

GOODHUE COUNTY EDUCATION DISTRICT BOARD AGENDA

Wednesday, December 7, 2022 at 7:00 PM

River Bluff Education Center, Red Wing

395 Guernsey Ln

Red Wing, MN 55066

AGENDA

- I. **Call to Order/Adoption of Agenda:**
- II. **Consent Agenda:**
 - A. Approval of November 3rd, 2022 Minutes

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**GOODHUE COUNTY EDUCATION DISTRICT BOARD
MINUTES**

Thursday, November 3, 2022 at 7:00 PM

**River Bluff Education Center
395 Guernsey Ln
Red Wing, MN 55066**

MEMBERS PRESENT: H. Tauer, J. Wendt, D. Balow, K Anderson, B. Brintnall (Alt.), S. Ryan (Alt.)

MEMBERS ABSENT: None

OTHERS PRESENT: C. Johnson, J. Paradis, C. Luhman, W. Johnson, J. Whitcomb, K. Cory

- I. **Call to Order/Adoption of Agenda:** D. Balow called the meeting to order. J. Wendt motioned to adopt the agenda. H. Tauer seconded, motion carried.
- II. **Consent Agenda:** J. Wendt motioned to approve the consent agenda. B. Brintnall seconded, motion carried.
 - A. Approval of September 22, 2022 Minutes
 - B. Approval of Claims: Kevin Anderson (please come in early to review)
 - C. Staff Updates:
 1. **Resignations:** *Dena Schull, Setting IV Paraprofessional - RBEC effective 10/14/2022*
 2. **New Hire:**
 3. **Transfers:**
 4. **Re-assignment:** *Lisa Banks, Building Support Specialist - 5RO from 9 month to 11 month contract.*
- III. **Public Input:** The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board.
- IV. **Reports and Communication:**
 - A. **Business Manager Report:** J. Paradis reported on the 2022-23 budget as of 9/30/22. We have received \$3,092,523 or 17.52% of the adopted budget compared to 15.87% at Sept. 30, 2021 and 9.12% at Sept. 30, 2020. We have expended \$2,617,815 or 14.69% of the adopted expense budget compared to 13.7% at Sept. 30, 2021 and 7.15% at Sept. 30, 2020. Payments from districts for tuition to 5RO and Alt. Ed. programs for 2021-22 are being received. For the coming year, we will bill at the end of 1st semester for 5RO. The September bank reconciliation is included in your packet for your information.
 - B. **Reading Center Presentation:** Jess Whitcomb, Director of Equity and Instructional Services and Weston Johnson, Coordinator of Early Reading Intervention presented GCED Reading Center information. Kenyon Wanamingo Elementary Schools is a pilot for the Reading Center for Prevention and Early Intervention program. Commitments for the Reading Center are to focus on high-impact reading skills and instruction; build partnerships with teachers and parents; develop positive relationships with educational partners; collaborate in meaningful ways to support students; and distribute knowledge and resources to achieve desired outcomes. This is year one of the reading program pilot at KW with Kindergarteners to improve Tier 1 foundational reading outcomes toward 80% proficiency. KW teachers implemented the intervention for a couple of weeks prior to fall benchmark screening. Current data show positive results.
 - C. **5RiversOnline Report:** K.Cory gave an update on 5RO. As of 10/26/22 enrollment is 335 with 55% of that number being full-time students. 5RO district enrollments were shared out. Changes this year included updated attendance procedures & requirements, revised truancy process for Goodhue County, increased communication with member districts, career readiness class for seniors, monthly field trips/meet-ups for elementary students, full-time core area teachers, and online registration. J. Paradis went over general education funding and the amount of tuition we receive from students open enrolled and from the member districts. Planned changes for tuition billing is to try for a mid-year bill for comprehensive students.
- V. **Old Business:**
 - A. **Support Staff Data and Recommendation:** C. Johnson mentioned that during the previous meetings, the board and superintendent council were asked for feedback on our current staffing structure. The

- superintendent's council has approved a recommendation for a 1.0 support staff increase. C. Johnson would like to review job descriptions before finalizing this move. J. Wendt motioned to table the support staff data and recommendation until the January meeting. K. Anderson seconded, motion carried.
- B. 2nd Reading of Policies 209, 410, 415, 416:** H. Tauer motioned to approve Policy 209. K. Anderson seconded, motion carried. D. Balow motioned to approve Policy 410. J. Wendt seconded, motion carried. B. Brintnall motioned to approve Policy 415. H. Tauer seconded, motion carried. J. Wendt motioned to approve Policy 416. B. Brintnall seconded, motion carried.
- VI. New Business:**
- A. 1st Reading of Policies 208, 210, 417, 418, 515, 516:** D. Balow introduced the 1st reading of these policies.
- B. EDIAM:** C. Johnson brought the annual resolution to designate an IOwA for the EDIAM role. B. Brintnall motioned to approve the EDIAM resolution. J. Wendt seconded, motion carried by roll call vote: K. Anderson - yes; B. Brintnall - yes; S. Ryan - yes; D. Balow - yes; J. Wendt - yes; H. Tauer - yes.
- VII. Other:** C. Johnson mentioned the Youth Coding League had a write up in the RW Republican Eagle. ZM's team is in the top 5% of teams in the country. Other member districts are all in the top 25 of the US. C. Johnson gave a brief update on Care Solace. Four districts have implemented Care Solace at this time. C. Johnson reminded the board that she sits on the CASE Board of Directors and will be going out to Utah to the National CASE/CEC Convention at the beginning of November.
- VIII. Comments: Board/Director:** H. Tauer asked about discussing the executive director evaluation for the fall. C. Johnson mentioned that the superintendents would like to connect with the board members on this process. D. Balow mentioned that it probably makes sense to wait until January. H. Tauer asked to possibly talk about it at the December meeting. C. Johnson mentioned that the board members could reach out to their superintendent for ideas on the evaluation process. D. Balow asked the board members to connect with their superintendent and we will bring this back to the December meeting.
- IX. Next Meeting Date: Wednesday, December 7, 2022 at 7:00 PM at River Bluff Education Center, 395 Guernsey Lane, Red Wing, MN 55066**
- X. Adjournment:** H. Tauer motioned to adjourn. K. Anderson seconded, motion carried.

B. Approval of Claims: Jim Wendt (please come in early to review)

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Goodhue County Ed District Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		37427		Wire	1	03977	SOUTHEAST SERVICE COOPERATIVE		No	No	No	11/02/2022	80,163.07
MERC		37428		Wire	1	1280	DELTA DENTAL PLAN OF MN		No	No	No	11/02/2022	6,768.74
MERC		37429		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	No	No	11/02/2022	594.19
MERC		37430		Direct Pymt	1	00707	MENARD'S RED WING		Yes	No	No	11/02/2022	15.21
MERC		37431		Direct Pymt	1	02672	METRO SALES, INC.		Yes	No	No	11/02/2022	614.00
MERC		37432		Direct Pymt	1	03977	SOUTHEAST SERVICE COOPERATIVE		Yes	No	No	11/02/2022	50.00
MERC		37433		Direct Pymt	1	2284	E. B. C., LLC /ACS		Yes	No	No	11/02/2022	123.35
MERC		37434		Direct Pymt	1	2316	ST. CHARLES PUBLIC SCHOOLS		Yes	No	No	11/02/2022	2,435.52
MERC		37435		Direct Pymt	1	2585	TEACHERS ON CALL	C Corporation	Yes	No	No	11/02/2022	2,055.64
MERC		37436		Direct Pymt	1	2780	HOUGHTON MIFFLIN HARCOURT PUBL		Yes	No	No	11/02/2022	2,708.71
MERC		37437		Direct Pymt	1	2986	YUSTY-ROJAS, JEIMMY		Yes	No	No	11/02/2022	323.75
MERC		37438		Direct Pymt	1	3040	INTEREUM	S Corporation	Yes	No	No	11/02/2022	53.10
MERC		37439		Direct Pymt	1	3145	MARQUARDT, JENNIFER		Yes	No	No	11/02/2022	430.63
MERC		37440		Direct Pymt	1	3233	O'DONNELL, CASEY		Yes	No	No	11/02/2022	210.00
MERC		37441		Direct Pymt	1	3249	BUCHAL, AMY		Yes	No	No	11/02/2022	116.25
MERC		37442		Direct Pymt	1	3328	LILJEVALL BRITTANY		Yes	No	No	11/02/2022	47.50
MERC		37443		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	No	No	11/02/2022	2,981.29
MERC		37444		Direct Pymt	1	3417	LEMMON, KELSEY		Yes	No	No	11/02/2022	67.50
MERC		37445		Direct Pymt	1	3468	YUSTEN, NIKKI		Yes	No	No	11/02/2022	178.75
MERC		37446		Direct Pymt	1	3529	PUTT, PAUL		Yes	No	No	11/02/2022	198.13
MERC		37447		Direct Pymt	1	3547	NOLAN, REBECCA		Yes	No	No	11/02/2022	241.88
MERC		37448		Direct Pymt	1	3601	ESPIRICUETA VALDEZ, ILIANA		Yes	No	No	11/02/2022	243.13
MERC		37449		Direct Pymt	1	3603	HODGELL, LINDA		Yes	No	No	11/02/2022	25.63
MERC		37450		Check	1	00367	KENYON-WANAMINGO PUBLIC SCHOC		Yes	No	Yes	11/15/2022	172.50
MERC		37450		Check	1	00367	KENYON-WANAMINGO PUBLIC SCHOC		Yes	No	Yes	11/16/2022	(172.50)
MERC		37451		Check	1	01903	CANNON FALLS ISD #252		Yes	No	Yes	11/15/2022	315.00
MERC		37451		Check	1	01903	CANNON FALLS ISD #252		Yes	No	Yes	11/16/2022	(315.00)
MERC		37452		Check	1	01904	GOODHUE PUBLIC SCHOOL		Yes	No	Yes	11/15/2022	232.50
MERC		37452		Check	1	01904	GOODHUE PUBLIC SCHOOL		Yes	No	Yes	11/16/2022	(232.50)
MERC		37453		Check	1	05393	EDUCATION WEEK		Yes	No	Yes	11/15/2022	35.00
MERC		37453		Check	1	05393	EDUCATION WEEK		Yes	No	Yes	11/16/2022	(35.00)
MERC		37455		Check	1	1235	BOYS TOWN PRESS		Yes	No	Yes	11/15/2022	30.45
MERC		37455		Check	1	1235	BOYS TOWN PRESS		Yes	No	Yes	11/16/2022	(30.45)
MERC		37456		Check	1	1789	UPS		Yes	No	Yes	11/15/2022	44.01
MERC		37456		Check	1	1789	UPS		Yes	No	Yes	11/16/2022	(44.01)
MERC		37457		Check	1	2174	INNOVATIVE OFFICE SOLUTIONS		Yes	No	Yes	11/15/2022	92.01
MERC		37457		Check	1	2174	INNOVATIVE OFFICE SOLUTIONS		Yes	No	Yes	11/16/2022	(92.01)
MERC		37458		Check	1	2234	SOUTHWEST/WST CENTRAL SERV.COC		Yes	No	Yes	11/15/2022	24,024.51
MERC		37458		Check	1	2234	SOUTHWEST/WST CENTRAL SERV.COC		Yes	No	Yes	11/16/2022	(24,024.51)

Goodhue County Ed District Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		37459		Check	1	2529	FOLLETT LIBRARY RESOURCES		Yes	No	Yes	11/15/2022	209.95
MERC		37459		Check	1	2529	FOLLETT LIBRARY RESOURCES		Yes	No	Yes	11/16/2022	(209.95)
MERC		37460		Check	1	2716	UCPGC INFINITEC MN GRANT		Yes	No	Yes	11/15/2022	5,342.40
MERC		37460		Check	1	2716	UCPGC INFINITEC MN GRANT		Yes	No	Yes	11/16/2022	(5,342.40)
MERC		37461		Check	1	2778	ESTR PUBLICATIONS		Yes	No	Yes	11/15/2022	217.00
MERC		37461		Check	1	2778	ESTR PUBLICATIONS		Yes	No	Yes	11/16/2022	(217.00)
MERC		37462		Check	1	2871	EMC Insurance Companies		Yes	No	Yes	11/15/2022	32,997.78
MERC		37462		Check	1	2871	EMC Insurance Companies		Yes	No	Yes	11/16/2022	(32,997.78)
MERC		37463		Check	1	2960	LANGUAGE LINE SERVICES	C Corporation	Yes	No	Yes	11/15/2022	305.13
MERC		37463		Check	1	2960	LANGUAGE LINE SERVICES	C Corporation	Yes	No	Yes	11/16/2022	(305.13)
MERC		37464		Check	1	3011	U.S. BANK EQUIPMENT FINANCE		Yes	No	Yes	11/15/2022	501.00
MERC		37464		Check	1	3011	U.S. BANK EQUIPMENT FINANCE		Yes	No	Yes	11/16/2022	(501.00)
MERC		37465		Check	1	3138	QUALITY OVERHEAD DOOR		Yes	No	Yes	11/15/2022	1,478.59
MERC		37465		Check	1	3138	QUALITY OVERHEAD DOOR		Yes	No	Yes	11/16/2022	(1,478.59)
MERC		37466		Check	1	3174	SHIFFLER		Yes	No	Yes	11/15/2022	79.24
MERC		37466		Check	1	3174	SHIFFLER		Yes	No	Yes	11/16/2022	(79.24)
MERC		37467		Check	1	3207	SHERWIN-WILLIAMS CO.		Yes	No	Yes	11/15/2022	174.69
MERC		37467		Check	1	3207	SHERWIN-WILLIAMS CO.		Yes	No	Yes	11/16/2022	(174.69)
MERC		37469		Check	1	3282	PRESENCE LEARNING, INC	C Corporation	Yes	No	Yes	11/15/2022	1,403.00
MERC		37469		Check	1	3282	PRESENCE LEARNING, INC	C Corporation	Yes	No	Yes	11/16/2022	(1,403.00)
MERC		37470		Check	1	3472	PRESENCE LEARNING, INC	C Corporation	Yes	No	Yes	11/15/2022	1,300.00
MERC		37470		Check	1	3472	SCREENCASIFY, LLC	LLC - C Corp	Yes	No	Yes	11/16/2022	(1,300.00)
MERC		37471		Check	1	3496	SCREENCASIFY, LLC	LLC - C Corp	Yes	No	Yes	11/15/2022	815.72
MERC		37471		Check	1	3496	TRAFERA		Yes	No	Yes	11/16/2022	(815.72)
MERC		37472		Check	1	3605	TRAFERA		Yes	No	Yes	11/16/2022	84.00
MERC		37472		Check	1	3605	CHILDREN'S THEATRE CO		Yes	No	Yes	11/15/2022	(84.00)
MERC		37472		Check	1	3605	CHILDREN'S THEATRE CO		Yes	No	Yes	11/16/2022	
MERC		37473		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	11/15/2022	9,041.32
MERC		37474		Wire	1	04062	MN TEACHERS RETIREMENT ASSOC		No	No	No	11/15/2022	51,758.81
MERC		37475		Wire	1	2284	E. B. C., LLC /ACS		No	No	No	11/15/2022	18,634.04
MERC		37476		Wire	1	2392	US Dept of Treasury		No	No	No	11/15/2022	88,783.22
MERC		37477		Wire	1	2396	MN Dept of Revenue		No	No	No	11/15/2022	15,994.94
MERC		37478		Wire	1	2501	Merchants Bank		No	No	No	11/15/2022	1,931.03
MERC		37479		Direct Pymt	1	1984	E. B. C., LLC/Flex		Yes	No	No	11/15/2022	1,164.59
MERC		37503		Wire	1	2216	KWIK TRIP EXTENDED NETWORK		No	No	No	11/16/2022	661.59
MERC		37504		Wire	1	3232	ENTERPRISE FM TRUST		No	No	No	11/16/2022	3,863.66
MERC		37505		Direct Pymt	1	00702	SOUTHPAW ENTERPRISES		Yes	No	No	11/16/2022	274.68
MERC		37506		Direct Pymt	1	02672	METRO SALES, INC.		Yes	No	No	11/16/2022	1,055.00
MERC		37507		Direct Pymt	1	04565	ZUMBROTA-MAZEPPA PUBLIC SCHOOL		Yes	No	No	11/16/2022	120.00
MERC		37508		Direct Pymt	1	09129	RED WING IND SCHOOL DIST 256		Yes	No	No	11/16/2022	4,680.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		37509		Direct Pymt	1	09427	ARENDR, RENE		Yes	No	No	11/16/2022	181.25
MERC		37510		Direct Pymt	1	1483	LAKE CITY PUBLIC SCHOOLS		Yes	No	No	11/16/2022	112.50
MERC		37511		Direct Pymt	1	1784	NCS PEARSON, INC.	C Corporation	Yes	No	No	11/16/2022	1,296.86
MERC		37512		Direct Pymt	1	2440	LIBERTY'S RESTAURANT		Yes	No	No	11/16/2022	174.29
MERC		37513		Direct Pymt	1	2585	TEACHERS ON CALL	C Corporation	Yes	No	No	11/16/2022	480.00
MERC		37514		Direct Pymt	1	2780	HOUGHTON MIFFLIN HARCOURT PUBL		Yes	No	No	11/16/2022	2,316.63
MERC		37515		Direct Pymt	1	2799	TLOUGAN JESSICA		Yes	No	No	11/16/2022	1,105.88
MERC		37516		Direct Pymt	1	2855	DODGE-BRAGE MOLLY		Yes	No	No	11/16/2022	50.00
MERC		37517		Direct Pymt	1	2865	INTELLICENTS		Yes	No	No	11/16/2022	1,250.00
MERC		37518		Direct Pymt	1	3145	MARQUARDT, JENNIFER		Yes	No	No	11/16/2022	50.84
MERC		37519		Direct Pymt	1	3287	KREMER, MICHELE		Yes	No	No	11/16/2022	175.63
MERC		37520		Direct Pymt	1	3414	COULSON, TESS		Yes	No	No	11/16/2022	343.13
MERC		37521		Direct Pymt	1	3415	AMAZON CAPITAL SERVICES		Yes	No	No	11/16/2022	718.67
MERC		37522		Direct Pymt	1	3421	ALBIN ACQUISITION CORP		Yes	No	No	11/16/2022	21.00
MERC		37523		Direct Pymt	1	3466	JACOBSON, DIANE		Yes	No	No	11/16/2022	292.50
MERC		37524		Direct Pymt	1	3468	YUSTEN, NIKKI		Yes	No	No	11/16/2022	168.75
MERC		37525		Direct Pymt	1	3527	BUCKINGHAM, GWEN		Yes	No	No	11/16/2022	60.00
MERC		37526		Direct Pymt	1	3529	PUTT, PAUL		Yes	No	No	11/16/2022	127.50
MERC		37527		Direct Pymt	1	3544	OLSON, MEGAN		Yes	No	No	11/16/2022	100.00
MERC		37528		Direct Pymt	1	3565	AMPION PBC - C/O DEPT 850		Yes	No	No	11/16/2022	5,395.72
MERC		37529		Direct Pymt	1	3596	GRAMMOND, LAUREN		Yes	No	No	11/16/2022	33.75
MERC		37530		Direct Pymt	1	3601	ESPIRICUETA VALDEZ, ILIANA		Yes	No	No	11/16/2022	58.75
MERC		37531		Direct Pymt	1	3603	HODGELL, LINDA		Yes	No	No	11/16/2022	33.13
MERC		37532		Direct Pymt	1	3604	AMPION PBC - C/O DEPT 854		Yes	No	No	11/16/2022	103.82
MERC		37535		Wire	1	04060	PERA-PUBLIC EMPLOYEES RETIREMT		No	No	No	11/30/2022	9,307.80
MERC		37536		Wire	1	04062	MIN TEACHERS RETIREMENT ASSOC		No	No	No	11/30/2022	51,682.68
MERC		37537		Wire	1	2284	E. B. C., LLC /ACS		No	No	No	11/30/2022	18,234.04
MERC		37538		Wire	1	2392	US Dept of Treasury		No	No	No	11/30/2022	88,960.08
MERC		37539		Wire	1	2396	MN Dept of Revenue		No	No	No	11/30/2022	16,077.38
MERC		37540		Wire	1	2501	Merchants Bank		No	No	No	11/30/2022	1,931.03
MERC		37541		Direct Pymt	1	1984	E. B. C., LLC/Flex		Yes	No	No	11/30/2022	1,164.59
MERC		37422	20509	Check	1	3586	ADAM'S PEST CONTROL - MAIN	S Corporation	Yes	No	No	11/02/2022	51.00
MERC		37397	20510	Check	1	00284	BARLOW, JODI		Yes	No	No	11/02/2022	121.87
MERC		37423	20511	Check	1	3591	BLUE, JEFFREY	Ind/Sole Proprietor	Yes	No	No	11/02/2022	1,400.00
MERC		37420	20512	Check	1	3505	CAPITAL ONE		Yes	No	No	11/02/2022	392.18
MERC		37418	20513	Check	1	3329	CHASE CARD SERVICES		Yes	No	No	11/02/2022	6,108.90
MERC		37398	20514	Check	1	00433	CITY OF RED WING		Yes	No	No	11/02/2022	1,906.88
MERC		37425	20515	Check	1	3600	DULL, CHAD	Ind/Sole Proprietor	Yes	No	No	11/02/2022	1,125.00
MERC		37411	20516	Check	1	2871	EMC Insurance Companies		Yes	No	No	11/02/2022	10,277.29

Goodhue County Ed District Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		37410	20517	Check	1	2778	ESTR PUBLICATIONS		Yes	No	No	11/02/2022	252.20
MERC		37426	20518	Check	1	3602	HARRIS ST PAUL, INC		Yes	No	No	11/02/2022	427.00
MERC		37400	20519	Check	1	09162	HILLYARD FLOOR CARE SUPPLY		Yes	No	No	11/02/2022	216.16
MERC		37412	20520	Check	1	2879	INFINITE CAMPUS INC	S Corporation	Yes	No	No	11/02/2022	325.00
MERC		37406	20521	Check	1	2251	KENNEDY & GRAVEN		Yes	No	No	11/02/2022	587.50
MERC		37421	20522	Check	1	3557	KUEHL, BRITTN		Yes	No	No	11/02/2022	584.29
MERC		37409	20523	Check	1	2541	MN DEPT OF HEALTH		Yes	No	No	11/02/2022	450.00
MERC		37417	20524	Check	1	3296	MUTUAL OF OMAHA		Yes	No	No	11/02/2022	3,185.28
MERC		37403	20525	Check	1	1300	OAKTREE PRODUCTS, INC.		Yes	No	No	11/02/2022	113.27
MERC		37404	20526	Check	1	2200	PETERSEN, LYNNE		Yes	No	No	11/02/2022	262.50
MERC		37402	20527	Check	1	1150	PHONAK, LLC		Yes	No	No	11/02/2022	209.97
MERC		37399	20528	Check	1	00443	RED WING ACE HARDWARE		Yes	No	No	11/02/2022	5.05
MERC		37415	20529	Check	1	3078	SHRED-N-GO	S Corporation	Yes	No	No	11/02/2022	65.08
MERC		37405	20530	Check	1	2212	SMITH-SCHAFFER & ASSOC., LTD	C Corporation	Yes	No	No	11/02/2022	10,400.00
MERC		37416	20531	Check	1	3227	SUMMIT FIRE PROTECTION		Yes	No	No	11/02/2022	264.00
MERC		37424	20532	Check	1	3599	TRAVERSE COUNSELING & CONSULTII	S Corporation	Yes	No	No	11/02/2022	500.00
MERC	0	37419	20533	Check	1	3471	TRUGREEN		Yes	No	No	11/02/2022	342.00
MERC		37414	20534	Check	1	3049	TWIN CITY HARDWARE		Yes	No	No	11/02/2022	44.76
MERC		37413	20535	Check	1	3011	U.S. BANK EQUIPMENT FINANCE		Yes	No	No	11/02/2022	188.00
MERC		37407	20536	Check	1	2303	WABASHA-KELLOGG PUBLIC SCHOOL		Yes	No	No	11/02/2022	342.90
MERC		37408	20537	Check	1	2315	WINONA PUBLIC SCHOOLS		Yes	No	No	11/02/2022	5,450.00
MERC		37401	20538	Check	1	09289	WIPPERLING, LINDA		Yes	No	No	11/02/2022	119.59
MERC		37454	20539	Check	1	09118	EDUCATION MN - GCED		Yes	No	Yes	11/15/2022	3,230.89
MERC		37454	20539	Check	1	09118	EDUCATION MN - GCED		Yes	No	Yes	11/16/2022	(3,230.89)
MERC		37468	20540	Check	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	Yes	11/15/2022	269.15
MERC		37468	20540	Check	1	3235	Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	Yes	11/16/2022	(269.15)
MERC		37486	20541	Check	1	1235	BOYS TOWN PRESS		Yes	No	No	11/16/2022	30.45
MERC		37483	20542	Check	1	01903	CANNON FALLS ISD #252		Yes	No	No	11/16/2022	315.00
MERC		37502	20543	Check	1	3605	CHILDREN'S THEATRE CO		Yes	No	No	11/16/2022	84.00
MERC		37485	20544	Check	1	05393	EDUCATION WEEK		Yes	No	No	11/16/2022	35.00
MERC		37493	20545	Check	1	2871	EMC Insurance Companies		Yes	No	No	11/16/2022	32,637.78
MERC		37492	20546	Check	1	2778	ESTR PUBLICATIONS		Yes	No	No	11/16/2022	217.00
MERC		37490	20547	Check	1	2529	FOLLETT LIBRARY RESOURCES		Yes	No	No	11/16/2022	209.95
MERC		37484	20548	Check	1	01904	GOODHUE PUBLIC SCHOOL		Yes	No	No	11/16/2022	232.50
MERC		37488	20549	Check	1	2174	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	11/16/2022	92.01
MERC		37482	20550	Check	1	00367	KENYON-WANAMINGO PUBLIC SCHOC		Yes	No	No	11/16/2022	172.50
MERC		37494	20551	Check	1	2960	LANGUAGE LINE SERVICES	C Corporation	Yes	No	No	11/16/2022	305.13
MERC		37499	20552	Check	1	3282	PRESENCE LEARNING, INC	C Corporation	Yes	No	No	11/16/2022	1,403.00
MERC		37496	20553	Check	1	3138	QUALITY OVERHEAD DOOR		Yes	No	No	11/16/2022	1,478.59

Goodhue County Ed District Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
MERC		37500	20554	Check	1 3472		SCREENCASTIFY, LLC	LLC - C Corp	Yes	No	No	11/16/2022	1,300.00
MERC		37498	20555	Check	1 3207		SHERWIN-WILLIAMS CO.		Yes	No	No	11/16/2022	174.69
MERC		37497	20556	Check	1 3174		SHIFFLER		Yes	No	No	11/16/2022	79.24
MERC		37489	20557	Check	1 2234		SOUTHWEST/WST CENTRAL SERV.COC		Yes	No	No	11/16/2022	24,024.51
MERC		37501	20558	Check	1 3496		TRAFERA		Yes	No	No	11/16/2022	815.72
MERC		37495	20559	Check	1 3011		U.S. BANK EQUIPMENT FINANCE		Yes	No	No	11/16/2022	501.00
MERC		37491	20560	Check	1 2716		UCPGC INFINITEC MN GRANT		Yes	No	No	11/16/2022	5,342.40
MERC		37487	20561	Check	1 1789		UPS		Yes	No	No	11/16/2022	44.01
MERC		37533	20562	Check	1 09118		EDUCATION MN - GCED		Yes	No	No	11/30/2022	3,230.89
MERC		37534	20563	Check	1 3235		Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	11/30/2022	321.03
MERC		37480	920539	Check	1 09118		EDUCATION MN - GCED		Yes	No	No	11/16/2022	3,230.89
MERC		37481	920540	Check	1 3235		Goodhue Co Ed Dist Paraprofessional Unic		Yes	No	No	11/16/2022	269.15

Bank Total: \$622,881.16

Report Total: \$622,881.16

C. Staff Updates:

1. **Resignations:** *Dana Simmons, Elementary Teacher - 5RO effective 11/18/2022; Dan Marrs, Music Teacher - RBEC/5RO effective 12/30/2022*
2. **New Hire:** *Riley Anderson, Setting IV Paraprofessional - RBEC effective 11/14/2022*
3. **Transfers:**
4. **Re-assignment:**

III. **Public Input:** The policy of the education district board is to encourage discussion by persons of subjects related to the management of the district at board meetings. The board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students. Persons who wish to have a subject discussed at a public board meeting must notify the executive director's office in advance of the board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The board retains the discretion to limit discussion of any agenda item to three minutes.

IV. **Reports and Communication:**

A. Business Manager Report

11

Business Manager Report 12-7-22

Budget 2022-23 as of 10/31/22

We have received \$3,936,958 or 22.31% of the adopted budget, compared to 19.99% at Oct 31, 2021 and 12.7% at Oct 31, 2020. We have expended \$3,989,507 or 22.39% of the adopted expense budget, compared to 21.28% at Oct 31, 2021 and 11.09% at Oct 31, 2020.

Cash Flow

Cash flow is looking good until late June 2023. We plan to do a progress billing at the end of 1st semester for 5RO which should smooth that out.

Oct Bank Rec

For your information

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

Goodhue Co Ed District | October 31, 2022

REVENUE CATEGORIES						October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020
	June 30, 2021	June 30, 2022	Adopted Budget	Received YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received			
STATE	3,609,943	4,813,151	4,664,266	1,057,718	3,606,548	22.68%	18.09%	22.15%	186,830	870,888	799,423
FEDERAL	2,036,519	2,251,202	2,432,443	186,747	2,245,696	7.68%	0.00%	16.00%	186,747	0	325,851
PROPERTY TAXES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL SALES, INS RECOVERY & JUDGEMENTS	13,769	685	2,000	0	2,000	0.00%	0.00%	59.70%	0	0	8,221
SALE OF BONDS & LOANS	13,482,888	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INCOMING TRANSFERS FROM OTH FUNDS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
LOCAL (FEES, INTEREST, ETC.)	7,804,973	9,223,672	10,551,321	2,692,493	7,858,828	25.52%	25.87%	29.33%	306,719	2,385,774	2,289,529
TOTALS	26,948,092	16,288,710	17,650,030	3,936,958	13,713,073	22.31%	19.99%	12.70%	680,295	3,256,662	3,423,023

EXPENDITURES (OBJECT SERIES)						October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020
	June 30, 2021	June 30, 2022	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SALARIES & WAGES	6,937,882	8,344,468	9,391,824	2,023,154	7,368,670	21.54%	19.28%	20.79%	413,937	1,609,217	1,442,478
EMPLOYEE BENEFITS	1,779,020	2,223,951	2,500,603	522,042	1,978,561	20.88%	19.15%	21.46%	96,240	425,803	381,747
PURCHASED SERVICES	16,797,588	3,795,640	4,102,409	720,719	3,381,690	17.57%	11.84%	3.14%	271,411	449,308	527,722
SUPPLIES	386,950	890,342	661,489	407,983	253,506	61.68%	54.72%	70.84%	(79,251)	487,234	274,113
EQUIPMENT	1,028,313	1,128,431	1,139,354	298,419	840,935	26.19%	44.70%	34.41%	(205,997)	504,417	353,818
DEBT SERVICE	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
OTHER EXPENDITURES	77,636	21,215	26,328	17,189	9,139	65.29%	69.56%	20.82%	2,432	14,757	16,161
OTHER FINANCING USES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	12
TOTALS	27,007,389	16,404,047	17,822,007	3,989,507	13,832,500	22.39%	21.28%	11.09%	498,772	3,490,735	2,996,039

EXPENDITURES (PROGRAM SERIES)						October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020
	June 30, 2021	June 30, 2022	Adopted Budget	Expended YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SITE ADMINISTRATION	97,953	287,209	296,102	94,340	201,762	31.86%	30.25%	25.86%	7,457	86,884	25,333
DISTRICT ADMINISTRATION	79,846	69,508	78,362	24,299	54,063	31.01%	41.80%	41.60%	(4,756)	29,055	33,217
SUPPORT SERVICES	227,526	245,155	233,940	145,316	88,624	62.12%	54.25%	56.86%	12,321	132,995	129,379
REGULAR INSTRUCTION	1,438,628	2,522,391	2,893,416	372,904	2,520,512	12.89%	9.48%	10.79%	133,664	239,239	155,261
EXTRA-CURRICULAR ACTIVITES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
VOCATIONAL INSTRUCTION	327,195	351,614	364,528	44,392	320,136	12.18%	13.14%	12.62%	(1,814)	46,206	41,308
SPECIAL EDUCATION	7,977,265	9,014,155	9,986,054	2,445,135	7,540,919	24.49%	19.95%	21.91%	647,049	1,798,086	1,747,758
COMMUNITY SERVICES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
INSTRUCTIONAL SUPPORT	448,170	698,392	405,605	213,784	191,821	52.71%	48.76%	39.02%	(126,742)	340,526	174,877
PUPIL SUPPORT SERVICES	1,586,429	1,800,017	2,087,135	341,057	1,746,078	16.34%	14.48%	16.51%	80,478	260,580	261,871
FACILITIES	1,502,112	1,415,606	1,476,865	308,279	1,168,586	20.87%	39.36%	28.43%	(248,885)	557,164	427,035
OTHER FINANCING USES	13,322,265	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTALS	27,007,389	16,404,047	17,822,007	3,989,507	13,832,500	22.39%	21.28%	11.09%	498,772	3,490,735	2,996,039

SUMMARY - ALL FUNDS						October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. PYTD	October 31, 2021	October 31, 2020
	June 30, 2021	June 30, 2022	Adopted Budget	YTD	Budget Remaining	% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
SUMMARY											
REVENUE	26,948,092	16,288,710	17,650,030	3,936,958	13,713,073	22.31%	19.99%	12.70%	680,295	3,256,662	3,423,023
EXPENDITURES	27,007,389	16,404,047	17,822,007	3,989,507	13,832,500	22.39%	21.28%	11.09%	498,772	3,490,735	2,996,039
SPENDING VARIANCE	(59,297)	(115,336)	(171,977)	(52,550)	N/A	N/A	N/A	N/A	181,523	(234,073)	426,984

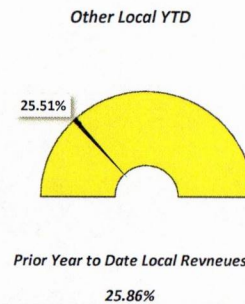
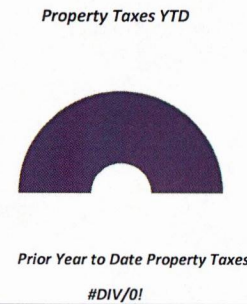
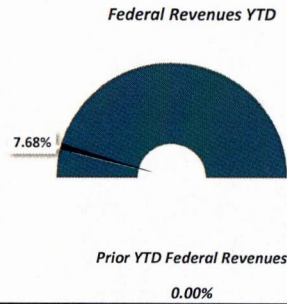
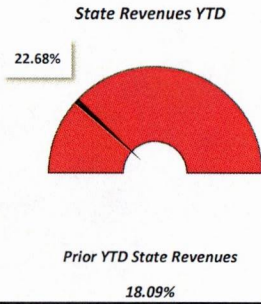
GENERAL FUND - REVENUE SUMMARY

Goodhue Co Ed District | October 31, 2022



DESCRIPTION	Budget Management Analytics			October 31, 2022			October 31, 2021			October 31, 2020		
	June 30, 2021	June 30, 2022	Adopted Budget	Revenue YTD	Budget Remaining	% of Budget Received	% of Actuals Received	% of Actuals Received	Current YTD vs. Prior YTD	October 31, 2021	October 31, 2020	
LOCAL REVENUES												
021 TUITION/REIMB MN DISTRICTS	7,181,677	8,580,269	9,812,146	2,323,447	7,488,699	23.68%	24.55%	28.06%	217,142	2,106,306	2,015,480	
050 FEES FROM PATRONS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
071 MA REV/DEPT OF HUMAN SVCS	3,979	0	125,000	0	125,000	0.00%	0.00%	62.42%	0	0	2,484	
092 INTEREST EARNINGS	848	1,330	3,500	1,683	1,817	48.08%	956.77%	32.68%	(11,047)	12,729	277	
093 RENT	4,245	3,577	7,000	0	7,000	0.00%	0.00%	0.00%	0	0	0	
096 GIFTS AND BEQUESTS	1	9,988	0	27,881	(27,881)	0.00%	6.71%	0.00%	27,211	670	0	
099 MISC REV FROM LOCAL SOURCES	614,224	628,508	603,675	339,482	264,193	56.24%	42.33%	44.17%	73,413	266,069	271,289	
Total LOCAL REVENUES	7,804,973	9,223,672	10,551,321	2,692,493	7,858,828	25.52%	25.87%	29.33%	306,719	2,385,774	2,289,529	
STATE REVENUES												
211 GENERAL EDUCATION AID	123,538	280,307	108,610	33,849	74,761	31.17%	9.38%	24.87%	7,561	26,288	30,721	
300 STATE AID (REQUIRES FIN CODE)	163,487	171,137	170,554	0	170,554	0.00%	0.00%	0.00%	0	0	0	
360 STATE AID FOR SPECIAL EDUCATION	3,272,583	4,361,312	4,384,602	1,023,868	3,360,734	23.35%	19.36%	23.49%	179,664	844,205	768,702	
370 OTHER, MN DEPT OF EDUCATION	0	396	500	0	500	0.00%	100.00%	0.00%	(396)	396	0	
397 TRA & PERA SPEC SITUATIONS PENSION	50,335	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
Total STATE REVENUES	3,609,943	4,813,151	4,664,266	1,057,718	3,606,548	22.68%	18.09%	22.15%	186,830	870,888	799,423	
FEDERAL REVENUES RECEIVED FROM STATE												
400 FEDERAL AID/MDE (REQUIRES FIN)	2,036,519	2,243,008	2,432,443	186,747	2,245,696	7.68%	0.00%	16.00%	186,747	0	325,851	
406 REFUND OF FEDERAL OVERPAYMENT	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
Total REVENUES RECEIVED FROM STATE	2,036,519	2,243,008	2,432,443	186,747	2,245,696	7.68%	0.00%	16.00%	186,747	0	325,851	
FEDERAL REVENUES RECEIVED FROM FED SOURCES												
500 DIRECT FEDERAL AID (REQUIRES FIN)	0	8,194	0	0	0	0.00%	0.00%	0.00%	0	0	13	
Total FEDERAL REVENUES RECEIVED FROM FED SOURCES	0	8,194	0	0	0	0.00%	0.00%	0.00%	0	0	0	
LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS												
619 COST MATERIALS/REV PROD (CONTRA)	0	(77)	0	0	0	0.00%	0.00%	0.00%	0	0	0	
620 SALES/REV PRODUCING ACTIVITIES	0	287	0	0	0	0.00%	0.00%	0.00%	0	0	0	
622 SALES OF MATERIALS (NET OF TX)	5,399	0	1,700	0	1,700	0.00%	0.00%	64.83%	0	0	3,500	
624 SALE OF EQUIPMENT	3,650	475	300	0	300	0.00%	0.00%	0.00%	0	0	0	
625 INSURANCE RECOVERY	4,721	0	0	0	0	0.00%	0.00%	100.00%	0	0	4,721	
628 JUDGMENT FOR DISTRICT	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS	13,769	685	2,000	0	2,000	0.00%	0.00%	59.70%	0	0	8,221	
SALE OF BONDS AND LOANS												
635 CERTIFICATE OF PARTICIPATION	13,482,888	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
636 CAPITAL LOANS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
Total SALE OF BONDS AND LOANS	13,482,888	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
INCOMING TRANSFERS FROM OTHER FUNDS												
649 PERMANENT TRANSFERS/OTHER FUND	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
Total INCOMING TRANSFERS FROM OTHER FUNDS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0	
GENERAL FUND TOTAL	26,948,092	16,288,710	17,650,030	3,936,958	13,713,073	22.31%	19.99%	12.70%	680,295	3,256,662	3,423,023	

YTD % Received vs. PYTD % Received

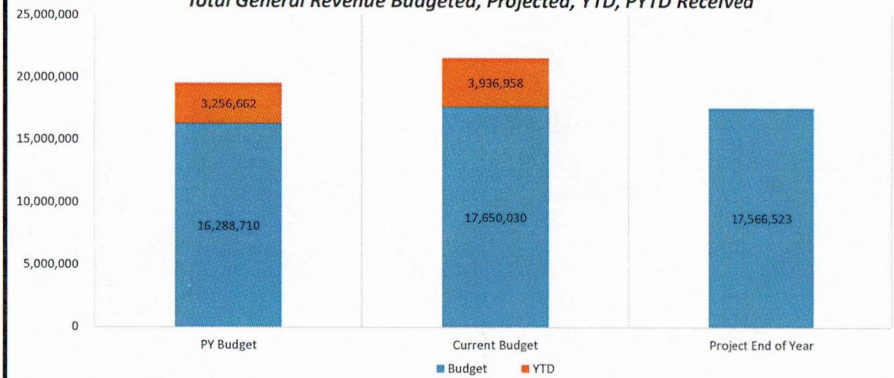


Top 5 Revenues Received YTD by Source Code 3

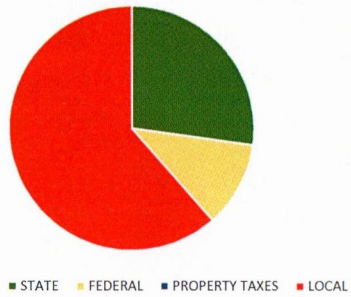
Variance from PYTD Received

	Current YTD	Variance vs. PYTD
1 GENERAL FUND TOTAL	\$3,936,958	\$680,295
2 Total LOCAL REVENUES	\$2,692,493	\$306,719
3 TUITION/REIMB MN DISTRICT	\$2,323,447	\$217,142
4 Total STATE REVENUES	\$1,057,718	\$186,830
5 STATE AID FOR SPECIAL EDUC	\$1,023,868	\$179,664

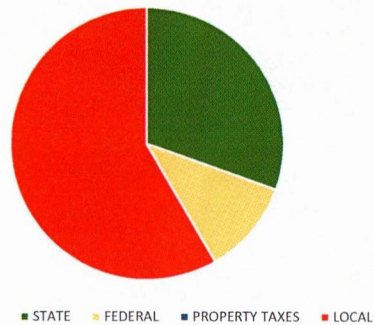
Total General Revenue Budgeted, Projected, YTD, PYTD Received



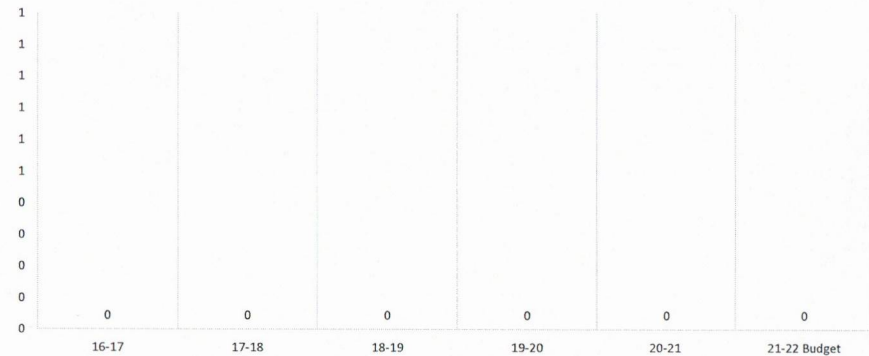
Current Year Revenue Budget



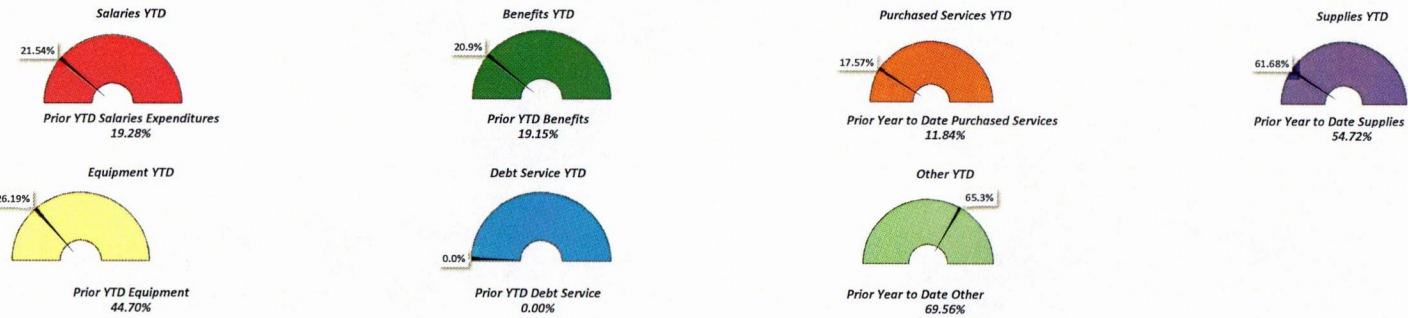
Prior Year Revenue Budget



End of Year ADM History



YTD % Expenditures vs. PYTD % Expenditures



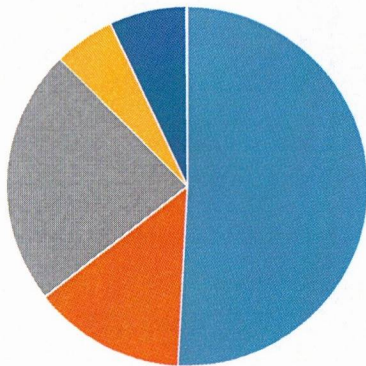
Top 10 Expenditures YTD by Object Code 3
Variance from PYTD Received

	Current YTD	Variance vs. PYTD Received
1 TOTAL SALARIES AND WAGES	\$2,023,154	\$413,937
2 LICENSED CLASSROOM TEACHER	\$549,237	\$109,516
3 TOTAL EMPLOYEE BENEFITS	\$522,042	\$96,240
4 ADMINISTRATION/SUPERVISION	\$294,598	\$151
5 LICENSED INSTRUCTIONAL SUPPORT PERSONNEL	\$178,725	\$78,854
6 NON-INSTRUCTIONAL SOFTWARE LICENSE	\$173,404	\$85,919
7 PYMT FOR ED TO OTHER AGENCY	\$154,769	\$14,951
8 FICA/MEDICARE	\$149,658	\$32,645
9 SPEECH/LANGUAGE PATHOLOGIST	\$147,094	\$15,330
10 HEALTH INSURANCE	\$143,313	\$33,691

Total General Expenditures Budgeted, Projected, YTD and ,
PYTD Expended

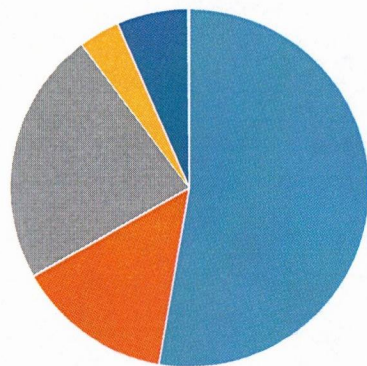


Prior Year Final



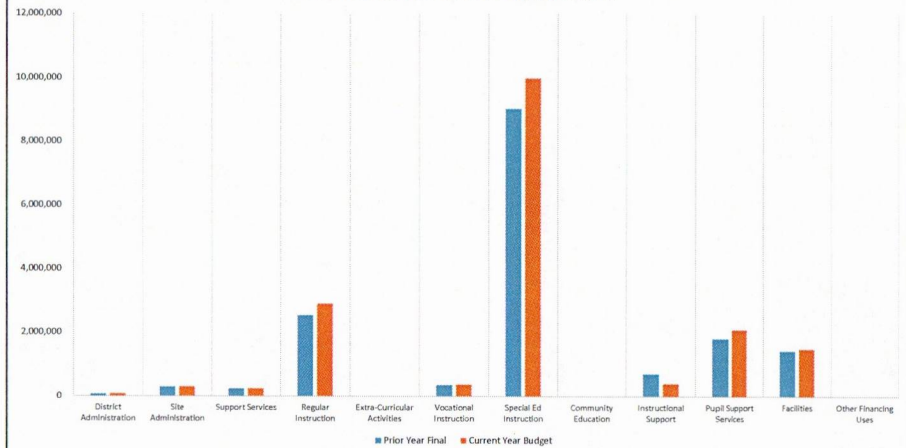
SALARIES BENEFITS PURCHASED SERVICES
 GENERAL SUPPLIES CAPITAL EXPENSES DEBT SERVICE
 DUES & OTHER

Current Year Budget



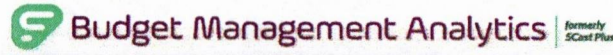
SALARIES BENEFITS PURCHASED SERVICES
 GENERAL SUPPLIES CAPITAL EXPENSES DEBT SERVICE
 DUES & OTHER

Prior Year Final and Current Budget by Program



GENERAL FUND - EXPENDITURES BY OBJECT CODE

Goodhue Co Ed District | October 31, 2022



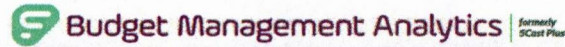
DESCRIPTION	June 30, 2021	June 30, 2022	Adopted Budget	Expenses YTD	Budget Remaining	October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. Prior YTD	October 31, 2021	October 31, 2020
						% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
110 ADMINISTRATION/SUPERVISION	755,971	884,732	895,285	294,598	600,687	32.91%	33.28%	33.96%	151	294,447	256,745
140 LICENSED CLASSROOM TEACHER	2,260,065	2,803,346	3,203,209	549,237	2,653,972	17.15%	15.69%	17.32%	109,516	439,721	391,446
141 NON,LIC CLASSROOM PERSONNEL	200	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
143 LICENSED INSTRUCTIONAL SUPPORT	278,660	389,660	416,984	178,725	238,259	42.86%	25.63%	34.05%	78,854	99,870	94,890
144 NON,LIC INSTRUCTIONAL SUPPORT	0	4,272	0	0	0	0.00%	51.13%	0.00%	(2,184)	2,184	0
145 SUBSTITUTE TEACHER,LICENSED	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
146 SUBSTITUTE NON,LIC CLASSROOM	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
150 PHYSICAL THERAPIST	140,773	189,483	191,698	48,414	143,284	25.26%	18.98%	25.36%	12,441	35,973	35,697
151 OCCUPATIONAL THERAPIST	287,012	361,824	449,108	74,499	374,609	16.59%	13.35%	21.10%	26,208	48,292	60,550
152 SPEECH/LANGUAGE PATHOLOGIST	670,750	856,116	934,665	147,094	787,571	15.74%	15.39%	16.54%	15,330	131,763	110,917
153 AUDIOLOGIST	65,850	67,444	68,914	11,486	57,428	16.67%	16.27%	16.67%	511	10,975	10,975
154 SCHOOL NURSE	162,557	179,535	183,414	30,511	152,903	16.64%	16.16%	15.80%	1,493	29,018	25,691
155 LICENSED NURSING SERVICES	27,571	26,378	25,976	5,334	20,642	20.53%	19.99%	20.09%	60	5,274	5,539
156 SOCIAL WORKER	579,429	689,544	773,135	122,458	650,677	15.84%	14.34%	16.58%	23,574	98,884	96,051
157 SCHOOL PSYCHOLOGIST	740,035	861,336	991,664	139,689	851,975	14.09%	15.57%	16.83%	5,578	134,111	124,546
158 MENTAL HEALTH PROFESSIONAL	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
160 MENTAL HEALTH PRACTITIONER	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
161 CERTIFIED PARA/PCA	411,293	378,977	521,857	102,098	419,759	19.56%	18.28%	17.51%	32,814	69,284	72,015
162 CERTIFIED ONE ON ONE PARA	46,080	23,141	25,979	15,212	10,767	58.56%	41.63%	21.81%	5,580	9,633	10,052
163 FOREIGN LANGUAGE INTERPRETER	0	35	150	0	150	0.00%	0.00%	0.00%	0	0	0
164 INTERPRETER FOR THE DEAF	60,081	34,304	37,479	7,578	29,901	20.22%	15.54%	20.40%	2,248	5,330	14,657
165 SCHOOL COUNSELOR	0	55,156	73,999	12,333	61,666	16.67%	0.00%	0.00%	12,333	0	0
169 ALCOHOL AND CD COUNSELOR	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
170 NON,INSTRUCTIONAL SUPPORT	174,504	253,207	258,326	87,720	170,606	33.96%	23.29%	29.19%	28,754	58,966	50,935
174 REC SERVICES/DAPE SPECIALIST	40,183	30,161	48,094	5,329	42,765	11.08%	22.18%	16.65%	(1,362)	6,691	6,691
185 OTHER LICENSED/CERTIFIED SALARY	187,357	193,216	210,476	137,159	73,317	65.17%	45.83%	38.87%	48,612	88,547	72,830
186 OTHER NON LICENSED SALARY	49,512	62,602	81,412	53,681	27,731	65.94%	64.30%	9.40%	13,427	40,253	4,652
191 SEVERANCE	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL SALARIES AND WAGES	6,937,882	8,344,468	9,391,824	2,023,154	7,368,670	21.54%	19.28%	20.79%	413,937	1,609,217	1,442,478
EMPLOYEE BENEFITS											
210 FICA/MEDICARE	504,793	613,028	677,737	149,658	528,079	22.08%	19.09%	21.01%	32,645	117,014	106,040
214 PERA	82,177	90,218	105,252	24,511	80,741	23.29%	19.12%	21.73%	7,263	17,248	17,858
218 TRA	457,804	585,441	654,152	139,476	514,676	21.32%	18.88%	20.47%	28,970	110,506	93,718
220 HEALTH INSURANCE	491,503	652,478	796,570	143,313	653,257	17.99%	16.80%	19.85%	33,691	109,622	97,561
230 LIFE INSURANCE	10,118	11,863	13,314	2,626	10,688	19.72%	18.64%	20.01%	415	2,211	2,024
235 DENTAL INSURANCE	17,437	21,629	26,799	4,798	22,001	17.90%	20.30%	20.61%	407	4,391	3,594
240 LONG TERM DISABILITY INSURANCE	9,437	10,794	12,528	2,393	10,135	19.10%	18.74%	19.78%	370	2,023	1,867
250 TSA/DEFERRED COMP	107,559	126,937	139,558	32,794	106,764	23.50%	23.13%	24.52%	3,437	29,357	26,371
251 TAX ADVANTAGE EMPLOYER HLTH AF	7,629	12,336	3,125	1,667	1,458	53.33%	13.21%	21.85%	37	1,630	1,667
270 WORKERS COMPENSATION	90,565	92,194	68,033	20,716	47,317	30.45%	34.49%	34.28%	(11,085)	31,801	31,045
280 UNEMPLOYMENT COMPENSATION	0	7,032	3,535	90	3,445	2.56%	0.00%	0.00%	90	0	0
291 OPEB (PAY AS YOU GO)	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL EMPLOYEE BENEFITS	1,779,020	2,223,951	2,500,603	522,042	1,978,561	20.88%	19.15%	21.46%	96,240	425,803	381,747
PURCHASED SERVICES											
303 FEDERAL SUB AWARD <=\$25000	501,513	591,928	458,894	118,657	340,237	25.86%	11.16%	14.99%	52,606	66,051	75,167
304 FEDERAL SUB AWARD >\$25000	471,363	447,868	468,807	23,304	445,503	4.97%	4.88%	4.49%	1,459	21,845	21,187
305 CONSULTING FEES/FEES FOR SERVIC	13,646,680	227,139	205,945	106,302	99,643	51.62%	27.58%	0.38%	43,650	62,652	51,424
307 CONTRACT SUB FOR SPEC EDUCACI	9,168	25,945	31,310	4,552	26,758	14.54%	6.89%	11.35%	2,766	1,787	1,041
308 FEDERAL TUITION PAYMENT <=\$2500	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
309 FEDERAL TUITION PAYMENT >\$25000	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
315 REPAIRS & MAINT FOR TECHNOLOGY	0	0	6,856	0	6,856	0.00%	0.00%	0.00%	0	0	0
316 SVC PURCH FROM MN JOINT POWER	6,231	6,231	6,231	3,116	3,116	50.00%	50.00%	50.00%	0	3,116	3,116

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320 COMMUNICATION SERVICES	23,558	18,762	15,930	5,104	10,826	32.04%	24.33%	19.59%	540	4,564	4,616
329 POSTAGE & PARCEL SERVICES	4,175	3,633	5,120	3,981	1,139	77.76%	21.23%	7.08%	3,210	771	295
330 UTILITY SERVICES	47,213	52,661	55,000	12,494	42,506	22.72%	14.83%	19.32%	4,682	7,812	9,124
335 SHORT TERM LEASE	0	6,615	16,720	1,625	15,095	9.72%	0.00%	0.00%	1,625	0	0
340 INSURANCE	45,515	53,261	55,619	34,211	21,408	61.51%	42.85%	45.70%	11,389	22,822	20,801
350 REPAIRS & MAINTENANCE	111,375	75,489	143,313	43,657	99,656	30.46%	18.41%	42.41%	29,761	13,896	47,231
360 TRANSPORT CONTR <=\$25,000	643	20,258	11,155	11,588	(433)	103.88%	6.98%	0.00%	10,174	1,414	0
365 INTERDEPART TRANSPORT (CHGBK)	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
366 TRAVEL CONVENTIONS/CONFERENCE	124,979	180,527	195,860	104,159	91,701	53.18%	21.62%	27.81%	65,128	39,031	34,753
368 OUT OF STATE TRAVEL/FEDERAL REII	0	15,771	17,500	7,057	10,443	40.33%	0.00%	0.00%	7,057	0	0
369 ENTRY FEES/STUDENT TRAVEL ALLO'	0	410	0	0	0	0.00%	0.00%	0.00%	0	0	0
370 OPERATING LEASE/RENTAL	7,975	0	0	0	0	0.00%	0.00%	39.84%	0	0	3,177
371 PHYSICAL THERAPY <=\$25000	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
373 SPEECH SERVICES <=\$25000	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
377 SOCIAL WORKER <=\$25000	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
378 PSYCHOLOGIST SERVICES <=\$25000	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
379 MENTAL HLTH PROFESSIONAL <=\$25000	9,418	0	0	0	0	0.00%	0.00%	127.96%	0	0	12,051
389 STAFF TUITION REIMBURSEMENT	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
390 PYMT FOR ED PURPOSE TO MN DISTF	0	1,668	2,000	0	2,000	0.00%	0.00%	0.00%	0	0	0
391 PYMT TO MN SCHOOL (COST SHARE)	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
393 SPEC ED TRANSITION/CHILD W/DISAB	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
394 PYMT FOR ED TO OTHER AGENCY	888,913	928,940	996,073	154,769	841,304	15.54%	15.05%	18.61%	14,951	139,818	165,411
396 SPEC ED SALARY/OTHER DISTRICT	675,300	880,398	1,066,671	68,149	998,522	6.39%	5.58%	8.84%	18,989	49,160	59,710
397 SPEC ED BENEFITS/OTHER DISTRICT	223,571	258,136	343,405	17,993	325,412	5.24%	5.64%	8.33%	3,424	14,569	18,619
TOTAL PURCHASED SERVICES	16,797,588	3,795,640	4,102,409	720,719	3,381,690	17.57%	11.84%	3.14%	271,411	449,308	527,722
SUPPLIES											
401 SUPPLIES, NON INSTRUCTIONAL	90,507	102,774	85,790	91,269	(5,479)	106.39%	38.35%	35.54%	51,853	39,417	32,163
405 NON, INSTRUCTIONAL SOFTWARE LIC	94,076	103,776	91,688	173,404	(81,716)	189.12%	84.30%	79.70%	85,919	87,486	74,979
406 INSTRUCTIONAL SOFTWARE LICENSE	49,784	250,281	211,790	61,410	150,380	29.00%	35.87%	158.98%	(28,357)	89,766	79,146
430 SUPPLIES & MATERIALS NON INDIV IN	6,111	50,456	17,825	17,852	(27)	100.15%	4.84%	13.51%	15,409	2,442	826
433 SUPPLIES & MATERIALS INDIV INSTR	87,393	138,519	150,695	51,371	99,324	34.09%	64.66%	72.46%	(38,200)	89,570	63,322
440 FUELS	11,527	23,851	17,300	1,206	16,094	6.97%	2.67%	3.86%	569	637	445
455 NONINSTRUCTIONAL TECH SUPPLIES	9,601	36,534	3,500	3,657	(157)	104.48%	97.13%	38.33%	(31,830)	35,487	3,680
456 INSTRUCTIONAL TECH SUPPLIES	6,162	5,782	19,800	0	19,800	0.00%	68.97%	94.74%	(3,988)	3,988	5,838
460 TEXTBOOKS	960	573	55,829	2,784	53,045	4.99%	60.56%	0.00%	2,437	347	0
461 STANDARDIZED TESTS	396	55,702	1,307	0	1,307	0.00%	79.75%	0.00%	(44,422)	44,422	0
465 NONINSTRUCTIONAL TECH DEVICES	6,166	18,159	715	1,189	(474)	166.32%	0.00%	218.45%	1,189	0	13,469
466 INSTRUCTIONAL TECH DEVICES	23,447	96,660	0	1,673	(1,673)	0.00%	92.80%	0.00%	(88,027)	89,700	0
490 FOOD	820	7,274	5,250	2,168	3,082	41.29%	54.60%	29.86%	(1,804)	3,972	245
TOTAL SUPPLIES	386,950	890,342	661,489	407,983	253,506	61.68%	54.72%	70.84%	(79,251)	487,234	274,113
SUPPLIES & EQUIPMENT											
510 SITE OR GROUNDS ACQUISITION	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
520 BUILDING ACQ OR CONSTRUCTION	0	18,066	92,877	59,218	33,659	63.76%	46.80%	0.00%	50,763	8,455	0
530 OTHER EQUIPMENT PURCHASE	12,922	67,822	7,180	3,113	4,067	43.36%	20.28%	69.59%	(10,641)	13,754	8,992
533 EQUIP SP ED DIRECT INSTRUCTION	2,014	0	2,000	450	1,550	22.52%	0.00%	0.00%	450	0	0
535 CAPITAL LEASES	13,530,000	96,100	0	0	0	0.00%	0.00%	0.00%	0	0	0
550 OTHER VEHICLES, PURCHASE	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
555 CAPITAL NONINSTR TECH HARDWARE	1,249	0	0	14,224	(14,224)	0.00%	0.00%	100.00%	14,224	0	1,249
556 CAPITALIZED INSTR TECH HARDWARE	10,855	8,848	0	0	0	0.00%	16.39%	148.29%	(1,450)	1,450	16,097
560 PRIN ON LONG TERM TECH	0	30,011	34,500	25,566	8,934	74.10%	13.05%	0.00%	21,650	3,916	0
561 INT ON LONG TERM TECH	0	1,900	0	0	0	0.00%	0.00%	0.00%	0	0	0
570 PRIN ON BLDG/LAND LEASE	0	678,069	684,847	37,199	647,648	5.43%	5.36%	0.00%	883	36,315	0
571 INT ON BLDG/LAND LEASE	0	319,765	313,450	156,950	156,500	50.07%	137.05%	0.00%	(281,277)	438,227	0
580 PRINCIPAL ON CAPITAL LEASE	666,334	0	0	0	0	0.00%	0.00%	48.47%	0	0	322,953
581 INTEREST ON CAPITAL LEASE	330,439	0	0	0	0	0.00%	0.00%	1.37%	0	0	4,527
589 LEASE TRANSACTIONS/INSTALL SALE	(13,530,000)	(96,100)	0	0	0	0.00%	0.00%	0.00%	0	0	0
590 OTHER CAPITAL EXPENDITURES	4,500	3,950	4,500	1,700	2,800	37.78%	58.23%	0.00%	(600)	2,300	0
TOTAL SUPPLIES & EQUIPMENT	1,028,313	1,128,431	1,139,354	298,419	840,935	26.19%	44.70%	34.41%	(205,997)	504,417	353,818

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OTHER EXPENDITURES											
810 JUDGMENTS AGAINST DISTRICT	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
820 DUES, MEMBERSHIP, LICENSE, FEES	27,245	21,175	26,228	16,501	9,727	62.91%	69.50%	59.32%	1,784	14,717	16,161
891 TRA & PERA SPEC SITUATION PENSIC	50,335	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
895 FED/NONPUBLIC INDIRECT (CHGBK)	0	(0)	0	0	0	0.00%	0.00%	0.00%	0	0	0
896 TAXES & SPECIAL ASSESSMENTS	56	40	100	689	(589)	688.65%	100.00%	0.00%	648	40	0
TOTAL OTHER EXPENDITURES	77,636	21,215	26,328	17,189	9,139	65.29%	69.56%	20.82%	2,432	14,757	16,161
OTHER FINANCING USES											
910 PERMANENT TRANSFER/OTHER FUNI	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL OTHER FINANCING USES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
GENERAL FUND TOTAL	27,007,389	16,404,047	17,822,007	3,989,507	13,832,500	22.39%	21.28%	11.09%	498,772	3,490,735	2,996,039

GENERAL FUND - EXPENDITURES BY PROGRAM CODE

Goodhue Co Ed District | October 31, 2022



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DISTRICT ADMINISTRATION											
010 BOARD OF EDUCATION	14,326	16,794	24,411	5,952	18,459	24.38%	52.86%	50.60%	(2,926)	8,877	7,249
030 INSTRUCTIONAL ADMINISTRATION	65,520	52,714	53,951	18,348	35,603	34.01%	38.28%	39.63%	(1,830)	20,178	25,968
TOTAL - DISTRICT ADMINISTRATION	79,846	69,508	78,362	24,299	54,063	31.01%	41.80%	41.60%	(4,756)	29,055	33,217
SITE ADMINISTRATION											
050 SCHOOL ADMINISTRATION	97,953	287,209	296,102	94,340	201,762	31.86%	30.25%	25.86%	7,457	86,884	25,333
TOTAL - SITE ADMINISTRATION	97,953	287,209	296,102	94,340	201,762	31.86%	30.25%	25.86%	7,457	86,884	25,333
SUPPORT SERVICES											
105 GENERAL ADMINISTRATIVE SUPPORT	106,875	111,359	106,553	76,076	30,477	71.40%	65.47%	66.03%	3,175	72,902	70,566
110 BUSINESS SUPPORT SERVICES	120,651	133,796	127,387	69,240	58,147	54.35%	44.91%	48.75%	9,146	60,093	58,813
TOTAL - SUPPORT SERVICES	227,526	245,155	233,940	145,316	88,624	62.12%	54.25%	56.86%	12,321	132,995	129,379
REGULAR INSTRUCTION											
203 EDUCATION,ELEMENTARY GENERAL	99,611	401,741	469,008	63,987	405,021	13.64%	5.84%	0.00%	40,525	23,461	0
205 TITLE III, PART A LANGUAGE ACQUISITION	18,052	22,563	24,632	13,268	11,364	53.86%	12.79%	22.10%	10,383	2,885	3,989
211 EDUCATION,SECONDARY GENERAL	545,999	844,665	906,932	40,122	866,810	4.42%	1.64%	2.39%	26,240	13,883	13,040
212 VISUAL ART	0	77,730	76,105	14,872	61,233	19.54%	15.10%	0.00%	3,133	11,739	0
219 ENGLISH LEARNER	390,669	421,675	515,086	119,198	395,888	23.14%	18.15%	19.21%	42,681	76,518	75,051
220 ENGLISH, LANGUAGE ARTS	66,007	145,804	150,292	24,741	125,551	16.46%	16.27%	16.90%	1,017	23,723	11,152
230 FOREIGN/NATIVE LANGUAGE	0	30,755	35,298	2,237	33,061	6.34%	0.00%	0.00%	2,237	0	0
240 HEALTH, PHYSICAL ED & RECREATION	6,833	30,359	103,389	12,351	91,038	11.95%	3.22%	14.31%	11,373	977	978
250 FAMILY LIVING SCIENCE	80,565	94,527	85,115	14,737	70,378	17.31%	14.08%	16.54%	1,425	13,312	13,326
255 INDUSTRIAL EDUCATION	0	10,935	0	0	0	0.00%	0.00%	0.00%	0	0	190
256 MATHEMATICS	78,769	150,134	174,970	14,134	160,836	8.08%	14.63%	16.24%	(7,824)	21,958	12,795
257 COMPUTER SCIENCE/TECHNOLOGY ED	0	0	0	976	(976)	0.00%	0.00%	0.00%	976	0	0
258 MUSIC	0	17,136	40,100	0	40,100	0.00%	79.44%	0.00%	(13,614)	13,614	0
260 NATURAL SCIENCES	83,491	127,520	159,313	26,601	132,712	16.70%	10.80%	16.36%	12,829	13,772	13,657
270 SOCIAL SCIENCES/SOCIAL STUDIES	68,633	146,845	153,176	25,682	127,494	16.77%	15.93%	16.42%	2,283	23,398	11,272
TOTAL - REGULAR INSTRUCTION	1,438,628	2,522,391	2,893,416	372,904	2,520,512	12.89%	9.48%	10.79%	133,664	239,239	155,261
EXTRA-CURRICULAR											
298 EXTRA,CURRICULAR ACTIVITIES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - EXTRA-CURRICULAR ACTIVITIES	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
VOCATIONAL INSTRUCTION											
380 SPECIAL NEEDS	255,640	276,282	283,245	44,392	238,853	15.67%	12.44%	11.52%	10,013	34,380	29,439
399 CAREER & TECHNICAL GENERAL	71,555	75,332	81,283	0	81,283	0.00%	15.70%	16.59%	(11,827)	11,827	11,869
TOTAL - VOCATIONAL INSTRUCTION	327,195	351,614	364,528	44,392	320,136	12.18%	13.14%	12.62%	(1,814)	46,206	41,308
SPECIAL ED INSTRUCTION											
400 GENERAL SPECIAL EDUCATION	129,400	89,386	91,490	37,126	54,364	40.58%	25.84%	17.34%	14,033	23,093	22,440
401 SPEECH/LANGUAGE IMPAIRED	1,029,586	1,219,870	1,324,610	301,305	1,023,305	22.75%	23.07%	26.06%	19,890	281,414	268,334
402 MILD,MODERATE COGNITIVE DISAB	86,123	47,429	51,855	13,209	38,646	25.47%	25.63%	29.53%	1,055	12,154	25,435
403 SEVERE,PROFOUND COGNITIVE DISAB	14,407	8,250	10,875	658	10,217	6.05%	26.17%	13.91%	(1,501)	2,159	2,005
404 PHYSICALLY IMPAIRED	639,551	793,457	901,526	171,426	730,100	19.02%	14.50%	19.62%	56,377	115,049	125,464
405 DEAF, HARD OF HEARING	229,427	303,225	320,816	53,477	267,339	16.67%	14.63%	15.45%	9,123	44,354	35,453
406 VISUALLY IMPAIRED	90,681	93,355	96,682	17,476	79,206	18.08%	15.19%	15.64%	3,295	14,181	14,181
407 SPECIFIC LEARNING DISABILITY	164,476	227,334	211,130	119,308	91,822	56.51%	23.66%	20.87%	65,525	53,783	34,326
408 EMOTIONAL/BEHAVIORAL DISORDER	1,333,715	1,481,281	1,590,945	215,221	1,375,724	13.53%	13.35%	17.04%	17,501	197,720	227,301
410 OTHER HEALTH DISABILITIES	288,286	431,930	375,972	69,364	306,608	18.45%	8.65%	9.92%	31,987	37,377	28,599
411 AUTISTIC SPECTRUM DISORDERS	700,550	725,487	761,375	139,698	621,677	18.35%	19.58%	12.22%	(2,355)	142,053	85,629
412 DEVELOPMENTALLY DELAYED	895,693	802,868	938,577	185,802	752,775	19.80%	17.95%	18.60%	41,695	144,107	166,578
414 TRAUMATIC BRAIN INJURY	27,155	1,892	1,628	0	1,628	0.00%	343.77%	3.63%	(6,505)	6,505	985
416 SEVERELY MULTIPLY IMPAIRED	2,142	6,027	7,566	0	7,566	0.00%	98.98%	0.00%	(5,966)	5,966	0
420 SPECIAL ED.AGGREGATE 3+	2,102,156	2,468,870	3,068,147	1,046,025	2,022,122	34.09%	26.58%	30.55%	389,778	656,247	642,155
422 SPECIAL ED.STUDENTS W/O DISABILITES	243,917	313,495	232,860	75,041	157,819	32.23%	19.75%	28.24%	13,117	61,924	68,873
TOTAL - SPECIAL ED INSTRUCTION	7,977,265	9,014,155	9,986,054	2,445,135	7,540,919	24.49%	19.95%	21.91%	647,049	1,798,086	1,747,758

DESCRIPTION	June 30, 2021	June 30, 2022	Adopted Budget	Expenses YTD	Budget Remaining	October 31, 2022	October 31, 2021	October 31, 2020	Current YTD vs. Prior YTD	October 31, 2021	October 31, 2020
						% of Budget Expended	% of Actuals Expended	% of Actuals Expended			
INSTRUCTIONAL SUPPORT											
610 CURRICULUM CONSULT & DEV	352,711	437,677	291,502	70,534	220,968	24.20%	38.47%	36.81%	(97,839)	168,373	129,849
630 INSTRUCTION,RELATED TECHNOLOGY	93,319	254,650	99,803	62,974	36,829	63.10%	65.49%	46.11%	(103,802)	166,776	43,029
640 STAFF DEVELOPMENT	2,140	6,064	14,300	80,277	(65,977)	561.37%	88.66%	93.45%	74,900	5,377	2,000
TOTAL - INSTRUCTIONAL SUPPORT	448,170	698,392	405,605	213,784	191,821	52.71%	48.76%	39.02%	(126,742)	340,526	174,877
PUPIL SUPPORT SERVICES											
710 SECONDARY COUNSELING/GUIDANCE	0	70,599	93,730	15,652	78,078	16.70%	0.00%	0.00%	15,652	0	0
715 SCHOOL SECURITY	13,939	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
720 HEALTH SERVICES	251,592	287,496	275,755	51,632	224,123	18.72%	17.02%	16.56%	2,701	48,930	41,668
730 PSYCHOLOGICAL AND HEALTH SERVICES	891,511	927,890	1,091,448	141,405	950,043	12.96%	16.02%	16.76%	(7,206)	148,611	149,447
740 SOCIAL WORK SERVICES	422,317	506,954	612,647	93,883	518,764	15.32%	12.11%	15.99%	32,473	61,410	67,510
760 PUPIL TRANSPORTATION	7,070	7,080	13,555	10,605	2,950	78.23%	23.00%	45.93%	8,976	1,629	3,247
790 OTHER PUPIL SUPPORT SERVICES	0	0	0	27,881	(27,881)	0.00%	0.00%	0.00%	27,881	0	0
TOTAL - PUPIL SUPPORT SERVICES	1,586,429	1,800,017	2,087,135	341,057	1,746,078	16.34%	14.48%	16.51%	80,478	260,580	261,871
FACILITIES											
810 OPERATIONS & MAINTENANCE	260,215	293,259	333,358	81,138	252,220	24.34%	17.97%	21.17%	28,447	52,691	55,096
850 CAPITAL FACILITIES	1,170,901	1,074,515	1,051,369	199,278	852,091	18.95%	45.87%	28.70%	(293,616)	492,894	336,018
865 LTFM NOT PRO 866,867,868	70,995	47,833	92,138	27,863	64,275	30.24%	24.21%	50.60%	16,284	11,579	35,921
870 BUILDING CONSTRUCTION	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - FACILITIES	1,502,112	1,415,606	1,476,865	308,279	1,168,586	20.87%	39.36%	28.43%	(248,885)	557,164	427,035
OTHER FINANCING USES											
910 RETIRE LONG TERM OBLIGATIONS	13,322,265	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
920 RETIRE NON,BONDED OBLIGATIONS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
950 TRANSFERS	0	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
TOTAL - OTHER FINANCING USES	13,322,265	0	0	0	0	0.00%	0.00%	0.00%	0	0	0
GENERAL FUND TOTAL	27,007,389	16,404,047	17,822,007	3,989,507	13,832,500	22.39%	21.28%	11.09%	498,772	3,490,735	2,996,939

**Goodhue County Ed District
Reconciliation Worksheet Report
10/31/2022**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1488	10/31/2022	6051	MERC	MERCHANTS BANK GENERAL

Worksheet has been Finalized

Statement Amount	682,380.50
Deposits in Transit	0.00
<u>Outstanding Payments</u>	
Checks	16,471.32
Wires	279.17
SHR - Payments	0.00
SHR - Third Party	0.00
Cash	0.00
ACH	0.00

Adjustment Amount 79.09

Amount Per Bank 665,709.10

GL Account Balance 665,709.10

Co	L	Fd	Org	Pro	Crs	Fin	O/S	Ty
6051	B	01	101	000				F

Difference 0.00

Adjustments

Manual	10/31/2022	KT	Wire	373.72	KT AUTO PAY
Manual	10/31/2022	SWEEP	Wire	(294.63)	TRANSFER FROM SWEEP



**GOODHUE CO ED DISTRICT
2022-23 CASH FLOW**

AS OF 11-30-22

JULY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
7/1/2022	-	-	4,420.75	-	-	328,507.53
7/1/2022	-	-	-	-	-	328,507.53
7/9/2022	-	-	192,045.25	-	-	520,552.78
7/15/2022	(527,984.68)	(258,490.28)	188,008.56	147,548.21	-	69,634.59
7/20/2022	-	-	428,203.01	-	-	497,837.60
7/31/2022	(394,212.36)	(226,502.63)	167.92	67,067.37	194,958.96	139,316.86
ENDING BALANCE	(922,197.04)	(484,992.91)	812,845.49	214,615.58	194,958.96	139,316.86

AUGUST

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
8/1/2022	-	-	10,250.00	-	-	149,566.86
8/4/2022	-	(4,377.68)	-	-	-	145,189.18
8/15/2022	(841,683.63)	(282,146.39)	575,795.00	254,855.99	262,725.72	114,735.87
8/17/2022	-	-	311,812.64	-	345,446.54	771,995.05
8/30/2022	(748,091.81)	(279,592.24)	272,130.92	317,975.22	-	334,417.14
ENDING BALANCE	(1,589,775.44)	(566,116.31)	1,169,988.56	572,831.21	608,172.26	334,417.14

SEPTEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
9/1/2022	(173,938.39)	-	91,147.10	-	-	251,625.85
9/15/2022	(190,041.56)	(266,559.30)	-	414,114.87	186,746.53	395,886.39
9/17/2022	(711,977.72)	-	764,771.00	-	-	448,679.67
9/30/2022	(194,108.88)	(264,484.10)	133,033.74	415,244.70	-	538,365.13
ENDING BALANCE	(1,270,066.55)	(531,043.40)	988,951.84	829,359.57	186,746.53	538,365.13

OCTOBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
10/1/2022	-	-	376,639.82	-	289.56	915,294.51
10/9/2022	(265,226.16)	-	268,337.02	-	42,130.10	960,535.47
10/15/2022	(188,741.14)	(255,373.63)	419,227.09	70,308.91	-	1,005,956.70
10/20/2022	(283,865.22)	-	217,644.81	-	-	939,736.29
10/31/2022	(186,124.56)	(254,442.30)	1,736.64	164,803.03	-	665,709.10
ENDING BALANCE	(923,957.08)	(509,815.93)	1,283,585.38	235,111.94	42,419.66	665,709.10

NOVEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
11/1/2022	(146,363.64)	-	-	-	-	519,345.46
11/5/2022	-	-	406,018.67	-	8,194.00	933,558.13
11/15/2022	(285,608.00)	(262,136.02)	-	180,280.65	-	566,094.76
11/20/2022	-	-	373,288.76	-	578,674.87	1,518,058.39
11/30/2022	(190,909.52)	(261,262.83)	27.36	186,792.15	-	1,252,705.55
ENDING BALANCE	(622,881.16)	(523,398.85)	779,334.79	367,072.80	586,868.87	1,252,705.55

DECEMBER

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
12/1/2022	(197,469.52)	-	265,879.48	-	-	1,321,115.51
12/8/2022	-	-	-	-	50,784.03	1,371,899.54
12/15/2022	(160,497.71)	(224,224.08)	451,581.95	214,694.49	-	1,653,454.19
12/20/2022	(131,193.05)	-	185,335.80	-	-	1,707,596.94
12/31/2022	(220,965.51)	(226,605.49)	41.72	117,106.08	-	1,377,173.74
ENDING BALANCE	(710,125.79)	(450,829.56)	902,838.95	331,800.57	50,784.03	1,377,173.74

JANUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
1/1/2023	-	-	-	-	-	1,377,173.74
1/8/2023	-	-	173,263.77	-	-	1,550,437.51
1/15/2023	(1,082,015.17)	(222,005.09)	295,201.74	195,946.49	-	737,565.48
1/20/2023	(228,350.28)	-	-	-	-	509,215.21
1/31/2023	(3,524.71)	(223,011.20)	162,205.90	156,141.44	-	601,026.63
ENDING BALANCE	(1,313,890.16)	(445,016.29)	630,671.41	352,087.93	-	601,026.63

FEBRUARY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
2/1/2023	(244,551.98)	-	-	-	265,748.17	622,222.82
2/15/2023	(162,629.65)	(226,455.41)	-	161,258.07	-	394,395.83
2/20/2023	-	-	290,006.39	-	-	684,402.22
2/28/2023	(248,025.50)	(224,907.45)	263,297.71	195,176.81	-	669,943.80
ENDING BALANCE	(655,207.12)	(451,362.86)	553,304.10	356,434.88	265,748.17	669,943.80

MARCH

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
3/1/2023	(163,511.47)	-	238,674.89	-	-	745,107.22
3/15/2023	(160,800.26)	(221,116.38)	220,505.24	195,176.80	-	778,872.63
3/20/2023	(70,404.74)	-	-	-	-	708,467.89
3/31/2023	(163,395.85)	(225,574.30)	130.70	234,212.17	-	553,840.61
ENDING BALANCE	(558,112.31)	(446,690.69)	459,310.84	429,388.97	-	553,840.61

APRIL

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
4/9/2023	(378,746.88)	-	329,434.49	-	-	504,528.22
4/15/2023	(162,743.84)	(224,013.70)	210,796.45	156,141.44	-	484,708.58
4/20/2023	-	-	1,051.29	-	-	485,759.87
4/30/2023	(381,043.52)	(223,493.34)	268,462.12	353,291.95	348,897.98	851,875.06
ENDING BALANCE	(922,534.24)	(447,507.04)	809,744.35	509,433.39	348,897.98	851,875.06

MAY

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
5/1/2023	(154,922.14)	-	-	-	2,372.23	699,325.14
5/15/2023	(297,456.72)	(439,314.66)	210,690.47	195,176.81	-	368,421.05
5/20/2023	(125,512.86)	-	222.75	-	-	243,130.94
5/31/2023	(172,475.73)	(239,625.55)	340,625.88	195,176.80	-	366,832.35
ENDING BALANCE	(750,367.45)	(678,940.21)	551,539.11	390,353.61	2,372.23	366,832.35

JUNE

DATE	ACCOUNTS PAYABLE	PAYROLL	MISC. RECEIPTS	STATE AID	FEDERAL GRANT	RUNNING BALANCE
6/1/2023	(140,613.84)	-	-	-	-	226,218.50
6/15/2023	(274,803.09)	(249,759.30)	56,036.48	-	-	(242,307.41)
6/20/2023	-	-	162,045.81	195,176.81	243,977.04	358,892.25
6/30/2023	(438,244.58)	(291,515.01)	265.87	-	-	(370,601.46)
ENDING BALANCE	(853,661.51)	(541,274.31)	218,348.16	195,176.81	243,977.04	(370,601.46)

TOTALS	(11,092,775.85)	(6,076,988.35)	9,160,462.98	4,783,667.26	2,530,945.72	(370,601.46)
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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2022

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

INTRODUCTORY SECTION

JUNE 30, 2022

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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
 RED WING, MINNESOTA
 BOARD OF EDUCATION AND ADMINISTRATION
 JUNE 30, 2022**

	<u>2021 - 2022</u>	<u>Representative of School District</u>
Dawn Balow	Chairperson	Lake City
James Wendt	Vice Chairperson	Zumbrota - Mazeppa
Katie Lochner	Office of Business Affairs	Cannon Falls
Holly Tauer	Director	Red Wing
Jerry Stehr	Director	Goodhue
Kevin Anderson	Director	Kenyon - Wanamingo

Executive Director

Cherie Johnson

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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

FINANCIAL SECTION

JUNE 30, 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Education
Goodhue County Education District #6051-61
Red Wing, Minnesota

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Goodhue County Education District #6051-61, Red Wing, Minnesota, as of and for the year ended June 30, 2022, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District, as of June 30, 2022, and the respective changes in financial position and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management discussion and analysis and the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section, supplementary information, Uniform Financial Accounting and Reporting Standards Compliance Table, and the Schedule of Expenditures of Federal Awards, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary information, Uniform Financial Accounting and Reporting Standards Compliance Table, and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, Uniform Financial Accounting and Reporting Standards Compliance Table, and the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Report on Summarized Comparative Information

The financial statements include partial prior year comparative information. Such information does not include all of the information required to constitute a presentation in accordance with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the District's financial statement for the year ended June 30, 2021, from which such partial information was derived.

We have previously audited the District's 2021 financial statements and our report, dated November 24, 2021, expressed unmodified opinions on the respective financial statements of the governmental activities and each major fund. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated November 14, 2022, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Smith, Schafn and Associates, Ltd.

Red Wing, Minnesota
November 14, 2022

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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

This section of the Goodhue County Education District #6051-61's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2022. Please read it in conjunction with the District's financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

Key financial highlights for the 2021-2022 fiscal year include the following:

- Goodhue County Education District is made up of six member districts including Cannon Falls #252, Goodhue #253, Kenyon-Wanamingo #2172, Lake City #813, Red Wing #256, and Zumbrota-Mazeppa #2805.
- The District is the fiscal host for Alternative Education Services. In 2021-22 the District was host to two alternative high schools, Pathways, and Tower View ALC, one middle level program, Pathways. Targeted Services and Credit Recovery programs, hosted by GCED, were held in all of our member districts.
- The District began hosting supplemental online courses for its districts beginning in 2015-16. In 2020-21 the District was approved to be an Online Learning Provider. 5RiversOnline, a comprehensive full-time option, opened in the fall of 2022.
- The COVID-19 pandemic continues to create many challenges for the District. The District was awarded \$162,104 in federal grants to help fund the extra expenses.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial section of the annual report consists of four parts – Independent Auditor's Report, required supplementary information, which includes the Management's Discussion and Analysis (this section), the basic financial statements, and supplementary information. The basic financial statements include two kinds of statements that present different views of the District:

- The first two statements are district-wide financial statements that provide both short-term and long-term information about the District's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operations in more detail than the district-wide financial statements.
- The governmental funds statements tell how basic services such as elementary and secondary regular instruction and special education were financed in the short-term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The remainder of this overview section of Management's Discussion and Analysis highlights the structure and contents of each of the statements.

DISTRICT-WIDE STATEMENTS

The district-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of net position includes all of the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two district-wide statements report the District's net position and how it has changed. Net position, the difference between the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, is one way to measure the District's financial health or position. Over time, increases or decreases in the District's net position is an indicator of whether its financial position is improving or deteriorating. To assess the overall health of the District you need to consider additional non-financial factors such as changes in the District's property tax base and the condition of school buildings and facilities.

In the district-wide financial statements the District's activities are shown in one category titled Governmental Activities. Most of the District's basic services are included here, such as elementary and secondary regular instruction, special education, and administration. These activities are financed mainly by participating district's revenues and federal funds.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the District's fund. Funds are accounting devices the District used to keep track of specific sources of funding and spending on particular programs.

The District funds include:

- **Governmental funds** – All of the District's basic services are included in a governmental fund. The focus of the governmental fund is how cash and other financial assets can be converted to cash flow in and out, and the balances remaining at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed short-term view that helps to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the district-wide statements, we provide additional reconciliations that explain the relationship between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net Position. The District's net position from governmental activities was a deficit balance of \$8,230,107 on June 30, 2022. This was a decrease in the deficit balance of \$186,320 from the prior year.

	Total	
	2022	2021
Assets		
Current and other assets	\$ 4,198,514	\$ 3,938,660
Capital assets	11,079,428	11,566,803
Total assets	<u>15,277,942</u>	<u>15,505,463</u>
Deferred Outflows of Resources	<u>4,269,739</u>	<u>4,344,060</u>
Liabilities		
Current liabilities	3,024,070	2,649,967
Long-Term liabilities	17,501,381	20,591,711
Total liabilities	<u>20,525,451</u>	<u>23,241,678</u>
Deferred Inflows of Resources	<u>7,252,337</u>	<u>5,024,272</u>
Net Position		
Net investment in capital assets	(1,111,042)	(1,198,745)
State-mandated restrictions	71,346	1,373
Unrestricted	(7,190,411)	(7,219,055)
Total net position	<u>\$ (8,230,107)</u>	<u>\$ (8,416,427)</u>

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE (Continued)

District's Revenue. The District's total revenues were \$16,288,709 for the year ended June 30, 2022, compared to \$13,465,205 for the year ended June 30, 2021. The federal government subsidized certain programs with grants and contributions totaling \$2,251,201. However, most of the District's costs were paid with \$13,017,914 in charges for services, \$531,870 in aid from Goodhue County, and the remainder with other general revenues and investment earnings.

A condensed version of the Statement of Activities follows:

	Total	
	2022	2021
Revenue		
Program revenues:		
Charges for services	\$ 13,017,914	\$ 10,536,338
Operating grants and contributions	2,803,321	2,572,368
General revenues:		
State sources	451,444	337,360
Other sources	16,030	19,139
Total revenues	16,288,709	13,465,205
Expenses		
District and school administration	348,821	185,502
District support services	242,979	225,708
Regular instruction	2,496,748	1,506,852
Vocational instruction	336,253	338,848
Special education	8,891,259	8,370,786
Instructional support services	604,260	462,394
Pupil support services	1,770,601	1,721,116
Site, buildings, and equipment	1,085,902	1,376,149
Fiscal and other fixed cost programs	325,566	187,271
Total expenses	16,102,389	14,374,626
Change in net position	186,320	(909,421)
Net position, beginning of year	(8,416,427)	(7,507,006)
Net position, end of year	\$ (8,230,107)	\$ (8,416,427)

The cost of all governmental activities was \$16,102,389 for the year ended June 30, 2022, compared to \$14,374,626 for the year ended June 30, 2021. This increase of \$1,727,763 is primarily due to increased staffing needs for 5RiversOnline.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

The financial performance of the District as a whole is reflected in its governmental funds as well. As the District completed the year, its governmental funds reported a combined fund balance of \$1,305,551, a decrease of \$115,339 from last year's ending fund balance of \$1,420,890.

General Fund

The General Fund includes the primary operations of the District in providing educational services to students from birth through age 21.

GENERAL FUND BUDGETARY HIGHLIGHTS

Over the course of the year, the District revised the annual operating budget. In June 2021, a preliminary budget was approved. In February 2022, the final revision of the budget was approved, but the revision was done for the following reasons:

- Programs have to be decided on over the summer months due to changing number of children attending. For instance, Early Childhood class registration numbers in the member districts often changes as children qualify.
- Final hiring of the complete staff.
- High needs students enrolling throughout the year requiring staffing changes or additions.
- Addition of new grants and updated federal grant allocations.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2022, the District had \$11,079,428 of capital assets, net of accumulated depreciation. Total depreciation expense for the year was \$622,976.

	Total	
	2022	2021
Land	\$ 134,200	\$ 134,200
Site Improvements	397,610	397,610
Buildings	14,000,028	13,983,120
Equipment	713,434	594,741
Total Capital Assets	15,245,272	15,109,671
Less accumulated depreciation	(4,165,844)	(3,542,868)
Total	<u>\$ 11,079,428</u>	<u>\$ 11,566,803</u>

Long-Term Liabilities

A summary of outstanding long-term liability as of June 30, 2022, is as follows:

	Total	
	2022	2021
Taxable Refunding Certificates of Participation 2020	\$ 12,330,000	\$ 12,935,000
2015 Capital Lease Payable - HVAC	230,047	303,116
2022 Capital Lease Payable - Chromebooks Lease #1	23,627	
2022 Capital Lease Payable - Chromebooks Lease #2	52,310	
Compensated Absences Payable	46,381	20,590
Severance Payable	18,751	14,034
Certificates of Participation Discount	(42,314)	(44,931)
Total	<u>\$ 12,658,802</u>	<u>\$ 13,227,809</u>

FACTORS BEARING ON THE DISTRICT'S FUTURE

The District is dependent on the member districts' participation. The member districts are billed according to the services provided to them and the number of students that are attending the Setting IV and ALC programs, as well as services they each require. The Education District, to the extent possible, keeps the local costs down by using federal funds, reductions in member district bills, county grants, and, if possible, sharing employees so the districts do not incur the entire cost of a full-time staff person when only a part time staff person is needed. Starting in the 2013-14 school year the District became the fiscal host for the county-wide Alternative Education Programs. Starting in the 2015-2016 school year, the District began hosting supplemental online course licenses, with the addition of full-time online courses in 2021-22. The COVID-19 pandemic has also had an impact on how the District conducts its business. The final impact of the increased expenditures and potential enrollment changes due to the COVID-19 pandemic is not known at this time.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
MANAGEMENT'S DISCUSSION AND ANALYSIS**

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional information contact the District Office, Goodhue County Education District, 395 Guernsey Lane, Red Wing, MN 55066.

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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

BASIC FINANCIAL STATEMENTS

JUNE 30, 2022

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GOODHUE COUNTY EDUCATION DISTRICT #6051-61

RED WING, MINNESOTA

STATEMENT OF NET POSITION

June 30, 2022

(With Comparative Data as of June 30, 2021)

	Governmental Activities	
	2022	2021
Assets		
Cash and investments	\$ 324,087	\$ 1,948,011
Accounts receivable	2,273	3,115
Due from other Minnesota districts	2,168,881	680,750
Due from Department of Education	709,575	454,079
Due from Federal through Minnesota Department of Education	853,745	710,311
Due from other governmental units	25,733	
Prepaid items	114,220	142,394
Capital Assets:		
Nondepreciable	134,200	134,200
Depreciable, net	10,945,228	11,432,603
TOTAL ASSETS	15,277,942	15,505,463
Deferred Outflows of Resources		
Deferred outflows from pension activities	3,851,229	3,899,051
Deferred outflows from OPEB activities	15,310	17,372
Deferred charge on debt refunding	403,200	427,637
TOTAL DEFERRED OUTFLOWS OF RESOURCES	4,269,739	4,344,060
Liabilities		
Accounts payable	92,765	49,279
Salaries and wages payable	1,103,502	934,137
Due to other Minnesota districts	946,729	921,758
Due to other governmental units	467,944	381,090
Accrued payroll taxes and benefits	275,853	219,949
Accrued interest payable	131,107	132,197
Unearned revenue	6,170	11,557
Long-Term Liabilities:		
Due within one year	707,831	681,201
Due in more than one year	11,950,971	12,546,608
Net pension liability	4,644,669	7,146,894
Other postemployment benefits payable	197,910	217,008
TOTAL LIABILITIES	20,525,451	23,241,678
Deferred Inflows of Resources		
Deferred inflows from pension activities	7,159,747	4,977,336
Deferred inflows from OPEB activities	92,590	46,936
TOTAL DEFERRED INFLOWS OF RESOURCES	7,252,337	5,024,272
Net Position		
Net investment in capital assets	(1,111,042)	(1,198,745)
State-mandated restrictions	71,346	1,373
Unrestricted	(7,190,411)	(7,219,055)
TOTAL NET POSITION	\$ (8,230,107)	\$ (8,416,427)

GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2022
(With Partial Comparative Data as of June 30, 2021)

	2022			
		Program Revenues		
<u>Functions/Programs</u>	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
District and school administration	\$ 348,821	\$	\$	\$
District support services	242,979			
Regular instruction	2,496,748	1,424,458		
Vocational instruction	336,253		237,273	
Special education	8,891,259	11,593,456	2,566,048	
Instructional support services	604,260			
Pupil support services	1,770,601			
Site, buildings, and equipment	1,085,902			
Fiscal and other fixed cost programs	325,566			
Total governmental activities	<u>\$ 16,102,389</u>	<u>\$ 13,017,914</u>	<u>\$ 2,803,321</u>	<u>\$</u>

General Revenues:
State sources
Other general revenues
Investment earnings
Sale of materials
Total general revenues

Change in net position

Net position - Beginning

Net Position - Ending

2022	2021
Net (Expense) Revenue and Changes in Net Position	Net (Expense) Revenue and Changes in Net Position
Governmental Activities	Governmental Activities
\$ (348,821)	\$ (185,502)
(242,979)	(225,708)
(1,072,290)	(223,944)
(98,980)	(149,349)
5,268,245	3,265,513
(604,260)	(462,394)
(1,770,601)	(1,721,116)
(1,085,902)	(1,376,149)
(325,566)	(187,271)
(281,154)	(1,265,920)
451,444	337,360
14,225	12,892
1,330	848
475	5,399
467,474	356,499
186,320	(909,421)
(8,416,427)	(7,507,006)
<u>\$ (8,230,107)</u>	<u>\$ (8,416,427)</u>

GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2022
(With Comparative Data as of June 30, 2021)

	<u>Total Governmental Funds</u>	
	2022	2021
ASSETS		
Cash and investments	\$ 324,087	\$ 1,948,011
Accounts receivable	2,273	3,115
Due from other Minnesota districts	2,168,881	680,750
Due from Department of Education	709,575	454,079
Due from Federal through Minnesota Department of Education	853,745	710,311
Due from other governmental units	25,733	
Prepaid items	114,220	142,394
TOTAL ASSETS	\$ 4,198,514	\$ 3,938,660
LIABILITIES		
Accounts payable	\$ 92,765	\$ 49,279
Salaries and wages payable	1,103,502	934,137
Due to other Minnesota districts	946,729	921,758
Due to other governmental units	467,944	381,090
Accrued payroll taxes and benefits	275,853	219,949
Unearned revenue	6,170	11,557
TOTAL LIABILITIES	2,892,963	2,517,770
FUND BALANCE		
Nonspendable	114,220	142,394
Restricted	71,346	1,373
Unassigned	1,119,985	1,277,123
TOTAL FUND BALANCES	1,305,551	1,420,890
TOTAL LIABILITIES AND FUND BALANCE	\$ 4,198,514	\$ 3,938,660

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
RECONCILIATION OF NET POSITION IN THE
DISTRICT-WIDE FINANCIAL STATEMENTS AND FUND BALANCE
IN THE FUND BASIS FINANCIAL STATEMENTS
June 30, 2022**

Amounts reported for governmental activities in the statement of net position are different because:

Total governmental fund balances (pages 14)		\$ 1,305,551
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		
Governmental funds - capital assets	\$ 15,245,272	
Less: Accumulated depreciation	<u>(4,165,844)</u>	
		11,079,428
Interest on long-term debt is not accrued in governmental funds, but rather recognized as an expenditure when paid		
		(131,107)
Long-term liabilities, are not due and payable in the current period and therefore are not reported in the funds.		
Certificates of participation payable	\$ (12,330,000)	
Unamortized certificates of participation discount	42,314	
Deferred charge on debt refunding	403,200	
Capital leases payable	(305,984)	
Net pension liability	(7,953,187)	
Compensated absences	(46,381)	
Separation and severance payable	(18,751)	
Other postemployment benefits payable	<u>(275,190)</u>	
		<u>(20,483,979)</u>
Net position of governmental activities (page 11)		<u><u>\$ (8,230,107)</u></u>

GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
For the Year Ended June 30, 2022
(With Comparative Data for the Year Ended June 30, 2021)

	<u>Total Governmental Funds</u>	
	<u>2022</u>	<u>2021</u>
REVENUES		
Other local and county sources	\$13,585,379	\$ 11,082,277
State sources	451,444	337,360
Revenue from federal sources	2,251,201	2,036,519
Sales and other conversion of assets	210	5,399
TOTAL REVENUES	16,288,234	13,461,555
EXPENDITURES		
District and school administration	356,718	177,799
District support services	245,155	227,526
Regular instruction	2,522,391	1,438,628
Vocational instruction	351,614	327,195
Special education	9,014,155	7,977,265
Instructional support services	698,392	448,170
Pupil support services	1,800,017	1,586,429
Site, buildings, and equipment	513,872	792,841
Fiscal and other fixed cost programs	997,834	709,273
TOTAL EXPENDITURES	16,500,148	13,685,126
DEFICIENCY OF REVENUES UNDER EXPENDITURES	(211,914)	(223,571)
OTHER FINANCING SOURCES (USES)		
Sale of materials	475	3,650
Payment to escrow agent		(13,322,265)
Proceeds from issuance of long-term debt	96,100	13,530,000
Discount on issuance of certificates of participation		(47,112)
TOTAL OTHER FINANCING SOURCES (USES)	96,575	164,273
NET CHANGE IN FUND BALANCES	(115,339)	(59,298)
FUND BALANCE - BEGINNING	1,420,890	1,480,188
FUND BALANCE - ENDING	\$ 1,305,551	\$ 1,420,890

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2022**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds (pages 16)	\$ (115,339)
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Governmental funds reported capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlays	\$ 135,601	
Depreciation expense	<u>(622,976)</u>	(487,375)

The governmental funds report long-term debt proceeds as financing sources, while repayment of long-term debt principal is reported as an expenditure. In the statement of net position, however, issuing debt increases long-term liabilities and does not affect the statement of activities and repayment of principal reduces the liability. Also, governmental funds report the effect of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. Interest is recognized as an expenditure in the governmental funds when it is due. In the statement of activities, however, interest expense is recognized as it accrues, regardless of when it is due. The net effect of these differences in the treatment of general obligations bonds and related items is as follows.

Principal retirement on long-term debt	\$ 605,000	
Change in accrued interest expense	1,090	
Amortization of deferred charge on debt refunding	(24,437)	
Amortization of bond discount	<u>(2,617)</u>	579,036

Some capital asset additions are financed through capital leases. In governmental funds, a capital lease arrangement is considered a source of financing, but in the statement of net position, the lease obligation is reported as a liability. Repayment of capital lease principal is an expenditure in the governmental funds, but repayment reduces the lease obligation in the statement of net position.

Capital leases payable	\$ 93,232	
Proceeds from issuance of capital leases payable	<u>(96,100)</u>	(2,868)

In the statement of activities, certain operating expenses - severance benefits, compensated absences, and other postemployment benefits - are measured by the amounts earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid).

Net pension liability	\$ 271,992	
Compensated absences payable	(25,791)	
Severance payable	(4,717)	
Other postemployment benefits payable	<u>(28,618)</u>	<u>212,866</u>

Change in net position of governmental activities (pages 12 and 13)	<u>\$ 186,320</u>
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GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL

For the Fiscal Year Ended June 30, 2022
(With Partial Comparative Data for the Year Ended June 30, 2021)

	Budgeted Amounts		2022 Actual	Over (Under) Final Budget	2021 Actual
	Original	Final			
REVENUES					
Other local and county sources	\$ 13,035,419	\$ 13,732,271	\$ 13,585,379	\$ (146,892)	\$ 11,082,277
State sources	224,258	275,706	451,444	175,738	337,360
Revenue from federal sources	1,986,103	2,314,653	2,251,201	(63,452)	2,036,519
Sales and other conversion of assets	2,000	1,700	210	(1,490)	5,399
TOTAL REVENUES	15,247,780	16,324,330	16,288,234	(36,096)	13,461,555
EXPENDITURES					
District and school administration	370,294	358,818	356,718	(2,100)	177,799
District support services	246,716	223,876	245,155	21,279	227,526
Regular instruction	2,285,572	2,632,199	2,522,391	(109,808)	1,438,628
Vocational instruction	360,046	387,412	351,614	(35,798)	327,195
Special education	8,673,606	8,977,044	9,014,155	37,111	7,977,265
Instructional support services	355,715	636,967	698,392	61,425	448,170
Pupil support services	1,626,708	1,805,947	1,800,017	(5,930)	1,586,429
Site, buildings, and equipment	531,164	527,733	513,872	(13,861)	792,841
Fiscal and other fixed cost programs	1,949,084	997,834	997,834		709,273
TOTAL EXPENDITURES	16,398,905	16,547,830	16,500,148	(47,682)	13,685,126
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(1,151,125)	(223,500)	(211,914)	11,586	(223,571)
OTHER FINANCING SOURCES (USES)					
Sale of materials		300	475	175	3,650
Payment to escrow agent					(13,322,265)
Proceeds from issuance of long-term debt			96,100	96,100	13,530,000
Discount on issuance of long term debt					(47,112)
TOTAL OTHER FINANCING SOURCES (USES)		300	96,575	96,275	164,273
NET CHANGE IN FUND BALANCE	(1,151,125)	(223,200)	(115,339)	107,861	(59,298)
FUND BALANCE - BEGINNING	1,420,890	1,420,890	1,420,890		1,480,188
FUND BALANCE - ENDING	\$ 269,765	\$ 1,197,690	\$ 1,305,551	\$ 107,861	\$ 1,420,890

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Goodhue County Education District #6051-61 (the District) is a public agency established to provide, by cooperative effort, comprehensive educational programs and other such services as can be efficiently and effectively operated by its group of six-member Independent School Districts (ISD).

The governing body consists of one School Board member representative from each of the six member districts. These Districts are Kenyon-Wanamingo ISD #2172, Goodhue ISD #253, Zumbrota-Mazeppa ISD #2805, Red Wing ISD #256, Cannon Falls ISD #252, and Lake City ISD #813.

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The GASB pronouncements are recognized as accounting principles generally accepted in the United States of America for state and local governments. The following is a summary of the more significant accounting policies:

Financial Reporting Entity

Accounting principles generally accepted in the United States of America (GAAP) require that the District's financial statements include all funds, account groups, departments, agencies, boards, commissions, and other organizations which are not legally separated from the District. In addition, the District's financial statements are to include all component units - entities for which the District is financially accountable.

The criteria for including organizations as component units within the District's reporting entity, as set forth in Governmental Accounting Standards Board (GASB) accounting reporting standards, include whether the organization is legally separate (can sue and be sued in their own name), holds the corporate powers of the organization, appoints a voting majority of the organization's board, is able to impose its will on the organization, the organization has the potential to impose a financial benefit/burden on the District, and there is fiscal dependency by the organization on the District. Based on the aforementioned criteria, the District has no component units.

Basic Financial Statement Presentation

The District-wide financial statements (i.e. the Statement of Net Position and the Statement of Activities) display information about the reporting government as a whole. These statements include all the financial activities of the District.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Basic Financial Statement Presentation (Continued)

When an expense is incurred for purposes for which both restricted and unrestricted net position are available, restricted resources are applied first. The School Board reports all direct expenses by function in the Statement of Activities. Depreciation expense is specifically identified by function and is included in the direct expense of each function. Interest on long-term debt is considered an indirect expense and is reported separately on the Statement of Activities. Generally, the effect of material interfund activity has been removed from the District-wide financial statements.

Separate Fund financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements

Measurement Focus and Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The District-wide financial statements were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB. Grants and similar items are recognized when all eligibility requirements imposed by the provider have been met.

Governmental fund types are accounted for using the modified accrual basis of accounting. Under this method revenues are recognized when susceptible to accrual, i.e. both measurable and available to finance expenditures of the fiscal period. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Minnesota statutes generally control when state aids revenues should be recognized. Federal revenues are recorded in the year in which the eligible expenditures are made. If the amounts of Minnesota or federal revenues cannot be reasonably estimated or realization is not reasonably assured, they are not recorded as revenue in the current year. Special education revenue and property taxes are received by individual school districts; the Education District then bills schools on a pro rata share of their total expenditures.

Expenditures are generally recognized using the modified accrual basis of accounting when a related fund liability is incurred. Exceptions to this rule include (1) accumulated unpaid vacation, sick pay, and other employee amounts which are not accrued, and (2) principal and interest on general long-term debt which is recognized when due.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange transaction takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Measurement Focus and Basis of Accounting (Continued)

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include grants and donations. Revenue from grants and donations are recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements including timing requirements, which specify the year in when the resources are required to be used or the year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it is recognized.

Unearned revenue is recorded when assets are recognized before revenue recognition criteria have been satisfied. Grants received before eligibility requirements other than time requirements are met and recorded as unearned revenue. Grants received before time requirements are met are recorded as a deferred inflow of resources.

Description of Funds

The accounts of the District are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures.

Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

GASB sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures of the individual funds in the governmental fund category) for the determination of major funds.

A description of each major fund of the District is presented as follows:

General Fund – The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Budgets and Budgetary Accounting

The Board adopts an annual budget for funds of the District on a basis consistent with United States generally accepted accounting principles (GAAP). Budgeted amounts are as originally adopted or as revised by the Board of Education.

Unexpended budgeted amounts lapse at the end of the budget year. Spending control for the general fund is established by the amount of expenditures budgeted for the fund, but management control is exercised at budgetary line item levels.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents

Cash balances are invested, to the extent available, in the Minnesota School District Liquid Asset Fund. Earnings from such investments are recorded in the General Fund. These short-term investments are stated at cost, which approximates market value.

Accounts Receivable

Represents amounts receivable from individuals, firms, and corporations for goods and services furnished by the District. No substantial losses are anticipated from present receivable balances, therefore, no allowance for uncollectible accounts is deemed necessary.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepayments. Prepaid items are reported using the consumption method and recorded as an expense or expenditure at the time of consumption.

Deferred Outflows of Resources

In addition to assets, the financial statements will sometimes report a separate section of deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until that time. The District has three types of items which occur related to revenue recognition. The deferred outflows of resources are related to the deferred charge on refunding, pension, and OPEB. The deferred charge on refunding resulted from a difference between the reacquisition price and net carrying amount of the old debt. This difference is being amortized and charged to operations over the bond term using the straight-line method.

Deferred Inflows of Resources

In addition to liabilities, the financial statements will sometimes report a separate financial statement element, deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has two types of items which occur related to revenue recognition. The deferred outflows of resources are pension and OPEB related.

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources in the District-wide financial statements. Net investment in capital assets, net of accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. Net position is reported as restricted in the District-wide financial statement when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Capital Assets

Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$1,500. Donated capital assets are recorded at their estimated acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets are recorded in the District-wide financial statements but are not reported in the Fund financial statements. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives:

	<u>Useful Life in Years</u>
Buildings	20 - 50
Equipment and site improvements	5 -20

The District does not possess any material amounts of infrastructure capital assets. Items such as sidewalks and other land improvements are considered to be part of the cost of buildings or other improvable property.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and Teachers Retirement Association (TRA) and additions to/deductions from PERA's and TRA's fiduciary net position have been determined on the same basis as they are reported by PERA and TRA. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

TRA has a special funding situation created by direct aid contributions made by the State of Minnesota, City of Minneapolis and Minneapolis School District. The direct aid is a result of the merger of the Minneapolis Teachers Retirement Fund Association into TRA in 2006. A second direct aid source is from the State of Minnesota for the merger of the Duluth Teacher's Retirement Fund (DTRFA) in 2015. Additional information can be found in Note 9.

Compensated Absences

Unpaid sick leave has not been accrued in the General Fund, as this benefit does not vest to employees. It is recorded as an expense in the period paid. (See Note 6 on compensated absences and severance pay.)

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Long-term Obligations

In the district-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Long-term debt premiums and discounts are deferred and amortized over the life of the debt using the straight-line method. Long-term debt payable is reported net of the applicable premium or discount. Long-term debt issuance costs are reported as expense in the period they are incurred.

In the fund financial statements, governmental fund types recognize long-term debt premiums and discounts, as well as debt issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Leases

For leases with term exceeding 12 months, the District recognizes a lease liability and a right to use lease asset in the government-wide financial statements.

The right to use lease asset is calculated at the initial amount of the lease liability, plus any lease payments made to the lessor before the lease commencement date, plus certain initial direct costs incurred, minus any lease incentives received. Subsequently, the right to use lease asset is amortized on a straight-line basis over its useful life. The District initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of the lease payments made. Remeasurement of the right to use lease asset and lease liability occurs when certain changes occur that are likely to have a significant impact on the lease liability.

Right to use lease assets are reported with capital assets and lease liabilities are reported with long-term debt on the statement of net position.

Other Postemployment Benefits

Under the terms of certain collectively bargained employment contracts, including the teachers' and administrators' contracts, the District makes no contributions toward the health insurance premiums of retired employees. However, the District has an implicit rate or subsidy for OPEB. This amount was actuarially determined in accordance with GASB Statement No. 75.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

1. Summary of Significant Accounting Policies (Continued)

Use of Estimates

The preparation of financial statements in conformity with United States generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Prior Period Comparative Financial Data

The basic financial statements include certain prior-year partial comparative data in total but not at the level of detail required for a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such data should be read in conjunction with the government's financial statements for the year ended June 30, 2021, from which the summarized data was derived.

Implementation of New Accounting Principles

During the year, the District implemented *GASB Statement No. 87, Leases*. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right to use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

2. Cash and Investments

Summary of Cash and Investments

As of June 30, 2022, the District's cash and investments consisted of the following items, all of which are held in an internal investment pool:

Deposits	\$ 202,567
Minnesota School District Liquid Asset Fund (MSDLAF)	<u>121,520</u>
Total Cash and Investments	<u>\$ 324,087</u>

Investments Authorized by Minnesota Statutes

The District is authorized by Minnesota Statutes to invest idle funds as follows:

- a) Direct obligations or obligations guaranteed by the United States or its agencies.
- b) Shares of investment companies registered under the Federal Investment Company Act of 1940 and receives the highest credit rating, is rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of thirteen months or less.
- c) General obligations rated "A" or better; revenue obligations rated "AA" or better.
- d) General obligations of the Minnesota Housing Finance Agency rated "A" or better.
- e) Bankers acceptances of United States banks eligible for purchase by the Federal Reserve System.
- f) Commercial paper issued by United States corporations or their Canadian subsidiaries, of the highest quality category by at least two nationally recognized rating agencies and maturing in 270 days or less.
- g) Repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.
- h) Guaranteed Investments Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

2. Cash and Investments (Continued)

At June 30, 2022, the District's investment balances were as follows:

	<u>Amortized Cost</u>
Minnesota School District Liquid Asset Fund (MSDLAF)	\$ 121,520

The MSDLAF is an external investment pool and its investments are valued at amortized cost, which approximates fair in accordance with Rule 2a-7 of the Investment Company Act of 1940. The amortized cost method of valuation values a security at its cost on the date of purchase and thereafter assumes a constant amortization to maturity of any discount or premium, regardless of the impact of fluctuation interest rates on the market value of instruments.

The MSDLAF pool is rated AAA by Standard & Poor's.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the School District's deposits may not be returned to it. The School District's deposit policy for custodial credit risk follows Minnesota Statutes for deposits. The District's deposits are entirely covered by federal depository insurance or by collateral held by the District's custodial banks in the District's name.

Minnesota Statutes require that all District deposits be insured, secured by surety bonds or be collateralized. Except for notes secured by first mortgages of future maturity, the market value of collateral pledged by the custodial bank must equal 110% of the deposits not covered by insurance or surety bonds.

Authorized collateral includes certain state or local government obligations and legal investments. Minnesota Statutes also require that securities pledged as collateral be held in safekeeping by the Treasurer, or in a financial institution other than the institution furnishing the collateral.

Credit Risk

The District has no investment policy that would limit its investment choices.

Concentration of Credit Risk

The District places no limit on the amount the District may invest in any one issuer.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

2. Cash and Investments (Continued)

Fair Value Measurement

Fair value measurements are determined utilizing the framework established by the Governmental Accounting Standards Board. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are as follows:

- Level 1: Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the District has the ability to access
- Level 2: Observable market-based inputs or unobservable inputs that are corroborated by market data. Inputs to the valuation methodology include:
 - Quoted prices for similar assets or liabilities in active markets
 - Quoted prices for identical assets or liabilities in inactive markets
 - Inputs other than quoted prices that are observable for the asset or liability
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means

If the asset or liability has a specific (contractual) term, Level 2 input must be observable for substantially the full term of the asset or liability

- Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

There were no assets measured at fair value on a reoccurring basis noted at the District.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

3. Capital Assets

Capital asset activity for the year ended June 30, 2022 was as follows:

Governmental Activities	Beginning Balance	Additions	Disposals	Ending Balance
Capital assets, not being depreciated:				
Land	\$ 134,200	\$	\$	\$ 134,200
Total capital assets, not being depreciated	134,200			134,200
Capital assets, being depreciated:				
Site improvements	397,610			397,610
Buildings	13,983,120	16,908		14,000,028
Equipment	594,741	118,693		713,434
Total capital assets, being depreciated	14,975,471	135,601		15,111,072
Less accumulated depreciation for:				
Site improvements	109,344	19,880		129,224
Buildings	3,075,736	559,663		3,635,399
Equipment	357,788	43,433		401,221
Total accumulated depreciation	3,542,868	622,976		4,165,844
Total capital assets, being depreciated, net	11,432,603	(487,375)		10,945,228
Governmental activities capital assets, net	<u>\$ 11,566,803</u>	<u>\$(487,375)</u>	<u>\$</u>	<u>\$ 11,079,428</u>

Depreciation expense was charged to governmental activities as follows:

Governmental Activities:

District and school administration	\$ 1,666
Regular instruction	6,082
Vocational instruction	2,367
Special education	3,538
Instructional support services	14,445
Pupil Support	5,940
Site, buildings and equipment	<u>588,938</u>
Total depreciation expense - governmental activities	<u>\$ 622,976</u>

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

4. Long-Term Liabilities

A summary of interest rates, maturities, and June 30, 2022 balances are as follows:

	Original Amount of Debt	Range of Interest Rates	Final Maturity	Balance June 30, 2022
Taxable Refunding Certificates of Participation 2020	\$ 13,530,000	0.65-3.1%	2039	\$ 12,330,000
2015 Capital Lease Payable - HVAC	706,500	2.42%	2025	230,047
2022 Capital Lease Payable - Chromebooks Lease #1	29,900	2.45%	2026	23,627
2022 Capital Lease Payable - Chromebooks Lease #2	66,200	2.45%	2026	52,310
Compensated Absences Payable				46,381
Severance Payable				18,751
Certificates of Participation Discount				<u>(42,314)</u>
Total				<u>\$ 12,658,802</u>

The following is a summary of changes in long-term obligations for the year ended June 30, 2022.

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
GOVERNMENTAL ACTIVITIES					
Taxable Refunding Certificates of Participation 2020	\$ 12,935,000	\$	\$ 605,000	\$ 12,330,000	\$ 610,000
Capital Leases Payable:					
2015 - HVAC	303,116		73,069	230,047	74,847
2022 - Chromebooks Lease #1		29,900	6,273	23,627	5,694
2022 - Chromebooks Lease #2		66,200	13,890	52,310	12,606
Compensated Absences Payable	20,590	30,475	4,684	46,381	4,684
Severance Payable	14,034	4,717		18,751	
Certificates of Participation Discount	<u>(44,931)</u>		<u>(2,617)</u>	<u>(42,314)</u>	
	<u>\$ 13,227,809</u>	<u>\$ 131,292</u>	<u>\$ 700,299</u>	<u>\$ 12,658,802</u>	<u>\$ 707,831</u>

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

4. Long-Term Liabilities (Continued)

The annual requirements to amortize all long-term debt outstanding as of June 30, 2022, over the life of the debt, are summarized below:

Certificates of Participation			
Years	Principal	Interest	Total
<u>Governmental Activities</u>			
2023	\$ 610,000	\$ 308,338	\$ 918,338
2024	615,000	301,627	916,627
2025	630,000	293,018	923,018
2026	635,000	282,622	917,622
2027	650,000	271,193	921,193
2028 - 2032	3,470,000	1,133,405	4,603,405
2033 - 2037	3,965,000	634,585	4,599,585
2038 - 2039	1,755,000	81,995	1,836,995
Totals	<u>\$ 12,330,000</u>	<u>\$ 3,306,783</u>	<u>\$ 15,636,783</u>

Capital Leases Payable			
Years	Principal	Interest	Total
<u>Governmental Activities</u>			
2023	\$ 93,147	\$ 6,976	\$ 100,123
2024	95,416	4,706	100,122
2025	97,741	2,381	100,122
2026	19,680	483	20,163
Totals	<u>\$ 305,984</u>	<u>\$ 14,546</u>	<u>\$ 320,530</u>

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

5. Fund Equity

The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54). This Statement defines the different types of fund balances that a governmental entity must use for financial reporting purposes.

GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories list below.

- *Nonspendable*, such as fund balance associated with inventories, prepaids, long-term loans and notes receivable, and property held for resale (unless the proceeds are restricted, committed, or assigned)
- *Restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation
- *Committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action by the District's School Board (the district's highest level of decision-making authority)
- *Assigned* fund balance classification includes balance amounts that are intended to be used for a specific purpose that are neither considered restricted or committed. Fund balance may be assigned by agreement of the Board Chair, Director, and Business Manager.
- *Unassigned* fund balance classification includes positive fund balance within the General Fund which has not been classified within the above-mentioned categories and negative fund balance in other governmental funds.

Order of Fund Balance Spending Policy

The District uses restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring for dollar spending. Additionally, the District would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The District has a formal minimum fund balance policy for the General Fund Unassigned Fund Balance to be at least seven percent of the prior fiscal year's general fund expenditures and a maximum of fifteen percent of the prior fiscal year's general fund expenditures.

Restriction of fund balance indicates that a portion of the fund balance is legally segregated for a specific future use. The following is a summary of the restricted fund balances for the governmental funds:

Restricted for Long Term Facilities Maintenance – Represents the resources available to be used for LTFM projects in accordance with the 10 Year Plan.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

5. Fund Equity (Continued)

The following is a summary of fund balances as of June 30, 2022 with comparative totals for June 30, 2021:

	<u>General</u>	<u>2022 Totals</u>	<u>2021 Totals</u>
Nonspendable			
Prepaid items	\$ 114,220	\$ 114,220	\$ 142,394
Restricted			
Long-term facilities maintenance	71,346	71,346	1,373
Unassigned	1,119,985	1,119,985	1,277,123
Total Fund Balance	<u>\$ 1,305,551</u>	<u>\$ 1,305,551</u>	<u>\$ 1,420,890</u>

The Uniform Financial Accounting and Reporting Standards (UFAR) fund balance reporting standards are slightly different than the reporting standards under GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions*. Below is a reconciliation between the fund balances following GASB standards and UFARS reporting standards:

	<u>GASB Balance</u>	<u>Reconciling Balance</u>	<u>UFARS Balance June 30, 2022</u>	<u>UFARS Balance June 30, 2021</u>
Nonspendable				
Prepaid items	\$ 114,220	\$	\$ 114,220	\$ 142,394
Restricted				
Long-term facilities maintenance	71,346		71,346	1,373
Unassigned	1,119,985		1,119,985	1,277,123
Total Fund Balance	<u>\$ 1,305,551</u>	<u>\$</u>	<u>\$ 1,305,551</u>	<u>\$ 1,420,890</u>

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

6. Compensated Absences and Severance Pay

In accordance with current contracts, the District compensates substantially all full-time non-certified employees for vacation benefits at various rates based on length of service. The expenditure for vacation pay is recognized when payment is made. As of June 30, 2022, covered employees had accrued compensated absences in the amount of \$46,381.

In addition, the Education District agreed to provide and pay the cost of a long-term disability insurance plan for the District Director and Program Directors until the age of 64 years and 9 months. As of June 30, 2022, an estimate of the future costs of this disability insurance coverage is \$18,751.

7. Risk Management

The District is exposed to various risks of loss related to torts, theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employees' health and life; and natural disasters. The District manages these various risks of loss through commercial insurance coverage. Insurance claims have not exceeded coverage during the past three years and there have not been any significant reductions to coverage.

8. Commitments and Contingencies

The District participates in a number of federal and state agency assisted grant programs. These programs are subject to program compliance audits by the grantors or their representatives. The District does not anticipate any audit adjustments or disallowed program expenditures that would be material in relation to the general-purpose financial statements taken as a whole.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide

Plan Description

1. General Employees Retirement Plan

The District participates in the following cost-sharing multiple-employer defined benefit pension plans administered by Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with *Minnesota Statutes*, Chapters 353 and 356. PERA's defined benefit pension plan is a tax qualified plan under Section 401(a) of the Internal Revenue Code.

The General Employees Retirement Plan covers certain full-time and part-time employees of the District, other than teachers. General Employees Plan members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

2. Teachers Retirement Association (TRA)

The TRA is an administrator of a multiple employer, cost-sharing, defined benefit retirement fund. TRA administers a Basic Plan (without Social Security coverage) and a Coordinated Plan (with Social Security coverage) in accordance with *Minnesota Statutes*, Chapters 354 and 356. TRA is a separate statutory entity and administered by a Board of Trustees. The Board consists of four active members, one retired member, and three statutory officials.

Educators employed in Minnesota's public elementary and secondary school, charter schools, and certain other TRA-covered educational institutions maintained by the state are required to be TRA members (except those employed by St. Paul schools or Minnesota State Colleges and Universities). Educators first hired by Minnesota State may elect either TRA coverage or coverage through the Define Contribution Plan (DCR) administered by the State of Minnesota.

Benefits Provided

1. General Employees Plan Benefits

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Benefits Provided (Continued)

General Employees Plan benefits are based on a member’s highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989, receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate of Coordinated members is 1.2 percent for each of the first 10 years of service and 1.7 percent for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for all years of service. For members hired prior to July 1, 1989, a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024, or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

2. TRA Benefits

TRA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by Minnesota Statute and vest after three years of service credit. The defined retirement benefits are based on a member's highest average salary for any five consecutive years of allowable service, age, and a formula multiplier based on years of credit at termination of service.

Two methods are used to compute benefits for TRA's Coordinated and Basic Plan members. Members first employed before July 1, 1989, receive the greater of the Tier I or Tier II benefits as described.

Tier I:	Step Rate Formula	Percentage
Basic	First ten years of service	2.2 percent per year
	All years after	2.7 percent per year
Coordinated	First ten years if service years are up to July 1, 2006	1.2 percent per year
	First ten years if service years are July 1, 2006 or after	1.4 percent per year
	All other years of service if service years are up to July 1, 2006	1.7 percent per year
	All other years of service if service years are July 1, 2006 or after	1.9 percent per year

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Benefits Provided (Continued)

With these provisions:

- a) Normal retirement age is 65 with less than 30 years of allowable service and age 62 with 30 or more years of allowable service.
- b) 3 percent per year early retirement reduction factors for all years under normal retirement age.
- c) Unreduced benefits for early retirement under a Rule-of-90 (age plus allowable service equals 90 or more).

Or

Tier II Benefits

For years of service prior to July 1, 2006, a level formula of 1.7 percent per year for coordinated members and 2.7 percent per year for basic members is applied. For years of service July 1, 2006 and after, a level formula of 1.9 percent per year for coordinated members and 2.7 percent for Basic members applies. Beginning July 1, 2015, the early retirement reduction factors are based on rates established under Minnesota Statute. Smaller reductions, more favorable to the member, will be applied to individuals who reach age 62 and have 30 years or more of service credit.

Members first employed after June 30, 1989, receive only the Tier II benefit calculation with a normal retirement age that is their retirement age for full Social Security retirement benefits, but not to exceed age 66.

Six different types of annuities are available to members upon retirement. The No Refund Life Plan is a lifetime annuity that ceases upon the death of the retiree - no survivor annuity is payable. A retiring member may also choose to provide survivor benefits to a designated beneficiary(ies) by selecting one of five plans that have survivorship features. Vested members may also leave their contributions in the TRA Fund upon termination of service in order to qualify for a deferred annuity at retirement age. Any member terminating service is also eligible for a refund of their employee contributions plus interest.

The benefit provisions stated apply to active plan participants. Vested, terminated employees who are entitled to benefits but not yet receiving them are bound by the plan provisions in effect at the time they last terminated their public service.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Contributions

1. General Employees Fund Contributions

Minnesota Statute Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2022 and the District was required to contribute 7.50 percent for Coordinated Plan members. The District's contributions to the General Employees Fund for the year ended June 30, 2022 were \$82,128. The District's contributions were equal to the required contributions as set by the state statute.

2. TRA Contributions

Minnesota Statute, Chapter 354 sets the contribution rates for employees and employers. Rates for each fiscal year ended were:

	Ended June 30, 2021		Ended June 30, 2022	
	Employee	Employer	Employee	Employer
Basic	11.00%	12.13%	11.00%	12.34%
Coordinated	7.50%	8.13%	7.50%	8.34%

The District's contributions to the TRA Fund for the year ended June 30, 2022 were \$444,167. The District's contributions were equal to the required contributions as set by the state statute.

The following is a reconciliation of employer contributions in TRA's fiscal year 2021 CAFR "Statement of Changes in Fiduciary Net Position" to the employer contributions used in Schedule of Employer and Non-Employer Pension Allocations.

Employer contributions reported in TRA's CAFR, Statement of Changes in Fiduciary Net Position	\$ 448,829,000
Add employer contributions not related to future contribution efforts	379,000
Deduct TRA's contributions not included in allocation	<u>(538,000)</u>
Total employer contributions	\$ 448,670,000
Total non-employer contributions	<u>37,840,000</u>
Total Contributions reported in <i>Schedule of Employer and Non-Employer Allocations</i>	<u><u>\$ 486,510,000</u></u>

Amounts reported in the allocation schedules may not precisely agree with financial statement amounts or actuarial valuations due to the number of decimal places used in the allocations. TRA has rounded percentage amounts to the nearest ten thousandths.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Pension Costs

1. General Employees Fund Pension Costs

At June 30, 2022, the District reported a liability of \$649,108 for its proportionate share of the General Employees Fund's net pension liability. The District's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the District totaled \$19,868.

The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District's proportionate share of the net pension liability was based on the District's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2020, through June 30, 2021, relative to the total employer contributions received from all of PERA's participating employers. The District's proportionate share was 0.0152 percent at the end of the measurement period and 0.0152 percent for the beginning of the period.

District's proportionate share of net pension liability	\$	649,108
State's proportionate share of the net pension liability associated with the district	\$	19,868

For the year ended June 30, 2022, the District recognized pension expense of (\$100,827) for its proportionate share of General Employees Plan's pension expense. In addition, the District recognized an additional \$1,603 as grant revenue for its proportionate share of the State of Minnesota's pension expense for annual \$16 million contribution.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Pension Costs (Continued)

At June 30, 2022, the District reported its proportionate share of General Employees Plan’s deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual economic experience	\$ 3,805	\$ 19,865
Changes in actuarial assumptions	400,688	9,793
Difference between projected and actual investment earnings		563,435
Changes in proportion	19,351	23,578
Contributions paid to PERA subsequent to the measurement date	<u>90,218</u>	
 Total	 <u><u>\$ 514,062</u></u>	 <u><u>\$ 616,671</u></u>

The \$90,218 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:	<u>Pension Expense Amount</u>
2023	\$ (34,305)
2024	(134)
2025	(5,059)
2026	(153,329)

2. TRA Pension Costs

At June 30, 2022, the District reported a liability of \$3,995,561 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The District’s proportion of the net pension liability was based on the District’s contributions to TRA in relation to total system contributions including direct aid from the State of Minnesota, City of Minneapolis, and Minneapolis School District. The District’s proportionate share was 0.0913 percent at the end of the measurement period and 0.0844 percent for the beginning of the period.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Pension Costs (Continued)

The pension liability amount reflected a reduction due to direct aid provided to TRA. The amount recognized by the district as its proportionate share of the net pension liability, the direct aid, and total portion of the net pension liability that was associated with the district were as follows:

District's proportionate share of net pension liability	\$	3,995,561
State's proportionate share of the net pension liability associated with the district	\$	336,980

For the year ended June 30, 2022, the District recognized pension expense of (\$171,165). It also recognized (\$3,773) as a decrease to pension expense for the support provided by direct aid.

On June 30, 2022, the District had deferred resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual economic experience	\$ 100,039	\$ 103,394
Changes in actuarial assumptions	1,463,915	3,071,704
Difference between projected and actual investment earnings		3,367,978
Changes in proportion	1,187,772	
Contributions paid to TRA subsequent to the measurement date	<u>585,441</u>	
Total	<u>\$ 3,337,167</u>	<u>\$ 6,543,076</u>

The \$585,441 reported as deferred outflows of resources related to pensions resulting from District contributions to TRA subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2023. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:	<u>Pension Expense Amount</u>
2023	\$ (1,839,208)
2024	(1,496,687)
2025	(345,939)
2026	(476,516)
2027	367,000

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Aggregate Pension Costs

Pension expense recognized by the District for the year ended June 30, 2022 is as follows:

General Employee Retirement Fund	\$ (99,224)
TRA	<u>(174,938)</u>
Total	<u><u>\$ (274,162)</u></u>

Long-Term Expected Return on Investment

1. General Employees Fund Long-Term Expected Return on Investment

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic Equity	33.5%	5.10%
International Equity	16.5%	5.30%
Fixed Income	25.0%	0.75%
Private Markets	25.0%	5.90%
Total	<u>100%</u>	

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

2. TRA Long-Term Expected Return on Investment

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	35.5%	5.10%
International Equity	17.5%	5.30%
Private Markets	25.0%	5.90%
Fixed Income	20.0%	0.75%
Unallocated cash	2.0%	0.00%
Total	100%	

Actuarial Methods and Assumptions

1. General Employees Fund Actuarial Methods and Assumptions

The total pension liability in the June 30, 2021 actuarial valuation was determined using an individual entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 6.50 percent. This assumption is based on a review of inflation and investments return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates deemed to be reasonable by the actuary. An investment return of 6.50 percent was deemed to be within that range of reasonableness for financial reporting purposes.

Inflation is assumed to be 2.25 percent for the General Employees Plan. Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 29 years of service and 6.0 percent per year thereafter.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. The tables are adjusted slightly to fit PERA's experience.

Actuarial assumptions for the General Employees Plan are reviewed every four years. The most recent four-year experience study for the General Employees Plan was completed in 2019. The assumption changes were adopted by the Board and became effective with the July 1, 2020 actuarial valuation.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Actuarial Methods and Assumptions (Continued)

The following changes in PERA actuarial assumptions and plan provisions occurred in 2021:

Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50 percent to 6.50 percent, for financial reporting purposes.
- The mortality improvement scale was changed from MP-2019 to Scale MP-2020.

Changes in Plan Provisions:

- There were no changes in plan provisions since the previous valuation.

2. TRA Actuarial Assumptions

The total pension liability in the June 30, 2021, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement.

Key Methods and Assumptions Used in Valuation of Total Pension Liability	
Actuarial Information	
Valuation Date	July 1, 2021
Measurement Date	June 30, 2021
Experience Study	June 5, 2019 (demographic assumptions) November 6, 2017 (economic assumptions)
Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Investment Rate of Return	7.00%
Price Inflation	2.50%
Wage Growth Rate	2.85% before July 1, 2028 and 3.25% after June 30, 2028
Projected Salary Increase	2.85% - 8.85% before July 1, 2028 and 3.25% to 9.25% after June 30, 2028
Cost of Living Adjustment	1.0% for January 2020 through January 2023, then increasing by 0.1% each year up to 1.5% annually.
Mortality Assumptions:	
Pre-Retirement:	RP-2014 white collar employee table, male rates set back five years and female rates set back seven years. Generational projection uses the MP-2015 scale.
Post-Retirement:	RP-2014 white collar annuitant table, male rates set back three years and female rates set back three years, with further adjustments of the rates. Generational projection uses the MP-2015 scale.
Post-Disability:	RP-2014 disabled retiree morality table, without adjustment.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Actuarial Methods and Assumptions (Continued)

The TRA actuary has determined the average of the expected remaining service lives of all members for the fiscal year 2022 is six years. The *Difference Between Expected and Actual Experience*, *Changes of Assumptions*, and *Changes in Proportion* use the amortization period of six years in the schedule presented. The amortization period for *Net Difference Between Projected and Actual Investment Earnings on the Pension Plan Investments* is five years as required by GASB 68.

The following changes in TRA actuarial assumptions since the 2020 valuation:

- For GASB Valuation:
 - The investment return assumption was changed from 7.50 percent to 7.00 percent

Discount Rate

1. General Employees Fund Discount Rate

The discount rate used to measure the total pension liability in 2021 was 6.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at the rates specified in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

2. TRA Discount Rate

The discount rate used to measure the total pension liability was 7.00 percent. The discount rate used to measure the TPL at the Prior Measurement Date was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the fiscal 2021 contribution rate, contributions from school districts will be made at contractually required rates (actuarially determined), and contributions from the state will be made at current statutorily required rates. Based on those assumptions, the pension plan's fiduciary net position was not projected to be depleted and, as a result, the Municipal Bond Index Rate was not used in the determination of the Single Equivalent Interest Rate (SEIR).

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

9. Defined Benefit Pension Plans – Statewide (Continued)

Pension Liability Sensitivity

The following presents the District’s proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate</u>	<u>Discount Rate</u>	<u>1% Increase in Discount Rate</u>
General Employees Retirement Fund Discount Rate	5.50%	6.50%	7.50%
District’s proportionate share of the General Employees Retirement Fund net pension liability	\$ 1,323,849	\$ 649,108	\$ 95,442
TRA Discount Rate	6.00%	7.00%	8.00%
District’s proportionate share of the TRA net pension liability	\$ 8,071,228	\$ 3,995,561	\$ 653,189

Pension Plan Fiduciary Net Position

Detailed information about General Employees Retirement Fund’s fiduciary net position is available in a separately issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

Detailed information about TRA’s fiduciary net position is available in a separately issued TRA financial report. That report can be obtained at www.MinnesotaTRA.org; by writing to TRA at 60 Empire Drive 400, St. Paul, Minnesota, 55103-4000; or by calling (651) 296-2409 or 1-800-657-3669.

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

10. Other Postemployment Benefit Plan

The District engaged an actuary to determine the District’s liability for postemployment healthcare benefits other than pensions for the year ended June 30, 2022.

Plan Description

The District operates a single-employer retiree benefit plan (“the Plan”) that provides health and dental insurance to eligible employees and their spouses through the District’s health insurance plan. Benefit and eligibility provisions are established through negotiations between the District and various unions representing District employees and are renegotiated each two-year bargaining period. The Plan does not issue a publicly available financial report.

Benefits Provided

These retirees will be eligible to continue coverage with respect to both themselves and their eligible dependent(s) under the District’s health benefits program. Retirees are required to pay 100% of the total premium cost. Since the premium is a blended rate determined on the entire active retiree population, the retirees are receiving an implicit rate subsidy. As of June 30, 2022, there were 129 active participants and no retired participants in the District’s group health plan.

Funding Policy

The required contribution is based on projected pay-as-you-go method under which contributions to the plan are generally made at the same time and in the same amount as retiree benefits and expenses become due. Contribution requirements are also negotiated between the District and union representatives. The District contributes \$1,500 per year (increasing with trend until retirement) toward single medical coverage for 8 years as a subsidized payment of the cost of current-year premiums for eligible retired plan member. For fiscal year 2022, the District contributed \$912 to the plan all of which was implicit subsidy.

Total OPEB Liability

The District’s total liability was measured as of June 30, 2022 and was determined by an actuarial valuation as of that date. The components of the total OPEB liability of the District at year-end were as follows:

Total OPEB liability	\$	197,910
Covered employee payroll		<u>7,589,483</u>
Total OPEB liability as % of payroll		<u>3%</u>

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

10. Other Postemployment Benefit Plan (Continued)

Actuarial Methods and Assumptions

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare cost trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities, consistent with the long-term perspective of the calculations.

The total OPEB liability was determined by an actuarial valuation as of June 30, 2022, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount rate	2.10%
20-year Municipal Bond Yield	2.10%
Inflation rate	2.00%
Mortality	Pub-2010 Public Retirement Plans Headcount-Weighted Mortality Tables (General, Teachers) with MP-2020 Generational Improvement Scale
Medical trend rate	6.50% as of July 1, 2021 grading to 5.00% over 6 years and then to 4.00% over the next 48 years. The medical trend rates have been chosen based on a review of historical health care increase rates, projected health care increase rates, and projected health care expenditures as a percentage of GDP. The components of health care costs were considered when developing the aggregate set of trend rates.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

10. Other Postemployment Benefit Plan (Continued)

Changes in Total OPEB Liability

	<u>Total OPEB Liability</u>	
Beginning Balance 7/1/2021	\$	217,008
Changes for the year:		
Service cost		36,789
Interest		5,981
Differences between expected and actual experience		(61,118)
Changes in actuarial assumptions		8,447
Benefit payments		(9,197)
Net changes		<u>(19,098)</u>
Balance End of Year 6/30/2022	\$	<u>197,910</u>

Total OPEB Liability Sensitivity to Discount and Health-Care Cost Trend Rate Changes

The following presents the total OPEB liability of the District if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current discount rate:

	<u>Total OPEB Liability</u>	
1% decrease in Discount Rate (1.10%)	\$	214,904
Current Discount Rate (2.10%)		197,910
1% increase in Discount Rate (3.10%)		181,518

Total OPEB Liability Sensitivity to Discount and Health-Care Cost Trend Rate Changes (Continued)

The following presents the total OPEB liability of the District if it were calculated using a healthcare cost trend rate that is one percentage point lower or one percentage point higher than the current healthcare cost trend rate:

	<u>Total OPEB Liability</u>	
1% decrease in Trend Rates	\$	167,107
Current Trend Rates		197,910
1% increase in Trend Rates		235,518

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)

10. Other Postemployment Benefit Plan (Continued)

OPEB Deferred Outflows and Inflows of Resources

As of the year ended June 30, 2022, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between projected and actual investment earnings	\$	\$ 83,644
Changes in actuarial assumptions	14,398	8,946
Contributions paid to OPEB subsequent to the measurement date	912	
Total	\$ 15,310	\$ 92,590

The \$912 reported as deferred outflows of resources related to OPEB resulting from District contributions to OPEB subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the year ended June 30, 2023. Other amounts reported as deferred outflows and deferred inflows of resources related to OPEB will be recognized in pension expense as follows:

Year ending June 30:	OPEB Expense Amount
2023	\$ (13,240)
2024	(13,240)
2025	(13,240)
2026	(13,240)
2027	(13,232)
Thereafter	(12,000)

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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

REQUIRED SUPPLEMENTARY INFORMATION

JUNE 30, 2022

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

Schedule of Changes in the District's Total OPEB Liability and Related Ratios
Year Ended June 30, 2022

Total OPEB Liability	2022	2021	2020	2019	2018
Service cost	\$ 36,789	\$ 30,591	\$ 26,972	\$ 29,878	\$ 29,008
Interest cost	5,981	6,386	8,171	7,350	6,745
Difference between expected and actual experience	(61,118)		(48,268)		
Changes in actuarial assumptions	8,447	9,343	(14,316)		
Benefit payments	(9,197)	(9,375)	(11,610)	(8,753)	(28,727)
Net changes in total OPEB liability	(19,098)	36,945	(39,051)	28,475	7,026
Total OPEB liability - beginning of year	217,008	180,063	219,114	190,639	183,613
Total OPEB liability - end of year	<u>\$ 197,910</u>	<u>\$ 217,008</u>	<u>\$ 180,063</u>	<u>\$ 219,114</u>	<u>\$ 190,639</u>
 Covered-Employee Payroll	 \$7,589,483	 \$6,160,297	 \$5,980,871	 \$5,412,192	 \$5,254,555
 Total OPEB liability as a Percentage of Covered-Employee Payroll	 3%	 4%	 3%	 4%	 4%

Note: There are no assets in a trust to pay related benefits.

See Note 10, Other Postemployment Benefit Plan, for more information.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

**Schedule of District's Contributions
General Employees Retirement Funds
Last Ten Years**

Fiscal Year Ended June 30	Pension Plan	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	District Covered Payroll	Contributions as a Percentage of Payroll
2015	PERA	\$ 63,118	\$ 63,118	\$	\$ 841,573	7.50%
2016	PERA	84,914	84,914		1,132,187	7.50%
2017	PERA	82,400	82,400		1,098,667	7.50%
2018	PERA	79,418	79,418		1,058,907	7.50%
2019	PERA	81,779	81,779		1,090,387	7.50%
2020	PERA	77,094	77,094		1,027,920	7.50%
2021	PERA	81,334	81,334		1,084,453	7.50%
2022	PERA	82,128	82,128		1,095,040	7.50%
2023						
2024						

**Schedule of District's Contributions
TRA Retirement Funds
Last Ten Years**

Fiscal Year Ended June 30	Pension Plan	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	District Covered Payroll	Contributions as a Percentage of Payroll
2015	TRA	\$ 215,857	\$ 215,857	\$	\$2,878,093	7.50%
2016	TRA	248,327	248,327		3,311,027	7.50%
2017	TRA	267,897	267,897		3,571,960	7.50%
2018	TRA	295,873	295,873		3,944,973	7.50%
2019	TRA	325,441	325,441		4,339,213	7.50%
2020	TRA	349,979	349,979		4,539,287	7.71%
2021	TRA	388,249	388,249		4,902,134	7.92%
2022	TRA	444,167	444,167		5,463,309	8.13%
2023						
2024						

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

**Schedule of District's and Non-Employer Proportionate Share of Net Pension Liability
PERA General Employees Retirement Fund
Last Ten Years (presented prospectively)**

Fiscal Year Ended June 30	District's Proportionate (Percentage) of the Net Pension Liability (Asset)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with the District (b)	District's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated With the District (a+b)	Covered Payroll (c)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.0181%	\$ 850,247	\$	\$ 850,247	\$ 841,573	101%	78.70%
2015	0.0196%	1,015,774		1,015,774	1,132,187	90%	78.20%
2016	0.0177%	1,437,152	18,737	1,455,889	1,098,667	133%	68.90%
2017	0.0164%	1,046,965	13,194	1,060,159	1,058,907	100%	75.90%
2018	0.0162%	898,710	29,600	928,310	1,090,387	85%	79.53%
2019	0.0145%	801,673	24,999	826,672	1,027,920	80%	80.23%
2020	0.0152%	911,309	28,158	939,467	1,084,453	87%	79.06%
2021	0.0152%	649,108	19,868	668,976	1,095,040	61%	87.00%
2022							
2023							

**Schedule of District's and Non-Employer Proportionate Share of Net Pension Liability
TRA
Last Ten Years (presented prospectively)**

Fiscal Year Ended June 30	District's Proportionate (Percentage) of the Net Pension Liability (Asset)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with the District (b)	District's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated With the District (a+b)	Covered Payroll (c)	District's Proportionate Share (Amount) of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2014	0.0676%	\$ 3,114,959	\$ 219,268	\$ 3,334,227	\$ 2,878,093	116%	81.50%
2015	0.0652%	4,033,265	494,736	4,528,001	3,311,027	137%	76.80%
2016	0.0687%	16,386,589	1,644,880	18,031,469	3,571,960	505%	44.90%
2017	0.0733%	14,632,010	1,414,681	16,046,691	3,944,973	407%	51.57%
2018	0.0785%	4,933,001	463,371	5,396,372	4,339,213	124%	78.07%
2019	0.0800%	5,099,217	451,370	5,550,587	4,539,287	122%	78.07%
2020	0.0844%	6,235,585	522,715	6,758,300	4,902,134	138%	75.48%
2021	0.0913%	3,995,561	336,980	4,332,541	5,463,309	79%	86.63%
2022							
2023							

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

COMPLIANCE AND INTERNAL CONTROL REPORTS

JUNE 30, 2022

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Education
Goodhue County Education District #6051-61
Red Wing, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, and the provisions of the *Minnesota Legal Compliance Audit Guide for School Districts* promulgated by the Legal Compliance Task Force pursuant to Minnesota Statutes Section 6.65, the financial statements of the governmental activities and each major fund of the District, as of and for the year ended June 30, 2022, and the related notes to financial statements, which collectively comprises the District's basic financial statements, and have issued our report thereon dated November 14, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control over financial reporting such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit the attention of those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

To the Board of Education
Goodhue County Education District #6051-61
Page Two

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Minnesota Legal Compliance

In connection with our audit, nothing came to our attention that caused us to believe that the District failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and uniform financial accounting and reporting standards sections of the *Minnesota Legal Compliance Audit Guide for School Districts*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

Smith, Schafu and Associates, Ltd.

Red Wing, Minnesota
November 14, 2022

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH THE
UNIFORM GUIDANCE**

To the Board of Education
Goodhue County Education District #6051-61
Red Wing, Minnesota

Report on Compliance for Each Major Federal Program

Opinion on Compliance for Each Major Federal Program

We have audited the District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2022.

In our opinion, the District complied, in all material respects, with the compliance requirements referred to above that could have a material effect on its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal programs. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's major federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about the District's compliance with the requirements of the major federal programs.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purposes of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Report on Internal Control over Compliance (Continued)

A *deficiency in internal control* over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control* over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities and each major fund of the District, as of and for the year ended June 30, 2022, and the related notes to financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated November 14, 2022, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Smith, Schafn and Associates, Ltd.

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**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

JUNE 30, 2022

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GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2022

<u>Federal Grantor/Pass-through Grantor/Program</u>	<u>Federal ALN Number</u>	<u>Passed Through to Sub Recipients</u>	<u>Federal Expenditures</u>
<u>U.S. Department of Education</u>			
Pass-through programs from:			
Minnesota Department of Education:			
Special Education Cluster (IDEA):			
Special Education - Grants to States	84.027	\$ 981,155	\$ 1,448,420
Special Education - American Rescue Plan	84.027X		6,135
Special Education - American Rescue Plan - Mandatory CEIS	84.027X		49,908
Special Education - Early Intervention	84.173	75,515	263,587
Special Education - Preschool Grants	84.173	21,832	84,554
Subtotal:		1,078,502	1,852,604 ***
Career and Technical Education -			
Basic Grants to States (Perkins Reserves)	84.048	39,763	43,741
Career and Technical Education -			
Basic Grants to States (Perkins IV)	84.048	126,255	173,283
Special Education - Grants for Infants and Toddlers	84.181	18,796	44,755
English Language Acquisition Grants (Title III)	84.365		22,563
Governors Emergency Education Relief Fund	84.425C		51,298
Elementary and Secondary School Emergency Relief Fund	84.425D		3,645
American Rescue Plan - Elementary and Secondary School Emergency Relief Fund	84.425U		29,380
Total U.S. Department of Education		1,263,316	2,221,269
<u>U.S. Department of Treasury</u>			
Coronavirus State and Local Fiscal Recovery Funds	21.027		6,138
<u>Federal Communications Commission</u>			
Emergency Connectivity Fund	32.009		8,194
<u>U.S. Department of Health and Human Services</u>			
Pass-through programs from:			
Minnesota Department of Education:			
Minnesota COVID-19 Testing	93.323		15,600
Total expenditures of federal awards		\$ 1,263,316	\$ 2,251,201

** Major Program

GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2022

1. General

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Goodhue County Education District #6051-61 under programs of the federal government for the year ended June 30, 2022. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position or changes in net position of the District.

All pass-through entities listed in the Schedule use the same ALN numbers as the federal grantors to identify these grants and have not assigned any additional identifying numbers.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

The District has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
SCHEDULE OF PRIOR YEAR FINDINGS
Year Ended June 30, 2022**

FINDINGS – FINANCIAL STATEMENT AUDIT

No findings.

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

No findings.

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2022**

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

1. Type of auditor's report issued: Unmodified
2. Internal control over financial reporting:
- Material weakness(es) identified? _____ Yes X No
 - Significant deficiency(ies) identified? _____ Yes X None reported
3. Noncompliance material to financial statements noted? _____ Yes X No

Federal Awards

1. Internal control over major federal programs:
- Material weakness(es) identified? _____ Yes X No
 - Significant deficiency(ies) identified? _____ Yes X None reported
2. Type of auditor's report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ Yes X No

Programs Tested as a Major Program

ALN Number(s)	Name of Federal Program or Cluster
- 84.027, 84.173	Special Education Cluster (IDEA)

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee? X Yes _____ No

**GOODHUE COUNTY EDUCATION DISTRICT #6051-61
RED WING, MINNESOTA**

COMPLIANCE TABLE

JUNE 30, 2022

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Fiscal Compliance Report - 6/30/2022
District: GOODHUE COUNTY ED. DIST. (6051-61)

	Audit	UFARS	Audit - UFARS		Audit	UFARS	Audit - UFARS
01 GENERAL FUND				06 BUILDING CONSTRUCTION			
Total Revenue	\$16,288,234	<u>\$16,288,235</u>	(\$1)	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$16,500,148	<u>\$16,500,147</u>	\$1	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Non Spendable:</i>				<i>Non Spendable:</i>			
4.60 Non Spendable Fund Balance	\$114,220	<u>\$114,220</u>	<u>\$0</u>	4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>				<i>Restricted / Reserved:</i>			
4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>	4.07 Capital Projects Levy	\$0	<u>\$0</u>	<u>\$0</u>
4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>	4.13 Project Funded by COP	\$0	<u>\$0</u>	<u>\$0</u>
4.03 Staff Development	\$0	<u>\$0</u>	<u>\$0</u>	4.67 LTFM	\$0	<u>\$0</u>	<u>\$0</u>
4.07 Capital Projects Levy	\$0	<u>\$0</u>	<u>\$0</u>	<i>Restricted:</i>			
4.08 Cooperative Revenue	\$0	<u>\$0</u>	<u>\$0</u>	4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.13 Project Funded by COP	\$0	<u>\$0</u>	<u>\$0</u>	<i>Unassigned:</i>			
4.14 Operating Debt	\$0	<u>\$0</u>	<u>\$0</u>	4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.16 Levy Reduction	\$0	<u>\$0</u>	<u>\$0</u>	07 DEBT SERVICE			
4.17 Taconite Building Maint	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.24 Operating Capital	\$0	<u>\$0</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.26 \$25 Taconite	\$0	<u>\$0</u>	<u>\$0</u>	<i>Non Spendable:</i>			
4.27 Disabled Accessibility	\$0	<u>\$0</u>	<u>\$0</u>	4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.28 Learning & Development	\$0	<u>\$0</u>	<u>\$0</u>	<i>Restricted / Reserved:</i>			
4.34 Area Learning Center	\$0	<u>\$0</u>	<u>\$0</u>	4.25 Bond Refundings	\$0	<u>\$0</u>	<u>\$0</u>
4.35 Contracted Alt. Programs	\$0	<u>\$0</u>	<u>\$0</u>	4.33 Maximum Effort Loan Aid	\$0	<u>\$0</u>	<u>\$0</u>
4.36 State Approved Alt. Program	\$0	<u>\$0</u>	<u>\$0</u>	4.51 QZAB Payments	\$0	<u>\$0</u>	<u>\$0</u>
4.38 Gifted & Talented	\$0	<u>\$0</u>	<u>\$0</u>	4.67 LTFM	\$0	<u>\$0</u>	<u>\$0</u>
4.40 Teacher Development and Evaluation	\$0	<u>\$0</u>	<u>\$0</u>	<i>Restricted:</i>			
4.41 Basic Skills Programs	\$0	<u>\$0</u>	<u>\$0</u>	4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.48 Achievement and Integration	\$0	<u>\$0</u>	<u>\$0</u>	<i>Unassigned:</i>			
4.49 Safe School Crime - Crime Levy	\$0	<u>\$0</u>	<u>\$0</u>	4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.51 QZAB Payments	\$0	<u>\$0</u>	<u>\$0</u>	08 TRUST			
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.53 Unfunded Sev & Retirement Levy	\$0	<u>\$0</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.59 Basic Skills Extended Time	\$0	<u>\$0</u>	<u>\$0</u>	<i>Restricted / Reserved:</i>			
4.67 LTFM	\$71,346	<u>\$71,346</u>	<u>\$0</u>	4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>
4.72 Medical Assistance	\$0	<u>\$0</u>	<u>\$0</u>	4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>
4.73 PPP Loan	\$0	<u>\$0</u>	<u>\$0</u>	4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>
4.74 EIDL Loan	\$0	<u>\$0</u>	<u>\$0</u>	18 CUSTODIAL			
<i>Restricted:</i>				Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.75 Title VII Impact Aid	\$0	<u>\$0</u>	<u>\$0</u>	<i>Restricted / Reserved:</i>			
4.76 Payments in Lieu of Taxes	\$0	<u>\$0</u>	<u>\$0</u>	4.01 Student Activities	\$0	<u>\$0</u>	<u>\$0</u>
<i>Committed:</i>				4.02 Scholarships	\$0	<u>\$0</u>	<u>\$0</u>
4.18 Committed for Separation	\$0	<u>\$0</u>	<u>\$0</u>	4.48 Achievement and Integration	\$0	<u>\$0</u>	<u>\$0</u>
4.61 Committed Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Assigned:</i>				20 INTERNAL SERVICE			
4.62 Assigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
<i>Unassigned:</i>				Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.22 Unassigned Fund Balance	\$1,119,985	<u>\$1,119,987</u>	(\$2)	4.22 Unassigned Fund Balance (Net Assets)	\$0	<u>\$0</u>	<u>\$0</u>
02 FOOD SERVICES				25 OPEB REVOCABLE TRUST			
Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
<i>Non Spendable:</i>				<i>4.22 Unassigned Fund Balance (Net Assets)</i>			
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	45 OPEB IRREVOCABLE TRUST			
<i>Restricted / Reserved:</i>				Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>	Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.74 EIDL Loan	\$0	<u>\$0</u>	<u>\$0</u>	<i>4.22 Unassigned Fund Balance (Net Assets)</i>			
<i>Restricted:</i>				47 OPEB DEBT SERVICE			
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>
<i>Unassigned:</i>				Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	<i>Non Spendable:</i>			
04 COMMUNITY SERVICE				4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
Total Revenue	\$0	<u>\$0</u>	<u>\$0</u>	<i>Restricted:</i>			
Total Expenditures	\$0	<u>\$0</u>	<u>\$0</u>	4.26 \$25 Taconite	\$0	<u>\$0</u>	<u>\$0</u>
<i>Non Spendable:</i>				4.31 Community Education	\$0	<u>\$0</u>	<u>\$0</u>
4.60 Non Spendable Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>	4.32 E.C.F.E	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted / Reserved:</i>				4.40 Teacher Development and Evaluation	\$0	<u>\$0</u>	<u>\$0</u>
4.26 \$25 Taconite	\$0	<u>\$0</u>	<u>\$0</u>	4.44 School Readiness	\$0	<u>\$0</u>	<u>\$0</u>
4.31 Community Education	\$0	<u>\$0</u>	<u>\$0</u>	4.47 Adult Basic Education	\$0	<u>\$0</u>	<u>\$0</u>
4.32 E.C.F.E	\$0	<u>\$0</u>	<u>\$0</u>	4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>
4.40 Teacher Development and Evaluation	\$0	<u>\$0</u>	<u>\$0</u>	4.73 PPP Loan	\$0	<u>\$0</u>	<u>\$0</u>
4.44 School Readiness	\$0	<u>\$0</u>	<u>\$0</u>	4.74 EIDL Loan	\$0	<u>\$0</u>	<u>\$0</u>
4.47 Adult Basic Education	\$0	<u>\$0</u>	<u>\$0</u>	<i>Restricted:</i>			
4.52 OPEB Liab Not In Trust	\$0	<u>\$0</u>	<u>\$0</u>	4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
4.73 PPP Loan	\$0	<u>\$0</u>	<u>\$0</u>	<i>Unassigned:</i>			
4.74 EIDL Loan	\$0	<u>\$0</u>	<u>\$0</u>	4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>
<i>Restricted:</i>				0111			
4.64 Restricted Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>				
<i>Unassigned:</i>							
4.63 Unassigned Fund Balance	\$0	<u>\$0</u>	<u>\$0</u>				

November 14, 2022

To the Board of Education of
Goodhue County Education District #6051-61
Red Wing, Minnesota

We have audited the financial statements of Goodhue County Education District #6051-61, Red Wing, Minnesota, as of and for the year ended June 30, 2022, and have issued our report thereon dated November 14, 2022. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit and Single Audit

As communicated in our engagement letter dated May 31, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements and on major federal award program compliance that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility as it relates to the schedule of expenditures of federal awards is to evaluate its presentation for the purpose of forming and expressing an opinion as to whether it is presented fairly in all material respects in relation to the financial statements as a whole.

Our audits included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions to be examined and the areas to be tested.

Our audit procedures also included determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or material noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the Uniform Guidance.

Our Responsibility in Relation to the Financial Statement Audit and Single Audit (continued)

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding significant control deficiencies and other matters noted during our audit in a separate letter to you dated November 14, 2022.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter dated May 31, 2022.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. As discussed in Note 1 to the financial statements, the District implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, during the year ended June 30, 2022. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Depreciation of Capital Assets

Management's estimate of the useful life of purchased, constructed or contributed capital assets is based on the estimated productive life of these assets. We evaluated the estimated useful lives assigned to capital assets and determined that these lives were reasonable in relation to the financial statements taken as a whole.

Total OPEB and Pension Liabilities

Management's estimate of the OPEB and Pension liabilities are actuarially determined. We have evaluated the estimates used in the study and determined they were reasonable in relation to the financial statements taken as a whole.

General and Special Education Aid Receivables

Management's estimate of federal and special education aid receivables are based on the latest reports available from the Minnesota Department of Education. We evaluated these estimates and determined that they were reasonable in relation to the financial statements taken as a whole.

Qualitative Aspects of the Entity’s Significant Accounting Practices (continued)

Financial Statement Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District’s financial statements or the auditor’s report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated November 14, 2022.

Management’s Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with the District we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District’s auditors.

Other Matters

We applied certain limited procedures to the Schedule of Changes in Total OPEB Liability and Related Ratios, the Schedule of District Contributions to Pension Plans – General Employee Retirement Fund and TRA, and the Schedule of District’s and Non-Employer Proportionate Share of Net Pension Liability – General Employee Retirement Fund and TRA, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Board of Education and management of the District, the Minnesota Department of Education, the Minnesota State Auditor's Office and federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Smith, Schaefer and Associates, Ltd.

Red Wing, Minnesota



GOODHUE COUNTY EDUCATION DISTRICT #6051-61

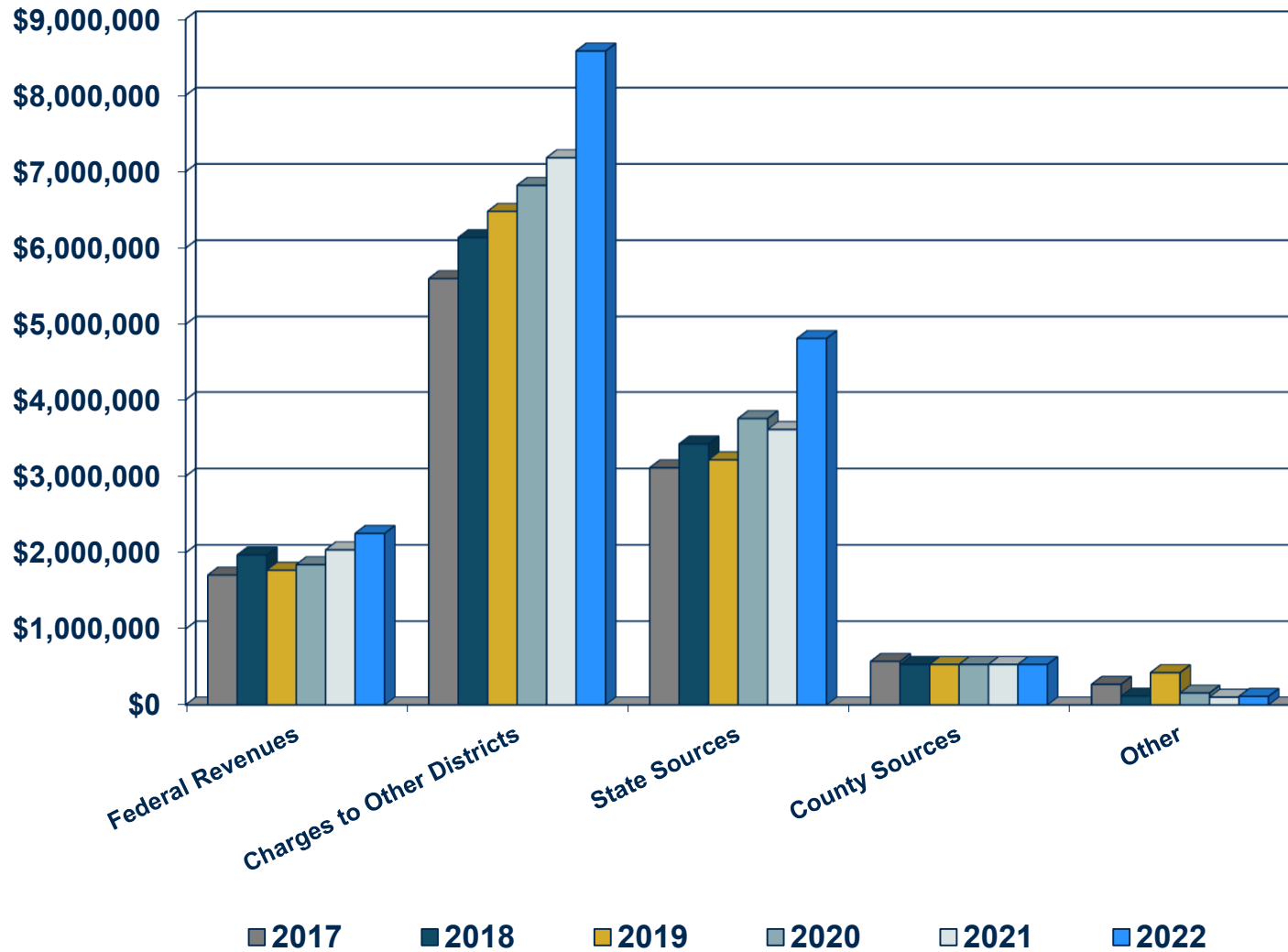
Financial Summary June 30, 2022

AUDIT

- **Audit Opinion**
 - *Smith Schafer issued an unmodified “clean” opinion on the District’s June 30, 2022 Financial Statements*
 - *Provides reasonable, but not absolute, assurance that District’s financials are free of material misstatement*
- **Minnesota Legal Compliance**
 - *No findings*
- **Internal Control Letter**
 - *No findings*
- **Single Audit**
 - *No findings*
- **Audit Committee Letter**

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REVENUES

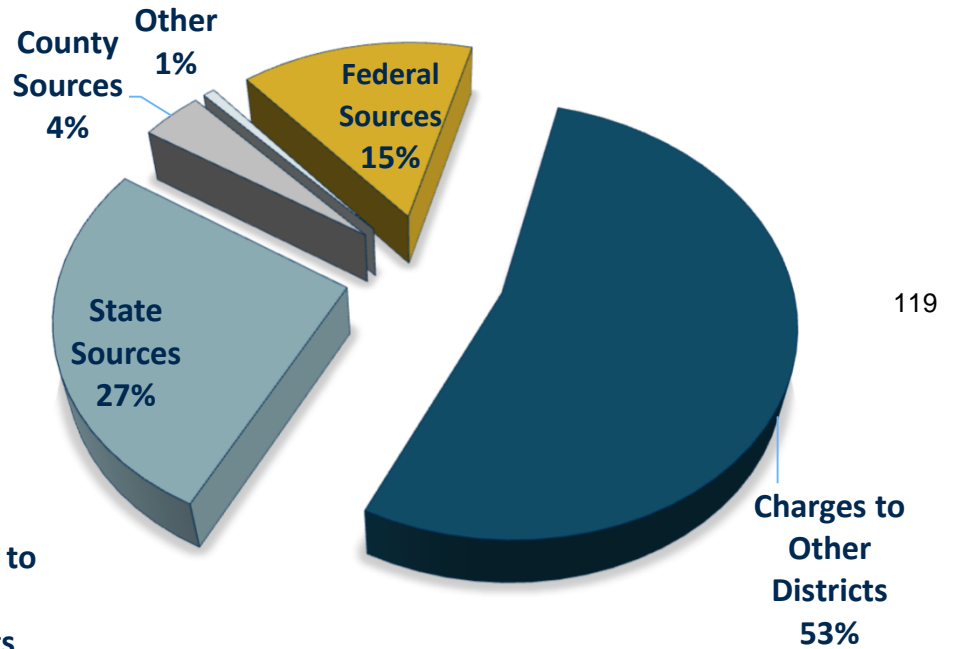
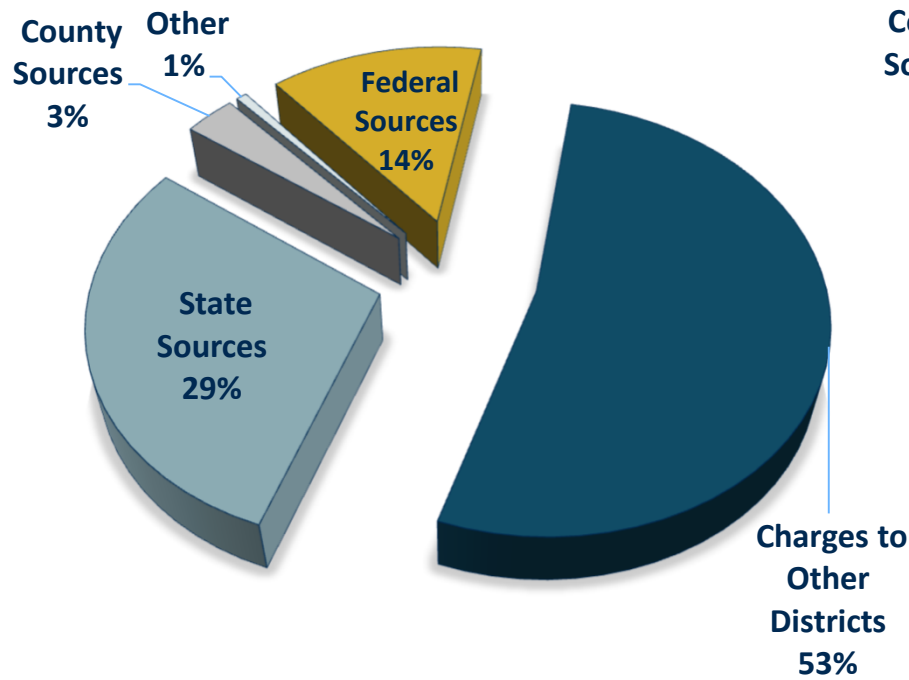


118

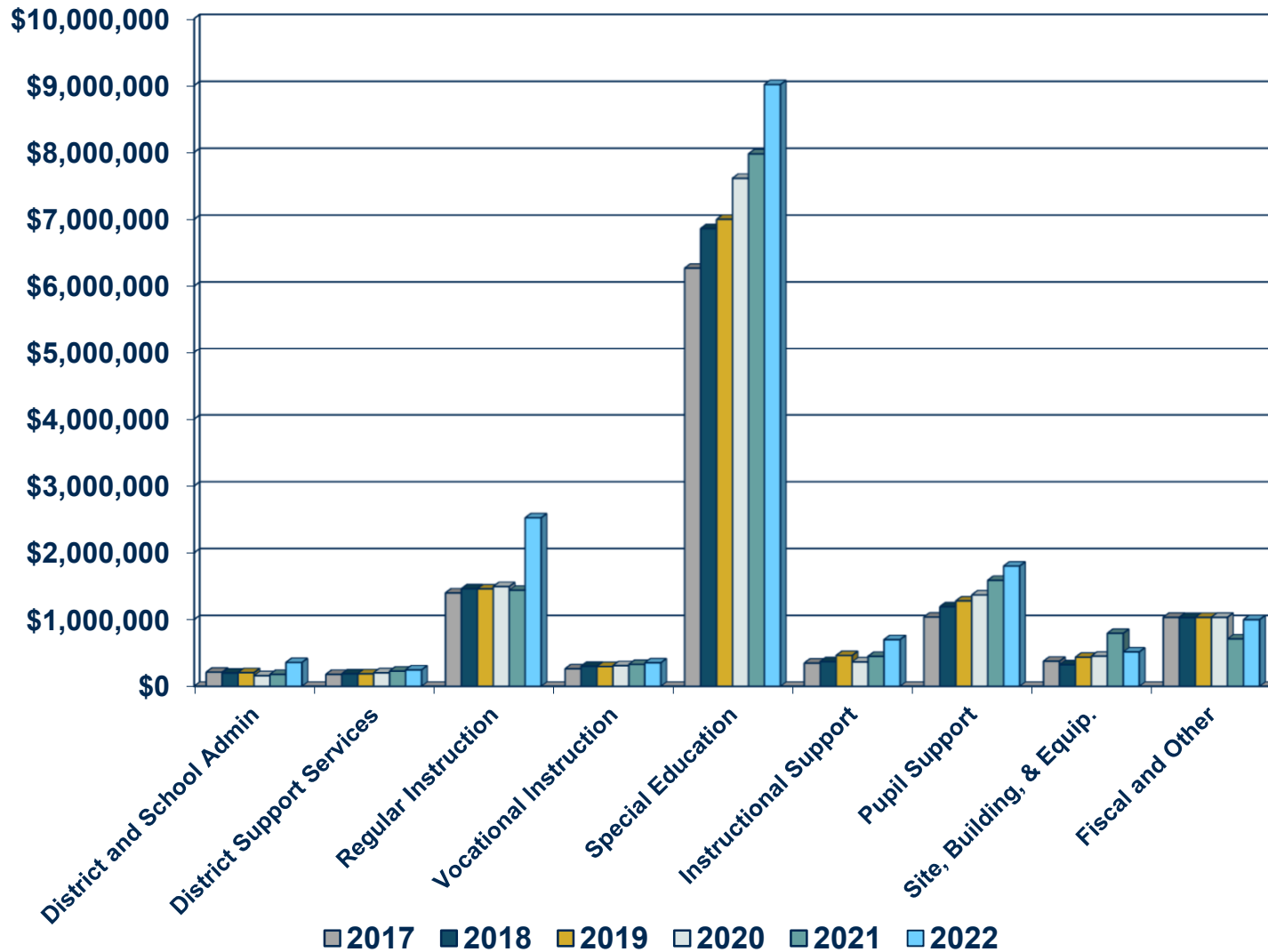
REVENUES – ALL FUNDS

2022

2021

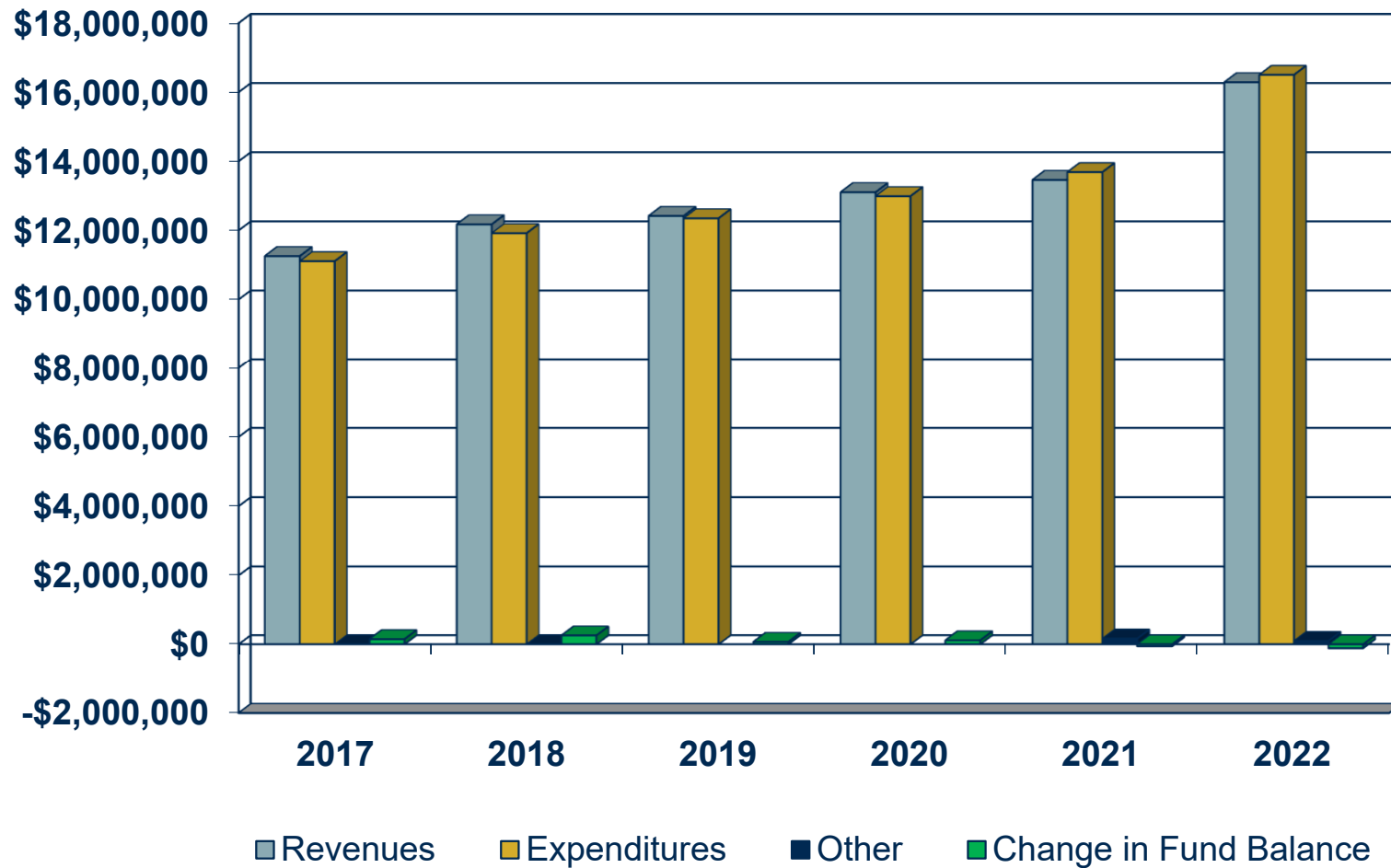


EXPENDITURES – GENERAL FUND



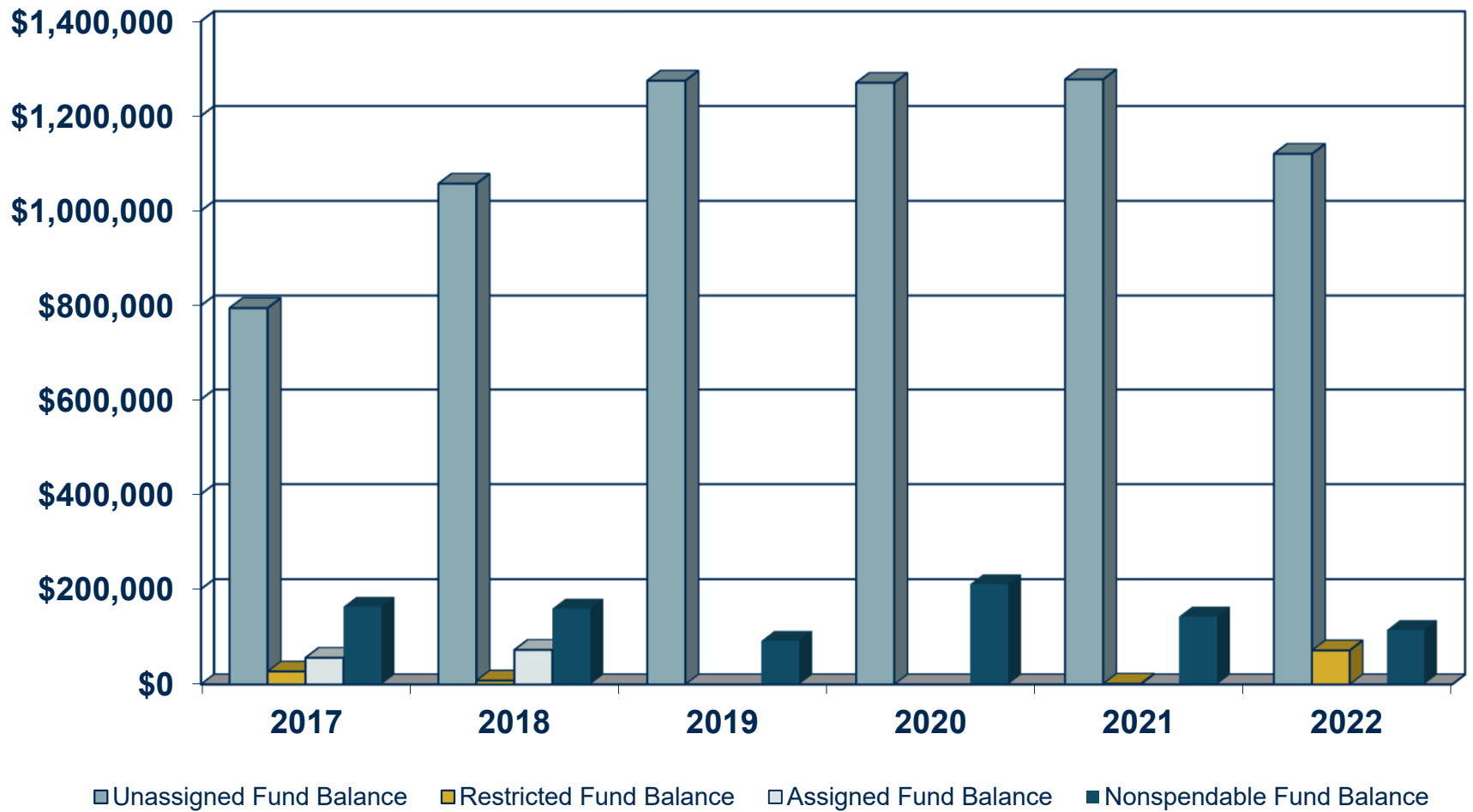
120

GENERAL FUND ACTIVITIES



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GENERAL FUND BALANCE



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SUMMARY

- General Fund expenditures exceeded revenues and other sources by \$115,339 in FY 2022.
- Actual expenditures were \$47,682 under the final budget.
- The unassigned General Fund balance on June 30, 2022 is 6.8% of current General Fund expenditures.
- Cash flow and Fund balance considerations include:
 - Changes in metering of State payments which effects payments of State special education aid and payments by member districts
 - No authority to borrow or levy taxes

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V. **Old Business:**

A. 2nd Reading of Policies 208, 210, 417, 418, 515, 516

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208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION AND REVIEW OF POLICY

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

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

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The executive director shall be responsible for implementing education district board policies, other than the policies that cover how the education district board will operate. The executive director shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the education district board.
- B. Each education district board member shall have access to education district policies. A copy of the education district policies shall be placed in the office of each school attendance center and in the central education district office and shall be available for reference purposes to other interested persons.
- C. The executive director, employees designated by the executive director, and individual education district board members shall be responsible for keeping the policy current.
- D. The education district board shall review policies at least once every three years. The executive director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the education district board shall review the following policies annually: 506 Student Discipline;; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no education district board policy exists to provide guidance on a matter, the executive director is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of

the education district. Under such circumstances, the executive director shall advise the education district board of the need for a policy and present a recommended policy to the education district board for approval.

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

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

210 CONFLICT OF INTEREST – EDUCATION DISTRICT BOARD MEMBERS

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

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in education district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the education district board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the education district board will contract under the statutory exception provisions only when it is clearly in the best interest of the education district because of limitations that may exist on goods or services otherwise available to the education district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A education district board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the education district board may as an exception, by unanimous vote, contract for goods or services with a education district board member of the education district:
 - 1. In the designation of a bank or savings association, in which a education district board member is interested, as an authorized depository for education district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any education district board member having said interest shall disclose that interest and the interest shall be entered upon the education district board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such education district board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the education district board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the education district board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The education district board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested education district board member shall file with the clerk of the education district board an affidavit stating:
 - (1) The name of the education district board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the education district board member in the contract; and
 - (6) That to the best of the education district board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. An education district board member may contract with the education district to provide construction materials or services, or both, when the

sealed bid process is used. When the contract comes before the education district board for consideration, the interested education district board member may not vote on the contract. (*Note: This section applies only when the education district has a population of 1,000 or less according to the last federal census.*)

6. A education district board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the education district board may as an exception, by majority vote at a meeting at which all education district board members are present, contract for services with a education district board member of the education district: A education district board member may be newly employed or may continue to be employed by the education district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that education district board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the education district board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all education district board members are present, that employment is immediately terminated and that education district board member has no further rights to employment while serving as a education district board member in the education district.

[Note: The \$8,000 figure increased to \$20,000 effective July 1, 2022]

- D. The education district board may contract with a class of education district employees, such as teachers or custodians, when the spouse of a education district board member is a member of the class of employees contracting with the education district board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the education district board to invoke this exception, it must have a majority of disinterested education district board members vote to approve the contract, direct the education district board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The education district board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full education district board.
- B. The education district board may not employ any teacher related by blood or marriage to a education district board member, within the fourth degree as

computed by the civil law, except by a unanimous vote of the full education district board.

V. CONFLICTS PRIOR TO TAKING OFFICE

An education district board member with personal financial interest in a sale, lease, or contract with the education district which was entered before the education district board member took office and presents an actual or potential conflict of interest, shall immediately notify the education district board of such interest. It shall thereafter be the responsibility of the education district board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the education district board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the education district board. Any education district board member who has an actual or potential conflict shall notify the education district board of such conflict immediately. The education district board member shall thereafter cooperate with the education district board as necessary for the education district board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The education district board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The education district board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the education district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in accordance with education district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The education district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.
- C. Every school that participates in a education district chemical abuse program shall establish a chemical abuse pre assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The education district shall establish a drug-free awareness program for its employees. .

[Note: education districts are required to establish a drug-free awareness program for education district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, education districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law.]

III. DEFINITIONS

- A. “Chemical abuse,” as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s normal function in academic, school, or social activities is chronically impaired.
- B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.
- D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including executive directors, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the district wide school student discipline policy.

B. Programs and Activities

1. The education district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.

2. As part of its drug-free programs, the education district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

1. A teacher in a nonpublic school participating in a education district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse pre assessment team, or staff member assigned duties similar to those of such a team, of this information.

[Note: education districts are not required to participate in a chemical abuse program or establish a chemical abuse pre assessment team pursuant to state law. Education s are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that education districts establish these programs and activities. For those schools that do not establish a chemical abuse pre assessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, and proposed for expulsion.
3. Searches by education district officials in connection with the use, possession, or transfer of alcohol or a controlled substance will be conducted in accordance with education district board policies related to search and seizure.
4. Nothing in paragraph IV.B.1. prevents a teacher or any other education district employee from reporting to a law enforcement agency any violation of law occurring on education district premises or at education district sponsored events.

D. Pre Assessment Team

1. Every school that participates in a school district chemical abuse program shall establish a chemical abuse pre assessment team designated by the

executive director or designee. The team must be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff. For schools that do not have a chemical abuse program and team, the executive director or designee will assign these duties to a designated school district employee.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the pre assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

V. EMPLOYEES

- A. The education district shall establish a drug-free awareness program to inform employees about:
1. The dangers of drug abuse in the workplace.
 2. The education district's policy of maintaining a drug-free workplace.
 3. Available drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The education district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)Minn. Stat. § 299A.33 (DARE Program)
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)
20 U.S.C. § 5812 (National Education Goals)
20 U.S.C. § 7175 (Local Activities)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other education district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location.
- C. The education district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, education district personnel, or member of the public who violates this policy.

III. DEFINITIONS

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

- D. “Nonintoxicating cannabinoid” means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of administration.
- E. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner.
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any education district building or on any education district premises; in any education district-owned vehicle or in any other education district-approved vehicle used to transport students to and from school or school activities; off education district property at any education district-sponsored or education district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the education district; or during any period of time such employee is supervising students on behalf of the education district or otherwise engaged in education district business.
- H. “Toxic substances” includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- I. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a education district location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.

- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a education district location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the education district's student medication policy.

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

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

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

- D. Employees are subject to the education district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in an education district location except with the express permission of the executive director .

- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on education district grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the education district board only. The applicant shall apply for permission in writing and shall follow the education district board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

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

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a education district federal grant is performed, no later than five (5) calendar days after

such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the education district board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the education district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the education district board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and education district policies.

C. The Public

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

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal)

of School
District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession
and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery
Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period

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

D. Directory Information

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

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

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. An education

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

E. Education Records

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

c. Records relating to an individual, including a student, who is employed by the education district which:

- (1) are made and maintained in the normal course of business;
- (2) relate exclusively to the individual in that individual's capacity as an employee; and
- (3) are not available for use for any other purpose.

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

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
- (2) made, maintained, or used only in connection with the provision of treatment to the student; and
- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the education district.

e. Records created or received by the education district after an individual is no longer a student at the education district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created,

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

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

K. Personally Identifiable

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

L. Record

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

M. Responsible Authority

“Responsible authority” means Executive Director, Cheryl Johnson.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the education district and regarding whom the education district maintains education records. Student also includes applicants for enrollment or registration at the education district and individuals who receive shared time educational services from the education district.

O. education district Official

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

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

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the education district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

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

C. Students with a Disability

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The education district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;

- b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the education district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the education district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both

at the time of the disclosure and at any time in the future; and

- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or non cancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a education district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other education district officials, including teachers, within the education district whom the education district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the education district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the education district would otherwise use employees;
 - b. is under the direct control of the education district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;

3. To officials of other schools, education districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, Policy 529 and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the education district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to

effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the education district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the education district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the education district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the education district to whom information is disclosed violates this provision, the education district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;

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

district officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the education district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this

information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the education district official of an objection to the disclosure within ten (10) days of receiving certified notice, the education district official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the education district official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by an executive director under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other education district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by an executive director under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information

to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such

records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the education district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the education district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the education district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

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

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the education district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the education district from disclosing or requiring the student to disclose the student's name, ID, or education district

e-mail address in a class in which the student is enrolled; or

- b. prevent the education district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the education district as directory information.
4. The education district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The education district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this

policy, without the prior written consent of the parent or the eligible student. The education district will use reasonable methods to identify and authenticate the identity of parents, students, education district officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

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

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

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

1. The education district may make any data classified as protected

non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the education district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

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

D. Chemical Abuse Records

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

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

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

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

A. The education district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the education district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
3. copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;

3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the education district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the education district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the education district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

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

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

C. Classification of Disclosed Data

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

D. Notification

The education district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the education district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the education district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:

- a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the education district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the education district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the education district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other education district officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or

international terrorism.

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

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or

violates the privacy rights of the student may request that the education district amend those records.

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

B. Right to a Hearing

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

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

- b. if the education records of the student or the contested portion thereof is disclosed by the education district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Executive Director, Cheryl Johnson
- C. Any request by an individual with a disability for reasonable modifications of the education district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the education district to comply with the requirements of FERPA and the rules promulgated thereunder;

5. The criteria for determining who constitutes a education district official and what constitutes a legitimate educational interest for purposes of disclosing education records to other education district officials whom the education district has determined to have legitimate educational interests; and
6. That the education district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 Minn. Stat. § 363A.42 (Public Records; Accessibility)
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
 Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 520 (Student Surveys)
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 MSBA/MASA Model Policy 722 (Public Data Requests)
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
 MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

516 STUDENT MEDICATION

[Note: The necessary provisions for complying with Minnesota Statutes sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The education district acknowledges that some students may require prescribed drugs or medication during the school day. The education district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and education district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the education district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate education district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the education district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the education district under Minnesota Statutes section 121A.21). The education district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the education district board for approval. Upon approval by the education district board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the education district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested education district personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the education district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

[Note: The provisions of paragraph 6 are optional and the education district board may choose to include or exclude any of the provisions specified.]

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the education district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The education district may revoke a student's privilege to possess and use nonprescription pain relievers if the education district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[Note: Education districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the education district staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
- K. "Parent" for students 18 years old or older is the student.
 - L. Districts and schools may obtain and possess epinephrine auto-injectors to be

maintained and administered by education district personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

- M. The District will obtain and possess Narcan (naloxone) to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.

1. Minnesota Statute (604A.04) "Good Samaritan Overdose Protection" allows for "A person who is not a healthcare professional who acts in good faith in administering an opiate antagonist to another person whom the person believes in good faith to be suffering an opioid overdose is immune from criminal prosecution for the act and is not liable for any civil damages for acts or omissions resulting from the act."

2. In accordance with this statute, the individual who is seeking assistance and the individual who is experiencing an overdose have a limited immunity from prosecution.

3. The District will obtain a standing order for Narcan (naloxone) by a licensed medical prescriber and update as needed.

4. Stock Narcan (naloxone) will be clearly labeled and stored in a secured location that is accessible by trained staff.

5. Health Services and School Administration will identify appropriate staff to be trained annually at each school site

- Legal References:*** Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Goodhue County Education District 2022 - 2023 Calendar

GCED Board Approved on March 24, 2022

**The calendar may be adjusted due to school closures or other circumstances*

School Closed (No students or staff)
Teacher PD/Work Day (No students)
Late Start/Tchr PLC
Conferences
First/Last Day of Quarter
New Teacher Orientation

July 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

GCED - 0 Student/0 Staff Day

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

GCED - 20 Student/21 Staff Days

- 2 - No School/No Teachers
- 11 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start
- 20 - Last Day of Semester 1/Quarter 2
- 23 - GCED Teacher PD/Work
- 24 - 1st Day of Semester 2/Quarter 3

- 23 - GCED New Teacher Day
- 24 - All County SpEd TLC Day
- 24 - GCED Gen Ed New Teacher Day
- 25 - All County SPED & GCED PD Day
- 26 - GCED Teacher Work Day
- 29 - GCED Teacher PD/Work
- 30 - GCED Teacher PD/Work
- 31 - GCED Teacher PD/Work/Conf
- 31 - RBEC/TV/5RO Open House

August 2022

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

GCED - 0 Student/5 Staff Days

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

GCED - 19 Student/20 Staff Days

- 8 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start
- 20 - GCED Teacher PD/Work

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

GCED - 19 Student/20 Staff Days

- 1 - GCED Teacher Work Day
- 5 - No School (Labor Day)
- 6 - First Student Day
- 14 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

GCED - 18 Student/18 Staff Days

- 8 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start
- 9 - RBEC/TV/5RO PT Conf
- 24 - End of Quarter
- 27-31 - Spring Break

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

GCED - 19 Student/19 Staff Days

- 11 - RBEC/TV/5RO PT Conf
- 12 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start
- 20 - 21 - No School (Fall Break)

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

GCED - 19 Student/19 Staff Days

- 3 - 1st Day of 4th Quarter
- 7 - No School/No Teachers
- 12 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start

November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

GCED - 19 Student/20 Staff Days

- 4 - Last Day of Quarter 1
- 7 - GCED Teacher PD/Work
- 8 - RBEC 1st Day of Quarter 2
- 9 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start
- 10 - RBEC Picture Day
- 24-25 - No School (Thanksgiving Break)

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

GCED - 22 Student/22 Staff Days

- 8 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start
- 29 - Memorial Day/School Closed

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

GCED - 16 Student/16 Staff Days

- 14 - RBEC/TV/5RO Teacher PLC 2 Hr Late Start
- 24-31 - No School GCED Winter Break
- 23-25 - No School GCED Winter Break

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	

GCED - 1 Student/2 Staff Days

- 1 - Last Student Day
- 2 - Teacher PD/Work Day
- 3 - 5RO Graduation

Student Days - RBEC/TV/5RO = 172 Staff Days = 186

RBEC Staff = 172 Student + 10 PD/Work + 1 Conf/Open House + 1 PCM training + 2 Flex PD Days

5RO/Itinerant/Towerview Staff = 172 Student + 10 PD/Work + 1 Conf/Open House + 3 Flex PD Days

Semester 1 = 87; Semester 2 = 85 Qtr 1 = 42; Qtr 2 = 45; Qtr 3 = 43; Qtr 4 = 42

VI. **New Business:**
A. Assurance of Compliance Annual Board Action

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3535.9910 STATEMENT OF COMPLIANCE.

Assurance of Compliance with State and Federal Law

Prohibiting Discrimination

Goodhue Education District

The undersigned hereby affirm that the above named education district is in compliance with the following state and federal laws prohibiting discrimination:

1. Minnesota Statutes, section 363A.13, Minnesota Human Rights Act, which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability.

2. Title VI of the Civil Rights Act of 1964 (Public Law 88-352), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

3. Title VII of the Civil Rights Act of 1964 (Public Law 88-352), as amended by the Equal Employment Opportunity Act of 1972 (Public Law 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

4. Title IX of the Education Amendments of 1972 (Public Law 92-318), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

5. The Age Discrimination in Employment Act of 1967 (Public Law 90-202), which prohibits discrimination on the basis of age (40 through 64).

6. Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

7. Part 3500.0500, curriculum, which provides that "No school shall provide any course or activity on the basis of sex. This includes health, physical education, home economics, and industrial education."

8. Parts 3535.0200 to 3535.2200, relating to equality of educational opportunity and school desegregation.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discount, or other federal and state financial assistance extended after the date hereof to the district by the Department of Health,

Education, and Welfare and the Department of Education including installment payments after such date on applications for federal financial assistance and state aid allotments which were approved before such date. The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statutes, section 127A.42, subdivision 3, and agreements made in this assurance. This assurance is binding on the district and the person or persons whose signatures appear below and who are authorized to sign this assurance on behalf of the district.

The attached form, Information Needed to Evidence Compliance, with this assurance statement is made a part thereof.

Dated _____ By _____
 (Education District Director)
 By _____
 (Chair of School Board)
 By _____
 (Clerk of School Board)

Statutory Authority: *MS s 124.15*

History: *17 SR 1279; L 1995 1Sp3 art 16 s 13; L 2003 c 130 s 12*

Published Electronically: *September 26, 2007*

B. Executive Director Evaluation	
C. First Reading of Policies 534 Unpaid Meal Charges and 513 Student Promotion, Retention and Program Design	191

534 UNPAID MEAL CHARGES

~~*[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., education districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that education districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” education districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the education district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the education district.] [Note: In 2021, the Minnesota legislature amended Minnesota Statutes section 124D.111, that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy].*~~

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

[Note: Education districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the education district’s nutrition program and that education district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

~~A. The Education District will be switching to access the Community Eligibility Program (CEP) when available. Students will only need to put money into their account if purchasing a la carte or extra items other than the regular menu reimbursable meal. Students have use of a meal account. When the balance reaches zero, a student may not to this account. When an account reaches this limit, a student shall not be allowed to charge a la carte items until there is a sufficient amount in~~

~~account. Families may add money to students' accounts via electronic payment options or by paying at the education district office. [OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$ 9.00 or equivalent of 3 lunch meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families may add money to students' accounts with cash or a check sent to the students' school office. Another option is to create an online account to pay online here at Paypams.~~

- B. If the education district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. ~~When a student has a negative account balance, the student will not be allowed to charge a snack item . A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a reimbursable meal has been placed on a student's tray or otherwise served to a student, the reimbursable meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- F. When a student has a negative account balance, the student will not be allowed to charge a snack or an a la carte item.
- ~~D G.~~ If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. ~~Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.~~

~~III. LOW ACCOUNT BALANCES – NOTIFICATION ¶~~

~~¶~~

~~The education district will make reasonable efforts to notify families when meal account balances are low. Families will be notified through email or letters sent home.~~

~~LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION~~

- A. The education district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$-9.00~~{insert amount}~~ or 3 lunch meals ~~{insert number of~~

~~meals~~. Families will be notified by an automated ~~by automated~~ calling system, emails and letters sent home.

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

IV. UNPAID MEAL CHARGES

- A. The education district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The education district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$-25.00 ~~insert amount~~, not paid prior to *April 30th* ~~enter time period (e.g., end of the month, end of the semester, end of the school year)~~, will be turned over to the executive director or executive director's designee for collection. In some instances, the education district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The education district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The education district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The education district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the education district, at the time of enrollment; and

3. all education district personnel who are responsible for enforcing this policy.

- B. ~~The education district may post the policy on the education district's website, in addition to providing the required written notification described above. The education district will post this policy on the education district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.~~
- C. If the education district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The education district will ensure that any third-party provider with whom the education district enters into either an original or modified contract after July 1, 2021, adheres to the education district's school meals policy.

Legal References: ~~Minn. Stat. § 124D.111, Subd. 4 ¶¶~~
~~42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act) ¶¶~~
~~7 C.F.R. § 210 et seq. (School Lunch Program Regulations) ¶¶~~
~~7 C.F.R. § 220.8 (School Breakfast Program Regulations) ¶¶~~
~~USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016) ¶¶~~
~~USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016) ¶¶~~
~~USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A~~
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting) 42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 et seq. (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The ~~school board~~education district board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The ~~superintendent~~executive director's decision shall be final.

C. Program Design

1. The ~~superintendent~~executive director, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the ~~school district~~education district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.

2. The ~~school district~~education district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:

- a. multiple objective criteria; and
- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

3. The ~~school district~~education district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the ~~school district~~education district will:
 - a. assess a student’s readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

4. The ~~school district~~education district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child’s ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child’s knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

- VII. **Other:**
- VIII. **Comments: Board/Director**
- IX. **Next Meeting Date: Thursday, January 26, 2023 at the River Bluff Education Center in Red Wing.**
- X. **Adjournment**