Ref. \$/APU		\$867
Referendum Revenue		\$500,000
Operating Ref. Levy		\$500,000
Referendum Market Value (Pay 24+ 3%)		224,799,792
Additional RMV Tax Rate		0.22242013%

Property Type	Est. Market Value		
Residential Homestead	\$100,000	\$34	\$222
	150,000	55	334
	300,000	132	667
	\$/acre		
Agri. Homestead*	9,000	2.12	0.00



Review

Operating Referendums

Wide range of uses

Vote on amount per pupil

State aid for many districts

Taxed on referendum market value

Most elections in November

Authority up to 10 years

Capital Projects Levy

Capital related items including technology

Vote on tax rate/\$ amount

No state aid

Taxed on net tax capacity

Elections can be held 5 dates throughout the year

Authority up to 10 years



Timing for Budget Planning

- ▶ For elections held in November 2024, revenue will be collected in 2025 for fiscal year 2026
- ▶ If election is held in calendar year 2025, the revenue will not be available until fiscal year 2027

Other Background Info

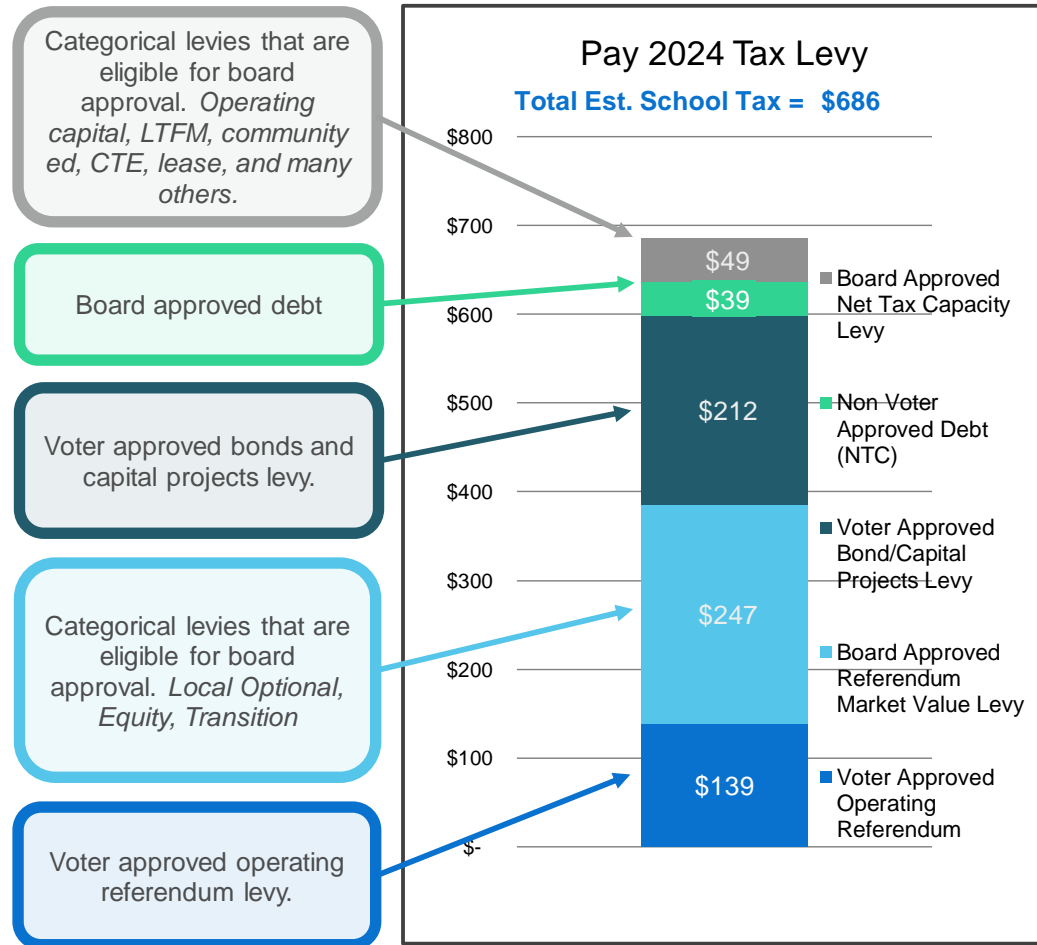


Pay 2024 School Taxes

Dawson-Boyd Public School District

Pay 2024 Tax Levies for Residential Homestead

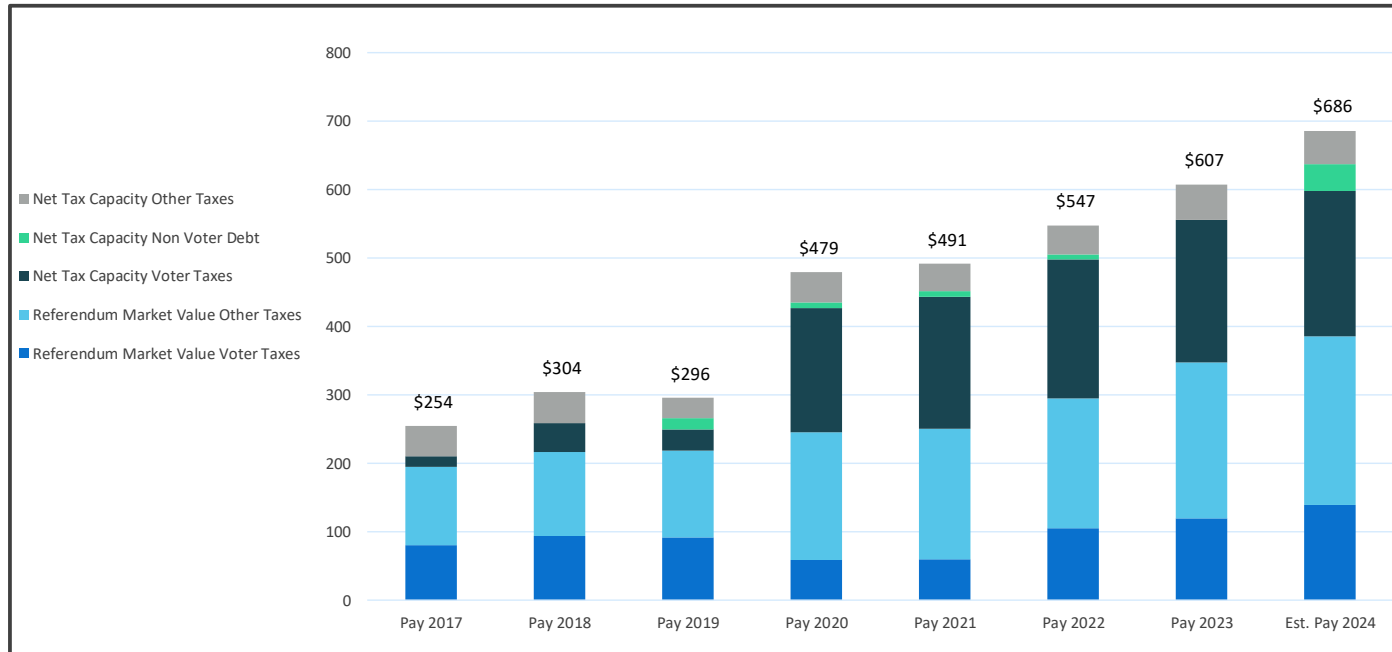
Home Value = \$150,000





School Taxes Trend

Dawson-Boyd Public School District Residential Homestead School Tax Trend



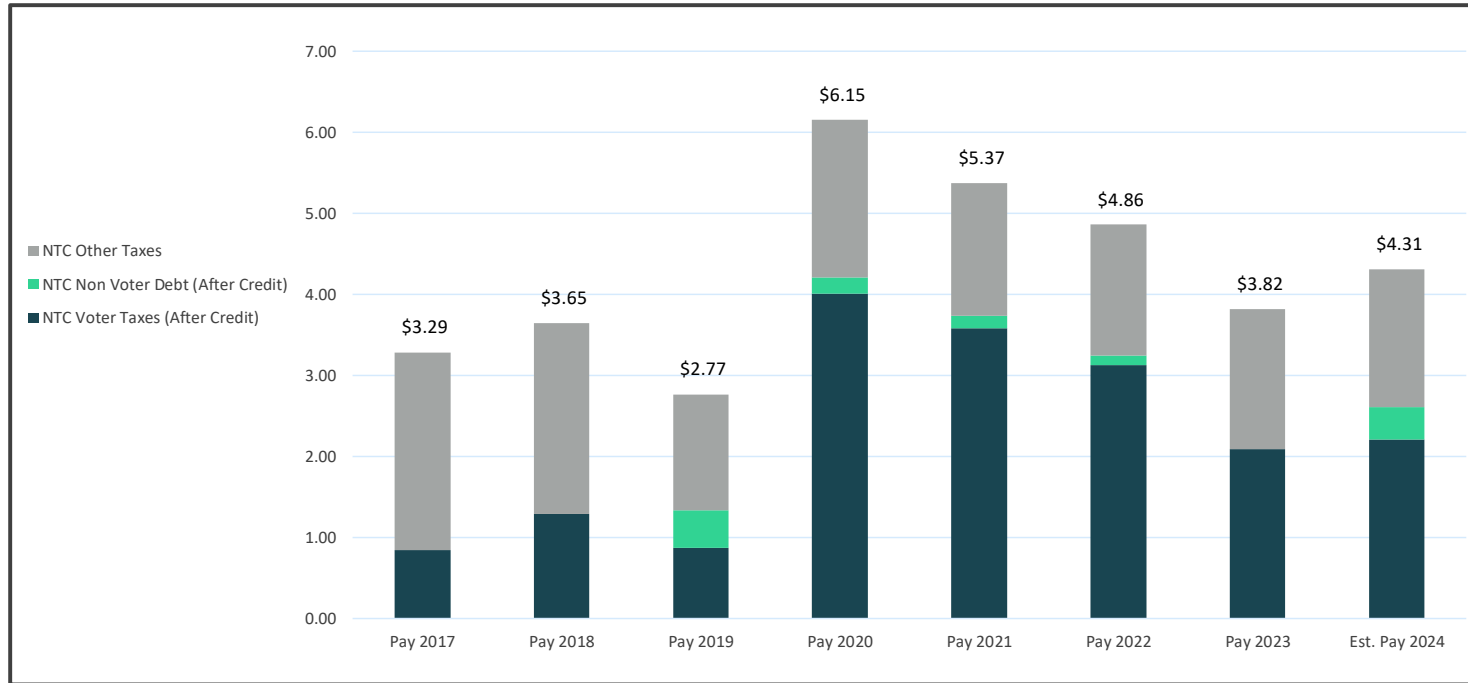
	Pay 2017	Pay 2018	Pay 2019	Pay 2020	Pay 2021	Pay 2022	Pay 2023	Est. Pay 2024
Home Value*	92,071	96,675	101,509	106,584	111,913	117,509	130,000	150,000
Referendum Market Value Voter Taxes	80	94	92	59	60	106	120	139
Referendum Market Value Other Taxes	115	122	127	187	191	189	228	247
Net Tax Capacity Voter Taxes	15	42	31	181	193	203	208	212
Net Tax Capacity Non Voter Debt	0	0	16	9	8	8	0	39
Net Tax Capacity Other Taxes	44	46	30	44	40	42	52	49
Total School Taxes	\$ 254	\$ 304	\$ 296	\$ 479	\$ 491	\$ 547	\$ 607	\$ 686

*The chart assumes a 5% annual increase in the home value for taxes payable from 2017 to 2022. A 15% increase in value is assumed for taxes payable in 2023 and a 15% increase in 2024.



School Taxes Trend

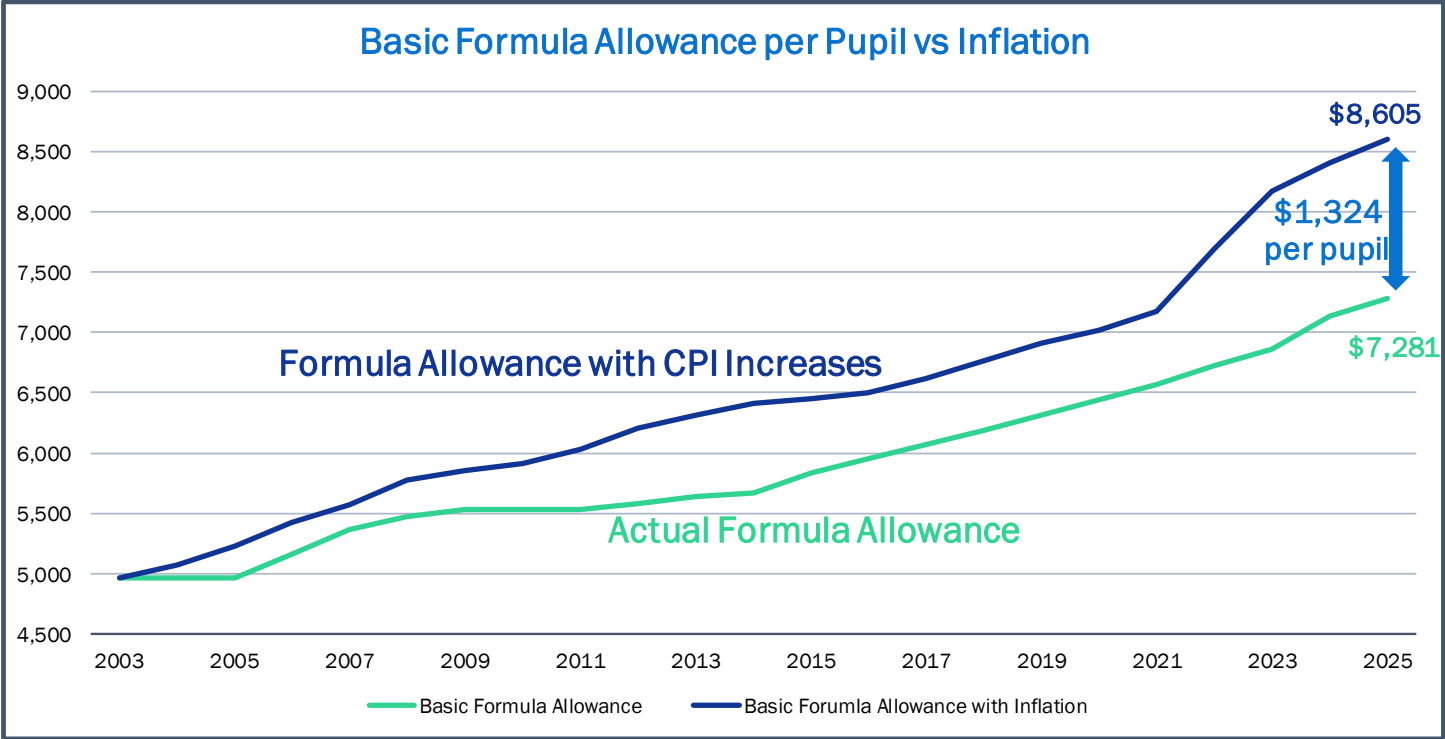
Dawson-Boyd Public School District Agricultural Homestead Land School Tax Trend



	Pay 2017	Pay 2018	Pay 2019	Pay 2020	Pay 2021	Pay 2022	Pay 2023	Est. Pay 2024
Value per Acre	7,000	7,000	7,000	7,000	7,000	7,000	7,000	8,750
NTC Voter Taxes (After Credit)	0.85	1.29	0.88	4.01	3.58	3.13	2.09	2.21
NTC Non Voter Debt (After Credit)	0.00	0.00	0.46	0.19	0.15	0.12	0.00	0.40
NTC Other Taxes	2.44	2.36	1.43	1.95	1.64	1.61	1.73	1.70
Total School Taxes	\$ 3.29	\$ 3.65	\$ 2.77	\$ 6.15	\$ 5.37	\$ 4.86	\$ 3.82	\$ 4.31



Basic Formula Allowance Trends



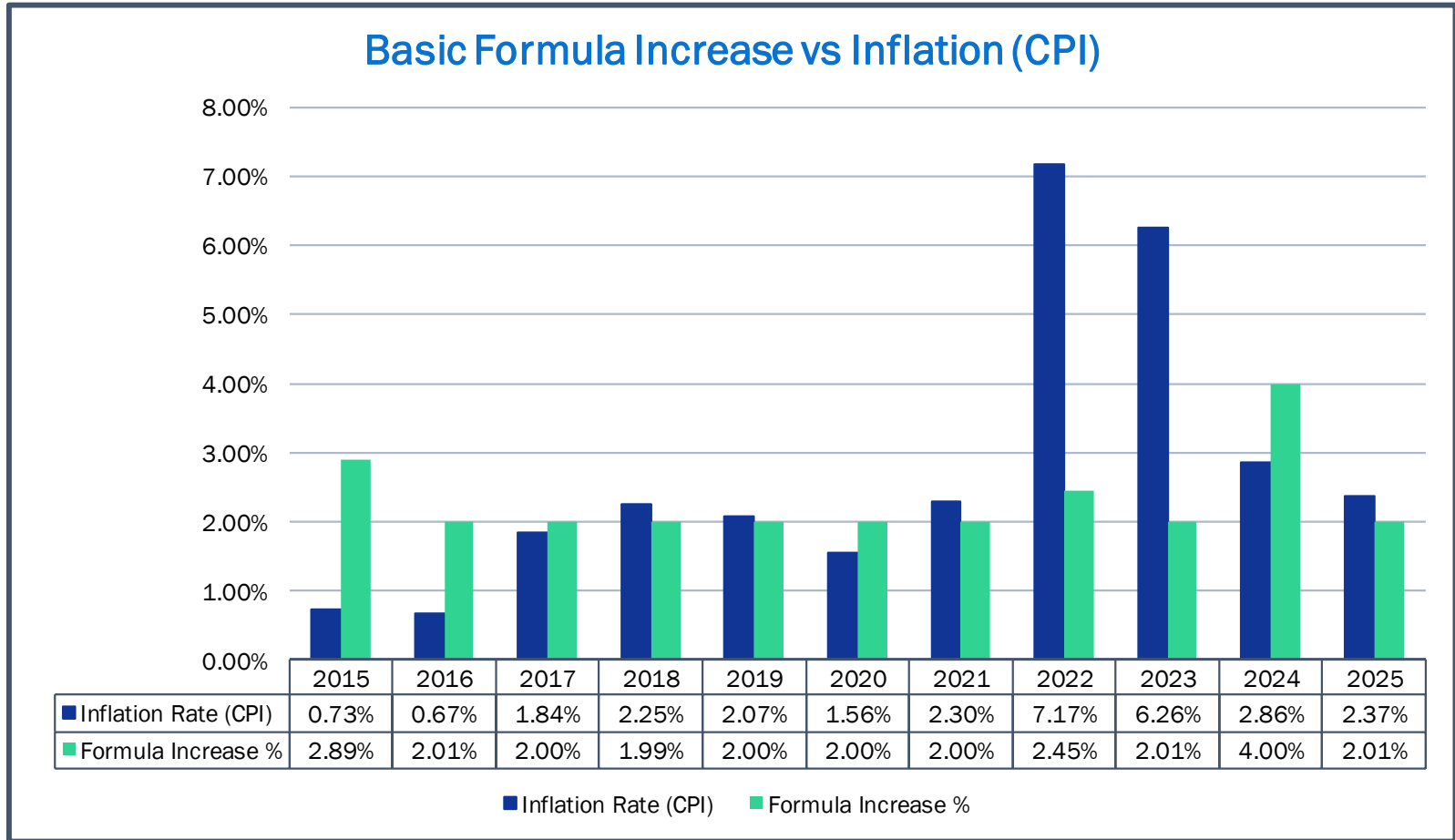
¹ Inflation is based on consumer price index

² Basic formula allowance includes changes made by legislature in 2023 and is adjusted for FY 2014 and earlier due to pupil weight changes

³ FY 2023-25 are based on estimated inflation forecasts updated in September 2023 by the State of Minnesota



Formula Increase vs Inflation



¹ Inflation is based on consumer price index

² FY 2023-25 are based on estimated inflation forecasts updated in September 2023 by the State of Minnesota



Formula Impact for ISD 378

$$\begin{aligned} & \$1,324 \text{ inflation adjusted decrease in formula} \\ & \quad \times \\ & \quad 605 \text{ Pupil Units} \\ & \quad = \\ & \quad \$801,020 \end{aligned}$$



Statewide Operating Referendum

FY 2025

- ▶ 329 public school districts
 - ▶ 72% with voter approved referendum
 - ▶ 28% without voter approved referendum
- ▶ State Average Referendum = \$739
- ▶ State Median Referendum = \$523



Contact Us



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Independent School District No. 378
Dawson-Boyd Public Schools

FUNDRAISER APPLICATION

Today's Date: 6/24/24

Person Completing Form: Lynn Marotzke

Organization Represented: DB Youth Football

Describe Fundraiser Activity: [i.e. varsity hockey team selling candy door-to-door]

Selling Blackjack Blankets

Start Date & End Date: 8/29/24 - 5/31/25

Estimated Revenue From Activity: \$ 1200 -

Who Will Collect/Receipt Revenue: Lynn Marotzke / Alisha Schindler

How Will Revenue Be Used: Youth football equipment / uniforms, etc

Who Makes Decisions On How Revenue Will Be Disbursed: Coaches & Coordinators

L. Marotzke
Signature of Advisor / or /
Organization Representative

► For Office Use Only ◀
► Fundraiser ◀
► _____ Authorized ◀
► _____ Not Authorized ◀

(Sample Form)
NOTICE OF SUSPENSION
(Date)

(Name of Parent or Guardian)
(Address)
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after _____ [date] _____.

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2024

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 the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- 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. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- 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 the person's 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. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- 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 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 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;
 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;*
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;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

H. *Students with a Disability; 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 student with a disability 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;*

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 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.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

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 less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes,

section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage 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 the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing

shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

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

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

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

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

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

XV. STUDENT DISCIPLINE RECORDS

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

XVI. STUDENTS WITH DISABILITIES

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability,

the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XVII. OPEN ENROLLED STUDENTS

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

XVIII. DISCIPLINE COMPLAINT PROCEDURE

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

The Discipline Complaint Procedure must, at a minimum:

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

XIX. DISTRIBUTION OF POLICY

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

XX. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)
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. § 121A.611 (Recess and Other Breaks)
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 507.5 (School Resource Officers)
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. May 2024

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 the use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

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. "Employee or agent of the district" does not include a school resource officer as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c).
3. "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 the school district shall not use prone restraint.
3. An employee or agent of 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 the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582. The use of reasonable force as set forth in Section V does not authorize conduct prohibited pursuant to Minnesota Statutes, section 125A.0942.

V. REASONABLE FORCE

1. Reasonable force may be used upon or toward the person of another without the other's consent when used by a teacher, school principal, school employee, school bus driver, or other agent of the school in the exercise of lawful authority, to restrain a child or pupil to prevent bodily harm or death to the child, pupil, or another.
2. Reasonable force may be used upon or toward the person of a child without the child's consent when used by a teacher, school principal, school employee, school bus driver, other agent of the district, or other member of the instructional, support, or supervisory staff upon or toward a child or pupil when necessary to restrain the child or pupil to prevent bodily harm or death to the child, pupil, or another pursuant to Minnesota Statutes, section 609.379. Nothing in section 609.379 limits any other authorization to use reasonable force including but not limited to authorizations under Minnesota Statutes, section 121A.582, subdivision 1, and section 609.06, subdivision 1.
3. A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (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. § 125A.0941 (Definitions)\
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 609.06(Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
Minn. Stat. § 645,241 (Punishment for Prohibited Acts)

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)
MSBA/MASA Model Policy 507.5 (School Resource Officers)

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, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a

1. 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 (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. 2024

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, 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, cyberbullying, 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. .
- 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 school 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. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct.. The school district must 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. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. 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.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- 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.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
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 620

Orig. 1998

Revised: _____

Rev. 2023 (Oct)

620 CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement 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. This policy addresses 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, 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 Minnesota Statutes, section 124D.09, 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.
- D. "Eligible institution" means a Minnesota public 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.
- 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.
- F. "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 **50%** 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 **50%** 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. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a 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 academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements 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 postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3. When a determination is made that the content of the 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 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 postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a 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 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

- A. The school district does not offer weighted grades.

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 postsecondary enrollment 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. 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)

Adopted: _____

MSBA/MASA Model Policy 705

Orig. 1995

Revised: _____

Rev. 2022

705 INVESTMENTS

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

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The _____ **business manager** of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein,

and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with

budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

Legal References:

Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References:

MSBA/MASA Model Policy 703 (Annual Audit)

Minnesota Legal Compliance Audit Guide for School Districts Prepared by the Office of the State Auditor



ISD 378 Student School Board Representative Application Form

A student representative provides student views and suggestions for the development of educational policies and programs. The primary goal of the student representative is to give input on issues that affect all students and work together with the school board to promote open communication between the school board and the students of District 378. To expand student voice and to share the duties among a team, up to two students will be recommended to share responsibilities of the role. Student representatives on the school board will serve as “ex officio members,” meaning they are encouraged to participate in discussions, but may not vote on them. The students will be recognized in board discussion in the same manner as directors.

About the Student Representative Role

Eligibility: Any high school student enrolled in District 378 and dedicated and committed to being an advocate for District 378 youth can apply to be a student representative.

Benefits: The student representatives will gain a wide array of leadership skills that can strengthen future college applications and/or resumes.

Term of office: The student representatives can serve a two-year term beginning in September and continuing through May for each school year.

Time requirements: The student representative on the school board will attend all regular school board meetings while school is in session, typically the second Monday of each month from 6:00 p.m. to approximately 8:00 p.m. The exact schedule and other information about the board is available at <https://sites.google.com/dwby.k12.mn.us/isd378/district/school-board?authuser=0>

The Selection Process for Student Representatives

All applications will be screened for completion by the Superintendent. A committee made up of a principal, counselor, school board member and superintendent will review completed applications and interview all eligible candidates. The committee will review applications looking for those that best demonstrate their leadership skills, ability to set and follow through on goals, public speaking experience, dedication to public education, and other relevant experience. Applicants will not receive evaluations on their applications, nor will their application materials be returned. The School Board will vote on up to two recommended candidates to serve as student school board representatives. The student(s) will be advised by the Superintendent, along with an appointed School Board member.

Announcement of Student Representatives

The students selected to serve on the ISD 378 Board of Education will be notified in the month of August, prior to starting the role in September.

<p>Statement of Understanding: I have read and understand the information about the student representatives and the description of the selection process. If I am selected to the position of student representative, I will perform the responsibilities of the student representative to the best of my ability. I understand that Board of Education meetings are videotaped and I may appear in social media, publications, posters, brochures or newsletters; or district or school websites, radio stations, or TV.</p>	
<p>First and Last Name of applicant (please print)</p>	
<p>Signature of applicant</p>	<p>Date</p>
<p>Signature of parent or guardian</p>	<p>Date</p>



ISD 378 Board of Education
**Student School Board Representative
Application**

Recommendations:

- ISD 378 highly recommends that all students applying ask for support from a trusted adult to complete the application.
- Ask for letters of recommendation as soon as possible. (See more information below.)

Student Name

Grade

Student Cell Phone Number

Student Address

Email Address

Parent/Guardian Name

Parent or Guardian Phone Number

Do you have any family members employed by ISD 378? If so, what is their relationship(s) to you?

Please email completed application
to: Holly Ward, Superintendent
E: hward@dwby.k12.mn.us
P: 320-312-2301

**Applications must be received by 9:00 p.m.
on July 26, 2024**

About Independent School District 378 Board of Education

The ISD 378 Board of Education is a policy-making body responsible for selecting the superintendent and overseeing the district's budget, curriculum, personnel, and facilities. The school board is granted authority to carry out these duties by the State of Minnesota and the Minnesota Legislature. The ISD 378 Board of Education is responsible for policies that govern education for District 378 students. The Board of Education consists of seven elected directors. The Superintendent serves as a non-voting ex officio member of the School Board and administers its policies.

<https://sites.google.com/dwby.k12.mn.us/isd378/district/school-board?authuser=0>

For Internal Use Only:

Application Materials Received: _____

Interview Date: _____

_____ Accepted Term: _____

Interview Committee Members:

_____ Declined

Comments:

Comments:

ISD 378 Board of Education
Student School Board Representative Application

About the Application Questions:

In the section below there are five short essay questions. Please limit all written responses to 250 words. You may attach an additional page for your responses if needed.

Also note that we ask for **TWO letters of recommendation**; (Get these asks out right away!) one from an ISD 378 staff and one from an adult that is not related to you. (supervisor, coach, mentor, community member, etc.)

The letters should be no more than 1 page long and answer the following questions:

- Who they are and their relationship to you
- What leadership qualities they identify in you
- Why they believe you would be a strong candidate for the student serving on the ISD 378 Board of Education

Why are you interested in serving as a student representative on the ISD 378 Board of Education? (250 word limit)

2. What strengths do you bring to the Board of Education? (250 word limit)

3. What are some leadership skills you have admired in others? If selected as student representative, what skills you would like to develop? (250 word limit)

4. Describe a time in which you encountered a challenge. How did you identify it as a challenge? What was your response? (250 word limit)

ISD 378 Board of Education

Student School Board Representative Application

5. Representing all ISD 378 students and advocating for authentic youth voice are crucial roles as the student board representative. What does youth voice mean to you, and what are ways you plan to honor these roles if appointed to this position? (250 word limit)

Please return this completed application and **TWO letters of recommendation**, one from an ISD 378 staff and one from an adult that is not related to you, (supervisor, coach, mentor, community member, etc.) to: **Holly Ward**

ISD 378 Superintendent
848 Chestnut St
Dawson, MN 56232
E: hward@dwby.k12.mn.us
P: 320-312-2301

*We will contact you after the deadline closes on **07/26/2024**.
In the meantime, please reach out to the Superintendent, Holly Ward, with any additional questions. Thank you for applying and we look forward to reviewing your application!*

202.1 SCHOOL BOARD STUDENT REPRESENTATIVE ON SCHOOL BOARD

I. PURPOSE

The School Board values and recognizes the importance of student voice in the governance of the school district and to encourage student engagement as leaders in our school community. The School Board values student citizenship and wishes to encourage student involvement and promote a communications link between the school board and the students of District 378. The School Board will authorize a student to be an advisory non voting School Board student representative. The purpose of this policy is to define the selection, rights, and responsibilities of the student representative on the School Board.

II. GENERAL STATEMENT OF POLICY

A. Selection and Term

1. Any high school student enrolled in District 378 and dedicated and committed to being an advocate for District 378 youth can apply to be a student representative.
2. The student representatives can serve a two-year term beginning in September and continuing through May for each school year.
3. Applications will be reviewed by a principal, school board member and superintendent.
4. The School Board will vote on up to two recommended candidates to serve as student school board representatives.
5. The student(s) will be advised by the Superintendent, along with an appointed School Board member.

B. Rights and Responsibilities

1. The student representative on the school board will attend all regular school board meetings while school is in session. The student representative will not be permitted to attend closed meetings. If absenteeism becomes a concern, an alternate, selected by the School Board and in consultation with the principal and superintendent, will be appointed in the student representative's place.
2. The student representative may attend work sessions, special or emergency meetings.
3. The student representative will have a designated chair at the board table.
4. The student representative will be bound by all rules, policies, and regulations that bind the school board, including the school board code of conduct.
5. The student representative will not have the right to vote or to make or second motions.
6. The student representative shall have access to all materials that are located on board docs and accessible to everyone. The student representative will not be furnished with materials pertaining to confidential issues such as sensitive personnel matters, legal action strategy, negotiations strategy, individual student discipline or other confidential matters.
7. The student representative shall work to represent opinions of the entire student body. The student representative will be encouraged to report during the Board Reports portion of the meeting.
8. The student representative shall consult with the superintendent of schools on any items of concern, matters of interest, or in carrying out the responsibilities associated with serving as the student representative on the school board.

C. Expectations of Student Representative

1. A student must be fully enrolled in Dawson-Boyd High School.

2. Be prepared for each meeting.
3. Be courteous with Board members and the public at all times.
4. Keep remarks brief and to the point; ask clear and concise questions.
5. Learn the identity of the Board members so that they can be addressed by name.
6. Dress accordingly – appearance is important and reflects the school you represent.
7. Have a clear understanding as to time commitment of meetings and transportation.
8. The student representative shall work to represent the opinions of the student body and not solely the representative's own opinions.
9. A student school board representative is expected to attend all board meetings unless detained by sickness or prevented by necessary absences from the district. Absences should be reported to the superintendent's office as soon as possible in advance of the meeting.
10. The student agrees to abide by the guidelines and expectations of elected school board members.
11. The student will remain in good standing in the high school as defined by the Minnesota State High School League's General Student Eligibility Checklist and Student Code of Responsibilities.
12. A student representative may be removed from their position for reasonable cause by the superintendent.

D. Benefits

The student representatives will gain a wide array of leadership skills that can strengthen future college applications and/or resumes.