

**YELLOW MEDICINE EAST ISD 2190
REGULAR BOARD MEETING
OCTOBER 8, 2007 @ 7:00 PM
LOCATION: YME HIGH SCHOOL BOARD ROOM**

AGENDA

- | | | |
|----|--|----|
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| 4. | Approval of September 25, 2007 Special Meeting Minutes | 12 |
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| | 1. Bert Raney & H.A. Hagg Elementary - S. Hinz | |
| | 2. YME High School - K. Norell | |
| | 3. Curriculum & Staff Development - D. Josephson | |
| | D. Board/Committee Reports | |
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| | 2. Policy Committee | |
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8. **Personnel Items**

A.	Resignation - R. Dessonville	
B.	Ag Instructor - J. Swenson	
C.	Junior High Football Coach - J. Suter	
D.	Hispanic Liaison - C. Becerra	
E.	Leave of Absence - J. Williams	
F.	Long Term Sub - A. Gingles	
G.	Pianist for Musical - Z. Reishus	
H.	Lunch Scanners - B. Peterson and K. Meyer	
I.	8th Grade Girls Basketball Coach - J. Suter	
J.	Junior High Musical	

9. **Action Items**

A.	Credit Card Authorization	
B.	2007-2008 Final Seniority List	156

10. **Consent Items**

11. **Discussion Items**
 - A. Meet & Confer Dates
 - B. Board Meeting Dates & Structure
 - C. Continued Facilities Study
 - D. Meeting with Legislators
 - E. Granite Falls Historical Society
 - F. Negotiations with EM-YME
12. **Correspondence**
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14. **Adjourn**

YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: Members of the School Board
From: Dwayne Strand
Date: October 4, 2007
RE: October 8th Agenda Details

Enclosed are the agenda, agenda notes and supporting exhibits for the October 8 meeting. Please let Denise know if you will be unable to attend. Thanks!

Item Description

5.0 Opportunities for Citizens to Speak

At this time, no one has asked to address the Board.

6.A.1. Update on West Central Conference – T. Knapper

Mr. Knapper has been invited to update you on the West Central Conference.

6.C. Principal and Curriculum/Staff Development Reports

It is expected that Ms. Hinz, Ms. Norell and Ms. Josephson will all be in attendance on Monday evening to update you on their respective programs.

6.D.1. Negotiation Committee

The YME negotiation committee met with the EM-YME negotiation committee on October 3. We reviewed the Board language response and proposal, the initial EM-YME salary proposal and presented the Board's initial financial package. The minutes from that meeting will be shared with you on Monday evening if they are available.

6.D.2. Policy Committee

The Policy Committee is meeting via email to review the policies presented below for their first reading. These are all current policies that have been updated by MSBA over the last couple of years, most often in response to legislative directives. Any questions or concerns that come before the committee will be addressed to you at the November meeting prior the second reading and adoption.

7.A. Second Reading – Policy 612.2 – Elementary Parental Policy

This policy is required as a part of our EMAP application (federal programs application). It references Policy 612.1, which lays out the requirements for constructing a policy addressing parent involvement activities. *Recommend approval of the second reading and the adoption of Policy 612.2 – Elementary Parental Involvement Policy.*

7.B. Policy 204 - School Board Meeting Minutes

The changes noted here reflect when and how the minutes of Board meetings are published. *Recommend approval of the first reading of amended Policy 204 - School Board Meeting Minutes.*

7.C. Policy 205 - Open Meetings and Closed Meetings

The changes noted here clarify the topics allowed to be discussed at special meetings, as well as revisions to the Closed Meetings section of the policy. There were minor clarifications to the Attorney-Client Section as well as the addition of the following new sections: Coaches: Opportunity to Respond, Meetings to Discuss Certain Not Public Data, Purchase and Sale of Property, and Security Matters. *Recommend approval of the first reading of the amended Policy 204 - School Board Meeting Minutes.*

- 7.D. Policy 206 - Public Participation in School Board Meetings**
The changes reflected in this policy update the definition of personal data, the privacy rights of coaches recommended for nonrenewal and minor additions to the procedures for including meeting agenda items brought forth by community members. *Recommend approval of the first reading of the amended Policy 206 - Public Participation in School Board Meetings.*
- 7.E. Policy 210 - Conflict of Interest – School Board Meetings**
The policy revision includes the addition of two new sections. Both sections deal with contracting for good or services with a school board member. *Recommend approval of the first reading of the amended Policy 210 - Conflict of Interest – School Board Meetings.*
- 7.F. Policy 211 - Criminal or Civil Action Against School District, School Board Member, Employee or Student**
This revision deals with the reimbursement of legal costs by the school district to a school district employee for criminal charges brought about in the performance of duties for the school district. *Recommend approval of the first reading of the amended Policy 211 - Criminal or Civil Action Against School District, School Board Member, Employee or Student.*
- 7.G. Policy 405 - Veteran’s Preference**
This revision reflects the addition of a section requiring the district to notify applicants accepted in the selection process that they may elect to use veteran’s preference. *Recommend first reading of the amended Policy 405 - Veteran’s Preference.*
- 7.H. Policy 406 - Public and Private Personnel Data**
This revision adds clarifying information to the definition of personnel data and defines protected health information. It also adds three additional private personnel data classifications. *Recommend approval of the first reading of the amended Policy 406 - Public and Private Personnel Data.*
- 7.I. Policy 412 - Expense Reimbursement**
This revision adds tips to the allowable reimbursement expenses. *Recommend approval of the first reading of the amended Policy 412 - Expense Reimbursement.*
- 7.J. Policy 413 - Harassment and Violence**
This revision adds character education to the training section of the policy. *Recommend approval of the first reading of the amended Policy 413 - Harassment and Violence.*
- 7.K. Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse**
This revision reflects an expanded definition of neglect and clarifies the penalties for failing to report suspected abuse by mandated reporters. *Recommend approval of the first reading of the amended Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse.*
- 7.L. Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults**
This is a mandated policy that we did not have included in our policies. *Recommend approval of the first reading of Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults.*
- 7.M. Policy 417 - Chemical Use and Abuse**
This revision adds significant clarification to the student instruction section of the policy. *Recommend approval of the first reading of the amended Policy 417 - Chemical Use and Abuse.*
- 7.N. Policy 420 - Students and Employees with Sexually Transmitted Infections and Diseases**
This revision adds an Extracurricular Student Participation section to the General Statement of Policy. *Recommend approval of the first reading of the amended Policy 420 - Students and Employees with Sexually Transmitted Infections and Diseases.*
- 7.O. Policy 422 - Policies Incorporated by Reference**
This is a new policy that identifies the district policies that are applicable to include both employees as well as students. *Recommend approval of the first reading of Policy 422 - Incorporated by Reference.*
- 7.P. Policy 424 - License Status**
This revision defines the final verification process for determining the qualified status of a teacher. *Recommend approval of the first reading of amended policy 424 - License Status.*

- 7.Q. Policy 501 - School Weapons Policy**
This revision clarifies additional exceptions to possessing a weapon on school grounds. *Recommend approval of the amended Policy 501 - School Weapons Policy.*
- 7.R. Policy 506 - Student Discipline**
This revision adds Saturday School to the Disciplinary Action Options. It also addresses the issue of mental health screenings and related issues to the suspension procedures, offers alternatives to suspension and includes additional information on functional behavioral assessment of disabled students. *Recommend approval of the first reading of the amended Policy 506 - Student Discipline.*
- 7.S. Policy 509 - Enrollment of Nonresident Students**
This revision expands the Termination of Enrollment section by identifying the procedures to follow to remove a student in attendance who is determined not to be a resident of the district. *Recommend approval of the first reading of the amended Policy 509 - Enrollment of Nonresident Students.*
- 7.T. Policy 511 - Student Fundraising**
This revision reflects a clarification in the employee responsibility for fundraising. *Recommend approval of the first reading of the amended policy 511 - Student Fundraising.*
- 7.U. Policy 528 - Student Parental, Family and Marital Status Nondiscrimination**
This revision designates the Superintendent as the Title IX coordinator. *Recommend approval of the first reading of the amended Policy 528 - Student, Parental and Marital Status Nondiscrimination.*
- 7.V. Policy 531 - The Pledge of Allegiance**
This revision clarifies the exceptions to this policy. *Recommend approval of the first reading of the amended policy 531 - The Pledge of Allegiance.*
- 7.W. Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds**
This revision reflects IEP team requirements should a student be expelled twice in a 30 day period. *Recommend approval of the first reading of the amended Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds.*
- 7.X. Policy 611 - Home Schooling**
This revision reflects the inclusion of the electronic components of curriculums. *Recommend approval of the first reading of Policy 611 - Home Schooling.*
- 7.Y. Policy 619 - Staff Development for Standards**
This revision adds references to the No Child Left Behind Act and includes paraprofessionals in the Training and Professional Development section of the policy. It also references the HOUSSE certification of licensed teachers. *Recommend approval of the first reading of Policy 619 - Staff Development for Standards.*
- 7.Z. Policy 707 - Transportation of Public School Students**
This revision adds transportation requirements for homeless students. *Recommend approval of the first reading of the amended Policy 707 - Transportation of Public School Students.*
- 7.AA. Policy 906 - Community Notification of Predatory Offenders**
This revision expands the Level III Notification responsibility of the school district. *Recommend approval of the first reading of the amended Policy 906 - Community Notification of Predatory Offenders.*
- 8.A. Resignation – R. Dessonville**
Ron Dessonville has submitted his resignation effective at the end of the first quarter. He is pursuing an employment opportunity outside of the school setting. A later agenda item calls for your approving a replacement for Mr. Dessonville. *Recommend approving the resignation of Ron Dessonville from his teaching responsibilities at the end of the first quarter.*
- 8.B. Ag Instructor – J. Swenson**
Ms. Norell is recommending the employment of Jim Swenson from Hancock for the 0.83 FTE agriculture position being vacated by Mr. Dessonville. Mr. Swenson's employment will begin on November 5. He

will also be the FFA advisor. He will be paid on Step 1 of the BA Lane. *Recommend approval of the employment of Jim Swenson as a 0.83 FTE agriculture instructor for the 2007-2008 school year.*

8.C. Junior High Football Coach – J. Suter

Mr. Knapper is recommending the employment of Jake Suter as a junior high football coach for the 2007-2008 season. He is replacing Mr. Williams who is unable to coach for the remainder of this season. He will be placed on Step 1 Level E of the salary schedule. *Recommend approval of the employment of Jake Suter as a junior high football coach for the 2007-2008 season.*

8.D. Hispanic Liaison – C. Becerra

Ms. Norell is recommending the employment of Claudia Becerra as the high school Hispanic liaison. This position has been funded by PACT 4 for both the 2007-2008 and 2008-2009 school years. *Recommend approval of the employment of Claudia Becerra as a Hispanic liaison.*

8.E. Leave of Absence – J. Williams

Mr. Williams is requesting a leave of absence until such time as he has a medical release to return to work. *Recommend approval of the leave of absence for Jim Williams.*

8.F. Long Term Sub Contract – A. Gingles

Mrs. Hinz is recommending the employment of Angie Gingles as the long-term substitute for Mr. Williams at H.A. Hagg Elementary. She will be paid a daily rate based on Step I of the BA lane. *Recommend approval of the employment of Angie Gingles as a long-term substitute teacher at Hagg Elementary.*

8.G. Pianist Stipend for the Musical

Last year for the musical, there was no second assistant director and the pianist was paid at the second director rate. This year there is a second assistant director so I am recommending that the pianist be paid at the same rate as the second assistant. The pianist is ZeeAnne Reishus. She will be paid a stipend of \$832.00. About \$400.00 of the stipend will be raised through the selling of program ads. *Recommend approval of a pianist stipend of \$832.00 for ZeeAnne Reishus for the 2007-2008 musical.*

8.H. Lunch Scanners – B. Peterson and K. Meyer

Food Service Director Ditterich is recommending the employment of Bobbi Peterson and Karla Meyer as lunch ticket scanners. They will be employed at Bert Raney. A change in lunch schedules necessitated the needed additional time. They will job share a 10-hour per week position. They will be paid as kitchen helpers. *Recommend approval of the employment of Bobbi Peterson and Karla Meyer as lunch ticket scanners for the elementary lunch program.*

8.I. 8th Grade Girls Basketball Coach – J. Suter

Mr. Knapper is recommending the employment of Jake Suter as the 8th grade girls basketball coach for the 2007-2008 season. He will be placed on Step 1 Level E of the salary schedule. *Recommend Jake Suter as the 8th grade girls basketball coach for the 2007-2008 season.*

9.A. Authorize Use of Credit Card

A couple of years ago, after a Board discussion item, the District began using a credit card for purchases made over the internet where the vendors would not take a purchase order. During our audit this fall, the auditors suggested that we have Board action authorizing the use of the credit card and naming the individuals allowed to make purchases using the card. *Recommend approval of the use of a district credit card to make purchases where only credit card payments are accepted and authorize the high school principal's secretary, the superintendent's secretary and the business/finance director to make such purchases.*

9.B. 2007-2008 Final Seniority List

A copy of the final seniority list for the 2007-2008 school year is attached. As you are aware, you approved a preliminary list at the September meeting and, according to the Master Agreement, we have distributed the preliminary list to the teaching staff for their review. Any changes or modifications that have been received are reflected in the enclosed list. *Recommend approval of the final seniority list.*

11.A. Meet & Confer Dates

We are required by law to set three dates for the education association to meet and confer on topics that are by nature non-negotiable. Working with EM-YME we have identified the following dates as Meet and Confer dates: December 12th, 2007, February 11th, 2008, & April 14th, 2008 at 6:00 pm before the Board Meetings. Should EM-YME have no agenda items to bring forward at that time, the meetings will be cancelled.

11.B. Board Meeting Dates and Structure

At our planning meeting on the 25th of September, we briefly talked about our meeting times and agendas. One of the ideas expressed was to have a second meeting each month or every other month, which could be classified as a Board work session. Many of our reports could be moved to this meeting time as well as other topics which would be of interest to the Board and which no action would be required. Further discussion can take place on Monday evening to determine your interest in making any changes to our meeting format or times.

11.C. Continued Facilities Study

A second topic brought forward from our September work session is that of a continued facilities study to take the information from the Knutson Facility Study and move it forward in the planning process. Further discussion can take place on Monday evening as to the avenue you would like to pursue.

11.D. Meeting with Legislators

I have tentatively set up a meeting with Senator Kubly and Representative Koenen for Monday, October 22nd and am waiting for confirmation from them. Administratively, we would like to discuss, for example, school funding issues as they relate to open enrollment and transportation, state facility funding, charter school authorization and funding and other topics prior to the legislative session beginning. Further discussion can take place on Monday evening. Please make note of this date on your calendar if you are able to attend. We will meet from 5:30 to 7:00 and a light dinner will be available.

11.E. Granite Falls Historical Society

For your information, last week, the Granite Falls Historical Society hosted a historical tour of the school. As a part of that event, a number of documents were put on display. Following the event, I met with members of the society to discuss their acquiring a number of items to be housed at the museum. Those items included a couple of individual student projects, photo boards of graduating classes, as well as newspaper articles of importance. I felt it was probably time that they were housed at the museum rather than upstairs in our library storeroom. We continue to retain a number of old photographs as well as scrapbooks.

11.F. Negotiations with EM-YME

I have put this item on the agenda recognizing that the Board negotiators may want to close the meeting to discuss strategies.

YELLOW MEDICINE EAST ISD #2190
BOARD OF EDUCATION MEETING MINUTES
SEPTEMBER 10, 2007
YME BOARD ROOM

Board Members Present: Kathy Busack, Cheryl Eckhardt, Chad Fischer, Rich Jepson, Art Rillo, Elmo Volstad

Board Members Absent: Warren Formo

Community / Staff Members Present: LeeAnn Boushek, Geoff Glueckstein, Stacy Hinz, Darcy Josephson, Carter MacFarlane, Dan McGonigle, Karen Norell, Larry Schueler, Dwayne Strand, Denise Streich, Vera Weber

Chairman Volstad called the meeting to order.

Chairman Volstad approved the agenda for the meeting with the addition of two action items and one discussion item.

Motion by Rillo, second by Fischer and carried to approve the minutes from the August 13, 2007 meeting.

The opportunity for citizens to speak received no response.

Larry Schueler and Vera Weber were in attendance and provided the annual report from the E.C.H.O. Charter School. A copy of their report is on file in the District Office.

Geoff Glueckstein, from Knutson Construction, gave the final facility study report that was conducted last year. A copy of the report is on file in the District Office.

Mr. Strand reported that enrollment at H.A. Hagg Elementary is at 41 students.

Curriculum and Staff Development Coordinator Josephson updated the Board on the MCA and Adequate Yearly Progress Results that were released on August 30th.

Motion by Jepson, second by Busack and carried to approve bills for payment in the amount of \$502,104.71, with checks numbered 7533 through 7700 and to approve investments for the District.

Fund balance and enrollment reports were distributed for review.

Ms. Hinz, Ms. Norell and Ms. Josephson were all in attendance to update the Board on the start of the new school year.

Negotiation Committee has not met recently. Dates are being considered for the next meeting.

Members of the Budget Committee met on September 4th with Ed Nowacki from Bernick's Inc. of Willmar to discuss our current vending contract.

Motion by Eckhardt, second by Busack and carried to approve the first reading of Policy 612.2 – Elementary Parental Policy.

Motion by Eckhardt, second by Busack and carried to adopt revised Policy 514 – Bullying Prohibition.

Motion by Jepson, second by Rillo and carried to employ Tera Roskens as a 0.5 FTE second grade instructor at Bert Raney.

Motion by Jepson, second by Rillo and carried to employ Amanda Macziewski as a 1.0 FTE elementary instructor.

Motion by Jepson, second by Rillo and carried to employ Mae Thielen as a long-term paraprofessional substitute for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to employ DeeDee Dreier as a paraprofessional for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to extend the employment contract of Naomi Barber from 5.5 hours to 6.5 hours per day for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to extend the employment contract of Adella Espinoza from 6.5 hours to 7.5 hours per day for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to extend the employment contract of Naomi Barber from 6.5 hours to 7.5 hours per day for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to extend the employment contract for Robin Rolighed as required to provide student transportation.

Motion by Jepson, second by Rillo and carried to extend the employment contract for Julie Koepp as required to provide student transportation.

Motion by Jepson, second by Rillo and carried to employ Nikki Royal as Declam advisor for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to employ Heather Anderson as the high school one act play advisor for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to employ Nikki Royal as the high school musical assistant for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to employ Nicole Boelter as the high school musical second assistant for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to employ Dave McCormick as high school instrumental music instructor for the 2007-2008 school year.

Motion by Jepson, second by Rillo and carried to employ Elaine Stoerzinger as the mock trial advisor for the 2007-2008 school year.

Motion by Busack, second by Rillo and carried to authorize the maximum allowable levy for 2008.

Motion by Eckhardt, second by Busack and carried to amend the 2007-2008 calendar allowing students to be released from school on Tuesday, October 16th at 11:30 a.m.

Motion by Jepson, second by Eckhardt and carried to provide counseling services for the 2007-2008 school year to the E.C.H.O. Charter School.

Motion by Busack, second by Rillo and carried to increase the contract time for Valerie Skjefte, guidance counselor, from 0.5 FTE to 0.6 FTE with the additional time to be paid by the E.C.H.O. Charter School.

Motion by Busack, second by Rillo and carried to approve the 2007-2008 preliminary seniority list, as presented.

Motion by Busack, second by Rillo and carried to approve the transportation contract with Larry Loken for the 2007-2008 school year to transport students to the Belview Learning Center.

Motion by Busack, second by Rillo and carried to approve of the nursing services contract with Countryside Public Health for the 2007-2008 school year.

Motion by Busack, second by Rillo and carried to approve the Assurance of Compliance statement for the 2007-2008 school year.

Discussion items included the agenda for the Board planning meeting being held on September 25, an update on the StingStore, and the changes being made to the West Central Conference.

Correspondence items included the MSBA Fall Conference flier.

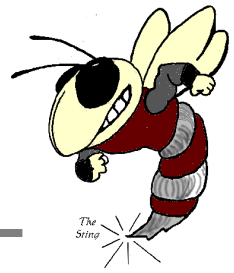
Upcoming Events & Activities

Event	Date	Location	Time
MSBA Fall Meeting	September 12, 2007	Montevideo HS Cafeteria	7:00 PM
Midwest Leadership Summit	September 13-14, 2007	Rochester	
YME Homecoming Week	September 17-21, 2007	District	
AYP Leadership Team Meeting	September 18, 2007	Redwood Area Comm. Center	9:00 AM
Board Member Planning Meeting	September 25, 2007	Board Room	5:00 PM
MAASFEP Fall Conference	October 4-5, 2007	Brooklyn Park	
Board Meeting	October 8, 2007	Board Room	7:00 PM

The meeting was adjourned by Chairman Volstad.

YELLOW MEDICINE EAST – ISD 2190

Dwayne A. Strand, Superintendent
450 9th Avenue - Granite Falls, MN 56241
Phone: 320-564-4081 - Fax: 320-564-4781



Special Meeting
Board Planning Meeting
Tuesday, September 25, 2006
5:00 P.M.
YME Board Room

Board Members Present: Cheryl Eckhardt, Chad Fischer, Rich Jepson, Art Rillo, and Elmo Volstad

Board Members Absent: Kathy Busack, Warren Formo

Others Present: MSBA Representative Jan Rhode, Stacy Hinz, Darcy Josephson, Karen Norell, Dwayne Strand

Discussion items included a review of effective leadership characteristics, the 16 Tenets of the Effective Board-Administrative Leadership Team, evaluation tools, and continuing our school district facilities study.

YME HIGH SCHOOL
Karen Norell, Principal
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4083
Fax: 320-564-4782

BERT RANEY ELEMENTARY
Stacy Hinz, Principal
555 7th Avenue
Granite Falls, MN 56241
Phone: 320-564-4082
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H.A. HAGG ELEMENTARY
Stacy Hinz, Principal
1204 11th Avenue
Clarkfield, MN 56223
Phone: 320-669-4424
Fax: 320-669-4828

**School Board Report
Monday, October 8, 2007**

MSHSL Fall Meeting:

1. MSHSL fees will increase.
2. Summer coaching waiver debate
3. Moving Golf to summer or fall season
4. March 4th & February 5th Caucus dates
5. Section football proposal (key points, pro's and con's attached)

West Central Conference Update: (Enrollment & mileage #'s attached)

- | | | |
|-------------|------------------------|----------------|
| 1. Make up: | North: | South: |
| | 1. Albany | 1. Paynesville |
| | 2. Foley | 2. Benson |
| | 3. LPGE* | 3. LQPV |
| | 4. Melrose | 4. Montevideo |
| | 5. Sauk Centre | 5. ACGC |
| | 6. NLS | 6. BOLD |
| | 7. St. Cloud Cathedral | 7. Morris |
| | 8. Mora | 8. Minnewaska |
| | 9. Milaca | 9. YME |

- Still only one division in Boy's Tennis and Dance line.
- LPGE will play football in the south. 10 south – 8 north split for football.
 - Cross over games in week one – YME v. Albany
 - We do not play Monte or Minnewaska (2 years)

Other:

Big Small

	Milaca	Cathedral	Melrose	Foley	NL-S	Albany	Minnewaska	LPGE	Montevideo	Sauk Centre	LQPV	Paynesville	YME	Benson	Morris	BOLD	ACGC	# of Teams	
Enrollment	497	450	440	440	420	412	396	385	354	328	322	286	281	273	270	244	232		
Football	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Cross Country	x	x		x	x	x	x	x	x	x	x	x	x		x	x	x	x	15
Volleyball	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Girls Tennis		x	x	x	x		x	x	x	x	x		x	x	x				12
Girls Swimming	x	x	x	x		x	x		x	x			x		x				9
Boys Bball	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Girls Bball	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Wrestling	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	16
Girls Hockey		x				x	x	x						x	x				6?
Boys Hockey		x				x	x	x		x				x	x				7?
Boys Swimming			x				x		x	x			x		x				3
Gymnastics		x	x		x			x		x		x		x	x				8
Dance Team		x	x		x	x	x		x		x	x	x			x			10
Speech	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
One Act	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Baseball	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Softball	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Girls Track	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Boys Track	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Boys Golf	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Girls Golf	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	17
Boys Tennis		x	x	x	x		x	x	x		x	x	x	x					11

West Central Conference	Albany	ACGC	Benson	BOLD	Cathedral	LQPV	LPGE	Melrose	Minnewaska	Montevideo	Morris	NL-S	Paynesville	Sauk Centre	YME	Foley	Milaca	Mora
Albany	X	38	75	90	27	126	41	14	48	104	72	36	23	22	63	41	55	77
ACGC	38	X	49	43	50	82	65	47	56	55	73	25	17	47	56	64	78	100
Benson	75	49	X	56	90	38	69	67	25	35	24	35	50	58	47	107	121	142
BOLD	90	43	56	X	87	66	90	79	74	42	81	42	55	71	28	102	116	136
Cathedral	27	50	90	87	X	142	55	40	71	112	95	48	32	46	100	15	30	50
LQPV	126	82	38	66	142	X	138	130	65	25	40	80	100	120	40	144	158	179
LPGE	41	65	68	90	55	138	X	32	47	106	74	54	51	18	102	78	93	115
Melrose	14	47	67	79	40	130	32	X	43	100	70	38	35	10	91	53	66	90
Waska	48	56	25	74	71	65	47	43	X	62	25	42	42	28	86	90	102	128
Monte	104	55	35	42	112	25	106	100	62	X	55	54	70	88	13	115	129	150
Morris	72	73	24	81	95	40	74	70	25	55	X	60	67	56	67	112	125	148
NL-S	36	25	35	42	48	80	54	38	42	54	60	X	14	36	54	62	75	96
Paynesville	23	17	50	55	32	100	51	35	42	70	67	14	X	33	68	48	63	82
Sauk	22	47	58	71	46	120	18	10	28	88	56	36	33	X	84	61	74	98
YME	103	56	47	28	100	40	102	91	86	13	67	54	68	84	X	114	128	150
Foley	41	64	107	102	15	144	78	53	90	115	112	62	48	61	114	X	15	35
Milaca	55	78	121	116	30	158	93	66	102	129	125	75	63	74	128	15	X	21
Mora	77	100	142	136	50	179	115	90	128	150	148	96	82	98	150	35	21	X
Average	58	56	64	74	64	98	72	59	61	77	73	50	50	56	76	74	85	106

SUB-SECTION FOOTBALL PROPOSAL

Key Points:

- All teams placed in 4 team sub-sections (a few may have 3 or 5 teams)
- Play 7 regular season games against teams of your choice – conference or non-conference
- Last 3 games of season would be played against other members of the sub-section
 - this would be slightly different for those in 3 or 5 team sub-sections
- Sub-Section games could also count as conference games (Conferences decide)
- Results of last 3 games would determine the sub-section champion
- There is no seeding. Results of first 7 games do not have any impact on playoffs
- There is a proven tie-breaker system that would be used to determine the sub section champion – based on margin of victory/defeat in sub-section games (13 pt max)
- Sub-section champion plays against another sub-section champion – could be pre-determined and/or by random draw
- Section Champion would advance to State Quarterfinals
- Season start is the same as it is now
- All teams would play through what is now the Section Semifinal (Sat) – 10 games
- Sub-sections could/would change every two years – same as other sports

Pros:

- No seeding -- allows schools more freedom in who is scheduled during the regular season
- All teams play 10 games
- Allows for most conferences to schedule as they now do
- Allows opportunities to play traditional rivals
- All teams make the playoffs
- Would at least assist in solving current scheduling problems
- Eliminates the automatic 1 vs. 8
- Early season injuries and losses have less impact
- Match-ups for Section Championship can be drawn/rotated – not always the same teams
- Does not impact current proposal from FB Coaches Association
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Cons:

- Top 2, 3, or even 4 teams of a current 8 team section could be in the same sub-section
- Current system theoretically has 1 vs 2 in Section Championship – this system does not
- Could have an impact on conference scheduling
- Could have an impact current conference alignment??
- Could this make scheduling more difficult??
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
7736	ABC SCHOOL SUPPLY	10/08/2007	P049527901020		0	72.18	119.66
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY ED		72.18	
			PO49527901012		0	47.48	
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY ED		47.48	
7737	ADVOCATE TRIBUNE	10/08/2007	1	DOWN X-MAS LANE	0	29.00	2,311.37
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTING		29.00	
			10		0	79.00	
01 E 150 050 000 000 401				PRINCIPAL'S OFFICE//GENERAL SUPPLIES		79.00	
			2	BROCHURES	0	1,211.04	
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTING		1,211.04	
			3	BROCHURES	0	403.68	
04 E 500 580 000 325 380				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY ED		403.68	
			4	FAIR	0	143.10	
04 E 500 580 000 325 380				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY ED		143.10	
			5		0	445.55	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING		445.55	
7738	AMAZON.COM CREDIT	10/08/2007	1		171	70.00	302.92
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE		70.00	
			700563229320644		0	68.10	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		68.10	
			825818504807929		0	62.01	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		62.01	
			855248722587394		199	102.81	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		102.81	
7739	AMERICAN WELDING SUPPLIES	10/08/2007	977632		0	50.40	50.40
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUAL		50.40	
7740	HEATHER ANDERSON	10/08/2007	1		0	92.79	92.79
01 E 300 211 000 000 366				SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS		92.79	
7741	MARIE ANDERSON	10/08/2007	1	QUILT RAFFLE	0	43.42	43.42
09 L 230 26				TRUST FUND/DEFERRED REVENUE/SR CITIZENS CENTER		43.42	
7742	ANTHEM SPORTS, LLC	10/08/2007	26799		0	121.56	121.56
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE		121.56	
7743	APPERT FOODS	10/08/2007	1		0	5,244.81	5,244.81
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES		41.14	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		4,434.84	
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK		30.48	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		738.35	
7744	APPLE COMPUTER, INC.	10/08/2007	9261804709		35	171.00	171.00
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES		171.00	
7745	BALLARD TIGHE, PUBLISHERS	10/08/2007	121696		215	1,284.63	1,284.63
01 E 200 219 000 317 461				LEP/COMPENSATORY/STANDARDZED TESTS		1,284.63	
7746	BARNES & NOBLE COLLEGE BOOKSEL	10/08/2007	10588		0	999.35	999.35
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		999.35	
7747	BECKLER, DEB	10/08/2007	1		0	58.45	58.45
01 E 300 050 000 000 401				PRINCIPAL'S OFFICE//GENERAL SUPPLIES		58.45	
7748	Vendor Continued Void	10/08/2007					0.00
7749	Vendor Continued Void	10/08/2007					0.00
7750	BENNETT & BENNETT INC.	10/08/2007	1	REG. ROUTES	0	52,931.39	76,582.10
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CONT		52,931.39	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 298 000 733 361			11	NO SHOWS	0	5.85	
				EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZED		5.85	
01 E 005 760 000 725 361			12	5TH GRADE BAND	0	87.29	
				PUPIL TRANSPORTATION/BETWEEN SCHOOLS/BUS CONTRACT (XWK T		87.29	
01 E 300 258 233 000 370			13	BAND RENT	0	30.00	
				MUSIC//RENTALS AND LEASES		30.00	
01 E 005 760 000 720 361			2	FUEL CHARGE	0	2,414.61	
				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CONT		2,414.61	
01 E 100 203 000 733 361			21	FIELD TRIPS	0	1,401.96	
				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/BUS		1,401.96	
01 E 150 218 000 733 361			22	TAG @ HAGG	0	372.60	
				GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/BUS CONT		372.60	
01 E 300 294 211 733 361			23	FB	0	891.63	
				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRAC		891.63	
01 E 300 292 226 733 361			24	CC	0	976.39	
				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS C		976.39	
01 E 300 296 224 733 361			25	TENNIS	0	1,721.75	
				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		1,721.75	
01 E 300 296 209 733 361			27	VB	0	1,618.60	
				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTRA		1,618.60	
01 E 005 760 000 720 361			3	CLKFD SHUTTLE	0	1,814.40	
				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CONT		1,814.40	
01 E 005 760 000 713 361			4	OUT OF DISTRICT	0	2,721.60	
				PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTRACT (XWK T		2,721.60	
01 E 005 760 000 717 361			5	ATHLETIC SHUTTLE	0	459.00	
				PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTRACT (XWK		459.00	
04 E 500 505 000 321 361			6	COMM. ED	0	538.19	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CONT		538.19	
04 E 500 582 000 344 361			7	READY, SET, LEARN	0	70.29	
				LEARNING READINESS/LEARNING READINESS/BUS CONTRACT (XWK		70.29	
01 E 005 760 000 723 361			8	SPECIAL NEEDS	0	8,526.55	
				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTRACT (XWK TO 36		8,526.55	
7751 BENSON PUBLIC SCHOOLS ISD #777		10/08/2007	1		0	6,881.28	6,881.28
01 E 998 211 000 000 390				SECONDARY EDUCATION GENERAL//TUITION TO OTH MN SCH DIST		6,881.28	
7752 BERG, MARLENE		10/08/2007	1		0	10.01	10.01
01 E 150 203 169 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS		10.01	
7753 BERNICK'S PEPSI-COLA		10/08/2007	26616	BR ST. COUNCIL	0	206.55	206.55
01 L 230 39				GENERAL FUND/DEFERRED REVENUE/BERT RANEY JUICE MACHNINE		206.55	
7754 BLUE, TIMOTHY		10/08/2007	1	ART RESIDENCY	0	500.00	500.00
01 E 100 790 399 799 305				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/PROFESSIONAL F		500.00	
7755 BOUND TO READ		10/08/2007	181534		0	89.76	89.76
01 E 300 620 106 000 460				EDUCATIONAL MEDIA/LIBRARY//BOOKS/WORKBOOKS		89.76	
7756 BRAINERD SCHOOL #181		10/08/2007	1		0	938.76	938.76
01 E 998 407 000 740 390				SPECIFIC LEARNING DISABILIT/STATE FUNDED SPECIAL ED/TUIT		938.76	
7757 CABLES TO GO		10/08/2007	90428606		204	80.98	80.98
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES		80.98	
7758 CALLOWAY HOUSE, INC.		10/08/2007	8559247		217	119.65	28.90

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE		119.65	
			8559247-	RETURNED ITEM	0	-119.65	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE		-119.65	
			8563884		219	28.90	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHASE		28.90	
7759 Vendor Continued Void		10/08/2007					0.00
7760 CAPITAL ONE, F.S.B.		10/08/2007	1	SURVEY MONKEY	0	200.00	782.26
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT		200.00	
			10	OHIO- BURSCH FEE	0	35.00	
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINESS		35.00	
			11	OHIO LINDEN	0	298.41	
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINESS		298.41	
			13	CREDIT MCTM	0	-230.00	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE		-230.00	
			2	FRANKLIN COVEY	0	53.18	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES		53.18	
			3	SUPREME SCHOOL	0	267.67	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES		267.67	
			4	FRANKLIN COVEY	0	47.29	
01 E 300 050 000 000 401				PRINCIPAL'S OFFICE//GENERAL SUPPLIES		47.29	
			5	UPS	0	13.32	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS		13.32	
			6	AMAZON	0	33.68	
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES		33.68	
			7	UPS	0	8.41	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS		8.41	
			8	UPS- ITV BOOK	0	10.30	
01 E 300 230 000 000 430				FOREIGN LANGUAGE//SUPPLIES		10.30	
			9	ETS - PARA PRO TEST	0	45.00	
01 R 005 000 000 000 099				MISCELLANEOUS LOCAL REVENUE		45.00	
7761 CARL'S BAKERY		10/08/2007	1		0	73.38	106.38
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		73.38	
			11846		0	33.00	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		33.00	
7762 CARSON-DELLOSA PUBLISHING CO.		10/08/2007	237925		168	15.94	15.94
01 E 100 203 405 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE		15.94	
7763 CDW GOVERNMENT, INC.		10/08/2007	GRK1502		34	286.98	1,373.27
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT		286.98	
			GVH3048	CABLES	40	425.60	
01 E 200 612 120 301 555				TECHNOLOGY/CAPITAL (NON 302 FIN)/TECHNOLOGY EQUIPMENT		425.60	
			GW23202		224	628.77	
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT		628.77	
			GWS9990		0	31.92	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES		31.92	
7764 CENEX CREDIT CARD		10/08/2007	1		0	1,496.94	1,496.94
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL		1,496.94	

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7765	CITY OF GRANITE FALLS	10/08/2007	1		0	2,168.76	10,128.22
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES		2,168.76	
			2		0	7,887.68	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES		7,887.68	
			3		0	8.00	
01 E 300 361 000 830 330				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/UTILITY SERVICES		8.00	
			4		0	63.78	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES		63.78	
7766	CLASSROOM DIRECT/REPRINT	10/08/2007	W4708620001		186	81.73	81.73
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES		81.73	
7767	COMPUTER MAN	10/08/2007	234521	PRINTER REPAIR	0	255.45	319.76
01 E 150 203 000 000 350				ELEMENTARY GENERAL ED.//REPAIRS AND MAINTENANCE SVCS		255.45	
			846835		133	64.31	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED.//CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		64.31	
7768	CONSUMERS COOPERATIVE OIL CO.	10/08/2007	1		0	68.28	68.28
01 E 025 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL		68.28	
7769	CULLIGAN	10/08/2007	1		0	10.02	277.85
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES		10.02	
			10		0	267.83	
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES		267.83	
7770	DAKTRONICS, INC.	10/08/2007	6207356		0	48.08	48.08
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		48.08	
7771	DAVE'S ELECTRIC CO	10/08/2007	1		0	129.75	226.48
01 L 230 03				GENERAL FUND/DEFERRED REVENUE/BERT RANEY LOUNGE		129.75	
			2		0	42.00	
01 L 230 12				GENERAL FUND/DEFERRED REVENUE/CLARKFIELD TEACHERS		42.00	
			3		0	54.73	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		54.73	
7772	DEAN FOODS NORTH CENTRAL, INC.	10/08/2007	1		0	4,184.10	4,184.10
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK		3,222.17	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK		573.32	
02 E 005 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK		388.61	
7773	DEMCO, INC.	10/08/2007	2864115		4	60.83	60.83
01 E 150 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES		60.83	
7774	DITTERICH, MARY	10/08/2007	1		0	202.91	202.91
02 E 005 770 000 701 366				FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS		202.91	
7775	DOLLAR STOP	10/08/2007	1		0	7.00	14.00
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE		7.00	
			2		5	7.00	
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS ADVOCACY		7.00	
7776	DYRDAHL LUMBER & CONSTRUCTION	10/08/2007	1		0	53.76	53.76
01 E 300 361 000 830 401				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/GENERAL SUPPLIES		53.76	
7777	ECHO CHARTER SCHOOL	10/08/2007	1	SWIMMING LESSONS	0	815.60	815.60
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL		815.60	
7778	ECOLAB	10/08/2007	7558353		0	132.00	132.00
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAPI		132.00	
7779	Vendor Continued Void	10/08/2007					0.00
7780	ECONOMART	10/08/2007	1		196	13.08	1,502.80

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01 E 005 790 721 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES		13.08	
			10		0	384.09	
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		384.09	
			2		0	45.69	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPLI		45.69	
			3		0	823.69	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE		823.69	
			4		0	16.72	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES		16.72	
			5		0	58.76	
01 E 300 250 000 000 433				HOME ECONOMICS//INDIVIDUAL INST SUPPLIES		58.76	
			6		0	58.36	
01 E 100 216 000 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES		58.36	
			7		0	12.13	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL		12.13	
			8		0	30.48	
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES		30.48	
			9		0	59.80	
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE		59.80	
7781 EMBARQ		10/08/2007	1		0	668.17	708.43
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES		668.17	
			2		0	40.26	
01 E 610 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES		40.26	
7782 ETA/CUISENAIRE		10/08/2007	50101020		198	487.10	1,181.46
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHASE		487.10	
			50101020-		198	414.35	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES		414.35	
			50101962		198	280.01	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES		280.01	
7783 FERGUS FALLS SPEC. ED COOP #93		10/08/2007	1		0	2,505.60	2,505.60
01 E 998 211 000 000 390				SECONDARY EDUCATION GENERAL//TUITION TO OTH MN SCH DIST		2,505.60	
7784 FERGUS FALLS PUBLIC SCHOOLS		10/08/2007	1		0	1,415.70	1,415.70
01 E 998 211 000 000 390				SECONDARY EDUCATION GENERAL//TUITION TO OTH MN SCH DIST		1,415.70	
7785 FOLLETT EDUCATIONAL SERVICES		10/08/2007	105	964162A	105	216.78	216.78
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIBR		216.78	
7786 FRAN DEBAERE		10/08/2007	1		0	120.00	180.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVCS		120.00	
			2		0	60.00	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		60.00	
7787 FRENCH GLASS & SPECIALTY		10/08/2007	26285	keys	0	300.50	450.50
01 E 025 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		300.50	
			26286	HINGES	0	150.00	
01 E 025 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		150.00	
7788 FREY SCIENTIFIC COMPANY		10/08/2007	202500149632		77	703.06	703.06
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES		703.06	
7789 FRONTIER TELEPHONE		10/08/2007	1		0	40.54	40.54
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES		40.54	

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7790	G & K SERVICES	10/08/2007	13472149	august	0	263.14	263.14
01 E 025 810 000 000 382				OPERATIONS AND MAINTENANCE//LAUNDRY AND DRY CLEANING		263.14	
7791	GENERAL PARTS INC	10/08/2007	1040170		0	568.47	745.65
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		568.47	
			1042742		0	94.46	
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		94.46	
			1042812		0	82.72	
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		82.72	
7792	GILLUND ENTERPRISES	10/08/2007	1		0	189.54	189.54
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		189.54	
7793	GOPHER SPORT	10/08/2007	7474017		111	398.47	419.27
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES		398.47	
			7481978		125	20.80	
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES		20.80	
7794	GRANITE FALLS AUTO PARTS	10/08/2007	1		0	98.67	178.21
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUAL		98.67	
			2		0	8.69	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUAL		8.69	
			3		0	70.85	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		70.85	
7795	GREAT PLAINS NATURAL GAS CO	10/08/2007	1		0	470.82	470.82
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS		470.82	
7796	GREAT PLAINS SPORTS	10/08/2007	313602		0	1,722.30	1,722.30
01 E 300 296 227 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES		1,722.30	
7797	GREENWOOD PUBLISHING	10/08/2007	3326309		180	148.27	148.27
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES		148.27	
7798	DAVE GROSSMAN	10/08/2007	1		0	4,500.00	4,500.00
01 E 005 790 721 000 305				OTHER PUPIL SUPPORT SERVICES//PROFESSIONAL FEES		4,500.00	
7799	HAAN CRAFTS	10/08/2007	85868		104	160.65	160.65
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		160.65	
7800	HALVERSON, KAREN	10/08/2007	1	LITERACY	0	186.01	186.01
01 E 300 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINESS		186.01	
7801	HARCOURT ACHIEVE	10/08/2007	7270024201		0	1,598.75	1,598.75
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIBR		1,598.75	
7802	HENDERSON, ROBIN	10/08/2007	1		0	85.15	269.24
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES		85.15	
			10		0	100.10	
01 E 005 790 721 000 366				OTHER PUPIL SUPPORT SERVICES//TRAVEL-SCHOOL BUSINESS		100.10	
			2		0	83.99	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPLI		83.99	
7803	HILLTOP LUMBER	10/08/2007	18191001		63	284.49	284.49
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE		284.49	
7804	HILLYARD/HUTCHINSON	10/08/2007	2243227		0	446.40	1,959.29
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		446.40	
			2250540		0	1,512.89	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		1,512.89	
7805	HOLIDAY INN EXPRESS	10/08/2007	1	reading recovery	0	110.00	110.00

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				conf.			
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINESS		110.00	
	7806 HOLM, KRIS	10/08/2007	1		0	112.81	188.27
01 E 300 420 000 419 366				SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/TRAVEL-SCHOOL		112.81	
			10		0	75.46	
01 E 300 420 000 419 366				SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/TRAVEL-SCHOOL		75.46	
	7807 Vendor Continued Void	10/08/2007					0.00
	7808 HM RECEIVABLES CO., LLC	10/08/2007	9416235889	MATH MANIP.	0	529.47	8,366.06
01 E 100 203 000 317 433				ELEMENTARY GENERAL ED./COMPENSATORY/INDIVIDUAL INST SUPP		529.47	
			941680928	MATH MANIPULATORS	0	1,142.89	
01 E 100 203 000 317 433				ELEMENTARY GENERAL ED./COMPENSATORY/INDIVIDUAL INST SUPP		1,142.89	
			941680929	MATH BOOKS	0	1,713.05	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		1,713.05	
			941680930	math books	33	423.79	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		423.79	
			941680931		0	557.80	
01 E 100 203 000 000 460				ELEMENTARY GENERAL ED./BOOKS/WORKBOOKS		557.80	
			941691511		0	315.90	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		315.90	
			941709038-		52	24.69	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		24.69	
			941733666		201	2,156.63	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		2,156.63	
			941751740		0	958.88	
01 E 300 230 251 000 430				FOREIGN LANGUAGE//SUPPLIES		958.88	
			941766618		101	84.18	
01 E 300 230 251 000 430				FOREIGN LANGUAGE//SUPPLIES		84.18	
			941799767		197	388.15	
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHASE		388.15	
			941839623		0	70.63	
01 E 100 203 000 317 433				ELEMENTARY GENERAL ED./COMPENSATORY/INDIVIDUAL INST SUPP		70.63	
	7809 IKON FINANCIAL SERVICES	10/08/2007	1		0	175.00	1,252.00
01 E 300 620 000 302 580				EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE P		175.00	
			2		0	274.00	
01 E 300 211 000 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEASE		274.00	
			3		0	274.00	
01 E 150 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRIN		274.00	
			4		0	274.00	
01 E 100 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRIN		274.00	
			5		0	255.00	
01 E 005 020 000 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PRI		255.00	
	7810 IKON OFFICE SOLUTIONS	10/08/2007	1009359261		97	220.00	640.00
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES		220.00	
			1009467552		0	300.00	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES		300.00	
			1009468544		0	60.00	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES		60.00	

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01 E 300 211 000 000 430			1009468545		0	60.00	
			SECONDARY EDUCATION GENERAL//SUPPLIES			60.00	
7811 INDUSTRIAL ARTS SUPPLY		10/08/2007	4406		107	200.96	200.96
01 E 300 255 000 000 430			INDUSTRIAL EDUCATION//SUPPLIES			200.96	
7812 Vendor Continued Void		10/08/2007					0.00
7813 INNOVATIVE OFFICE SOLUTIONS, L		10/08/2007	3963712-1		179	43.75	512.73
01 E 100 203 000 000 899			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE			43.75	
01 E 300 211 000 000 430			3969022-1		102	65.37	
			SECONDARY EDUCATION GENERAL//SUPPLIES			65.37	
01 E 100 203 403 000 430			3972726-1		213	63.88	
			ELEMENTARY GENERAL ED.//SUPPLIES			63.88	
01 E 100 203 000 000 899			3972726-1-		0	43.98	
			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE			43.98	
01 E 100 203 405 000 430			3975079-1		227	27.95	
			ELEMENTARY GENERAL ED.//SUPPLIES			27.95	
01 E 300 211 000 000 430			80445-1		0	19.00	
			SECONDARY EDUCATION GENERAL//SUPPLIES			19.00	
01 E 100 203 403 000 430			81823-1		193	27.50	
			ELEMENTARY GENERAL ED.//SUPPLIES			27.50	
01 E 300 211 000 000 430			82429-1		0	85.73	
			SECONDARY EDUCATION GENERAL//SUPPLIES			85.73	
01 E 300 211 000 000 430			82458-1		0	45.18	
			SECONDARY EDUCATION GENERAL//SUPPLIES			45.18	
01 E 100 203 000 000 899			82832-1		209	78.29	
			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE			78.29	
01 E 100 203 000 000 899			82832-2		0	12.10	
			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE			12.10	
7814 ISCORP		10/08/2007	632916		0	195.50	195.50
01 E 005 110 000 000 350			ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS			195.50	
7815 JEFFREY IVERSON		10/08/2007	1	MUSICAL	0	238.35	432.10
01 E 300 298 236 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE			238.35	
01 E 300 258 231 000 430			10	MUSIC//SUPPLIES	0	21.26	
						21.26	
01 E 300 298 236 000 899			11	EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE	0	71.60	
						71.60	
01 E 300 298 236 000 899			2	MUSICAL	0	53.50	
			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE			53.50	
01 E 300 258 231 000 430			3	CHOIR	0	23.40	
			MUSIC//SUPPLIES			23.40	
01 E 100 203 407 000 430			4	ELEM	0	23.99	
			ELEMENTARY GENERAL ED.//SUPPLIES			23.99	
7816 ELIZABETH JAHN		10/08/2007	1		0	60.06	86.54
01 E 100 203 169 000 366			ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS			60.06	
01 L 230 33			2		0	26.48	
			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOUN			26.48	
7817 JENSEN, MARY		10/08/2007	1	SCHOOL SUPPLIES	0	16.00	16.00
01 E 100 790 388 000 899			OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE			16.00	

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7818	JIM'S CLOTHING & SPORTING GOOD	10/08/2007	76301		0	105.00	972.00
01 E 300 292 226 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES		105.00	
			77752		0	867.00	
01 L 230 14				GENERAL FUND/DEFERRED REVENUE/CLARKFIELD PRINCIPAL POP		867.00	
7819	JIMMY'S PIZZA	10/08/2007	1		0	58.50	58.50
01 E 005 790 721 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES		58.50	
7820	JOHNSON CONTROLS	10/08/2007	0709200391	FILTER	0	446.62	446.62
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		446.62	
7821	JOHNSON CONTROLS	10/08/2007	0709210857		0	1,092.08	1,092.08
01 E 025 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS		1,092.08	
7822	JOHNSON CONTROLS	10/08/2007	0709272196		0	471.80	471.80
01 E 025 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		471.80	
7823	DARCY M JOSEPHSON	10/08/2007	1		0	195.58	195.58
01 E 005 610 375 308 366				CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WIDE		195.58	
7824	KIDSBLOCKS	10/08/2007	1537		0	352.11	352.11
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY ED		352.11	
7825	KNAPPER, TIMOTHY	10/08/2007	1		0	18.58	38.83
01 E 300 298 000 000 366				EXTRACURRICULAR ACTIVITIES//TRAVEL-SCHOOL BUSINESS		18.58	
			2		0	20.25	
04 E 500 505 000 321 366				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-S		20.25	
7826	KUBITZ EDUCATIONAL SERVICES	10/08/2007	10016		25	61.49	61.49
01 E 100 203 113 317 401				ELEMENTARY GENERAL ED./COMPENSATORY/GENERAL SUPPLIES		61.49	
7827	Vendor Continued Void	10/08/2007					0.00
7828	LADNER'S HARDWARE	10/08/2007	1		0	153.44	554.29
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		153.44	
			2		0	55.95	
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES		55.95	
			3		0	207.10	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		207.10	
			4		0	60.97	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		60.97	
			5		0	12.99	
01 E 300 292 226 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES		12.99	
			7		0	61.40	
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES		61.40	
			8		0	2.44	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUAL		2.44	
7829	LAKESHORE LEARNING MATERIALS	10/08/2007	293061		0	179.34	1,439.42
01 E 100 203 401 000 430				ELEMENTARY GENERAL ED./SUPPLIES		179.34	
			293062		157	598.98	
01 E 100 203 401 000 430				ELEMENTARY GENERAL ED./SUPPLIES		598.98	
			364712		212	661.10	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		661.10	
7830	LAND O LAKES	10/08/2007	1		0	433.01	433.01
02 E 025 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK		187.39	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		99.65	
02 E 025 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK		145.97	
7831	LEARNING RESOURCES	10/08/2007	1113963		0	239.05	239.05

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01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		239.05	
7832 LEE'S AUTO & DIESEL		10/08/2007	11933		0	72.00	72.00
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVCS		72.00	
7833 M&N INTERNATIONAL		10/08/2007	4524093		99	69.65	69.65
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE		69.65	
7834 MACKIN LIBRARY MEDIA		10/08/2007	192156		3	196.05	196.05
01 E 150 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES		196.05	
7835 AMANDA MACZIEWSKI		10/08/2007	1	travel between GF & CLKFD.	0	90.09	90.09
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS		90.09	
7836 MAKE MUSIC		10/08/2007	743607		84	250.00	250.00
01 E 300 258 233 000 430				MUSIC//SUPPLIES		250.00	
7837 MCCOY, KAREN		10/08/2007	1		0	11.94	11.94
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS		11.94	
7838 MCGRAW-HILL		10/08/2007	1		0	330.69	330.69
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		330.69	
7839 MEEKER & WRIGHT SP ED COOP		10/08/2007	1	7-9-07 TO 7-12-07	0	207.12	207.12
01 E 998 407 000 740 390				SPECIFIC LEARNING DISABILIT/STATE FUNDED SPECIAL ED/TUIT		207.12	
7840 MILLER, TARA		10/08/2007	1	MTG. IN MARSHALL-PERA	0	21.56	21.56
01 E 005 110 000 000 366				ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS		21.56	
7841 MINNESOTA ELEVATOR, INC.		10/08/2007	125708		0	115.22	411.53
01 E 025 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAPI		115.22	
			126547		0	296.31	
01 E 025 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAPI		296.31	
7842 MINNESOTA SCHOOL BOARD ASSOC.		10/08/2007	2458	NEWSLETTER	0	50.00	861.55
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES		50.00	
			2669		0	811.55	
01 E 005 010 000 000 305				BOARD OF EDUCATION//PROFESSIONAL FEES		811.55	
7843 MN WEST COMM.& TECH. COLL		10/08/2007	1		0	612.69	612.69
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		612.69	
7844 MONTEVIDEO PUBLISHING COMPANY		10/08/2007	51613		13	35.00	35.00
01 E 150 620 000 000 489				EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS		35.00	
7845 MUSIC MART		10/08/2007	519204		0	201.25	446.43
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS		201.25	
			529274		61	229.87	
01 E 300 258 233 000 450				MUSIC//MATERIALS PURCH FOR RESALE		229.87	
			532460		0	14.31	
01 E 300 258 233 000 450				MUSIC//MATERIALS PURCH FOR RESALE		14.31	
			FC		0	1.00	
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE		1.00	
7846 MUSIC STREET		10/08/2007	119141		114	20.12	20.12
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS		20.12	
7847 MVCC		10/08/2007	07/08 --3	MONTHLY PAYMENT (11)	0	142,632.44	142,632.44
01 E 200 420 000 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		142,632.44	
7848 MVTV		10/08/2007	1		0	200.00	200.00
01 E 005 810 000 311 320				OPERATIONS AND MAINTENANCE/TELECOMMUNICATIONS GRANT/COMM		200.00	

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7849	NATIONAL GEOGRAPHIC SCHOOL PUB	10/08/2007	INV198714		202	496.80	496.80
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		496.80	
7850	NATIONAL SCHOOL PRODUCTS	10/08/2007	872965		11	28.47	28.47
01 E 150 201 000 000 430				KINDERGARTEN//SUPPLIES		28.47	
7851	NCS PEARSON, INC.	10/08/2007	72158448		0	56.50	56.50
04 E 500 583 000 354 401				PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/GENERAL S		56.50	
7852	KAREN NORELL	10/08/2007	1		0	60.83	60.83
01 E 300 050 000 000 366				PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS		60.83	
7853	NORTHERN STATES SUPPLY	10/08/2007	233553		119	60.99	116.12
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE		60.99	
01 E 300 255 000 000 430				236068 INDUSTRIAL EDUCATION//SUPPLIES	126	55.13	55.13
7854	OFFICE MAX CONTRACT INC.	10/08/2007	329608	HANDSET SYSTEM	36	275.10	689.65
01 E 005 020 000 302 530				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/EQUIPMENT PURCHAS		275.10	
01 E 200 612 199 000 401				489127 TECHNOLOGY//GENERAL SUPPLIES	38	90.00	90.00
01 E 005 020 000 000 401				567018 SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES	39	21.71	21.71
01 E 100 203 000 000 430				777668 ELEMENTARY GENERAL ED./SUPPLIES	42	285.00	140.00
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES		145.00	
01 E 150 203 407 000 430				936870 ELEMENTARY GENERAL ED./SUPPLIES	0	17.84	17.84
7855	Vendor Continued Void	10/08/2007					0.00
7856	OFFICE SYSTEMS	10/08/2007	285519		0	96.96	3,120.24
01 E 025 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		96.96	
01 E 150 203 000 000 430				286437-0 ELEMENTARY GENERAL ED./SUPPLIES	9	777.64	777.64
01 E 150 203 000 000 430				288751-0 ELEMENTARY GENERAL ED./SUPPLIES	0	1,091.72	1,091.72
01 E 150 203 000 000 430				288751-1 ELEMENTARY GENERAL ED./SUPPLIES	15	50.40	50.40
01 E 150 203 000 000 430				288751-2 ELEMENTARY GENERAL ED./SUPPLIES	0	28.80	28.80
01 E 100 203 000 000 899				291245 ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE	0	483.10	483.10
01 E 150 201 000 000 430				291245- KINDERGARTEN//SUPPLIES	0	483.10	483.10
01 E 100 203 000 000 899				291245-- ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE	0	-483.10	-483.10
01 E 150 201 000 000 430				291535 KINDERGARTEN//SUPPLIES	17	57.97	57.97
01 E 150 050 000 000 401				293085 PRINCIPAL'S OFFICE//GENERAL SUPPLIES	20	467.53	467.53
01 E 150 050 000 000 401				293364 PRINCIPAL'S OFFICE//GENERAL SUPPLIES	0	66.12	66.12
7857	OHIO STATE UNIVERSITY	10/08/2007	23893		0	845.00	2,205.00
01 E 100 203 113 317 430				ELEMENTARY GENERAL ED./COMPENSATORY/SUPPLIES		845.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			24102		207	1,360.00	
01 E 100 204 000 414 305				TITLE II EISENHWOER/TITLE II ESEA/PROFESSIONAL FEES		900.00	
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINESS		460.00	
7858 PAAPE COMPANIES		10/08/2007	36963		0	1,206.50	1,206.50
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS		1,206.50	
7859 PAN-O-GOLD BAKING CO.		10/08/2007	1		0	126.59	1,053.70
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		100.59	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		26.00	
			10		0	927.11	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		882.11	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		45.00	
7860 PEARSON EDUCATION		10/08/2007	40161745578		19	111.37	310.70
01 E 150 203 403 000 430				ELEMENTARY GENERAL ED./SUPPLIES		111.37	
			4016196740		194	199.33	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		199.33	
7861 J.W. PEPPER & SON INC.		10/08/2007	11419824		93	367.99	367.99
01 E 300 258 233 000 430				MUSIC//SUPPLIES		367.99	
7862 PITNEY BOWES		10/08/2007	454116-SP07	RENTAL CHARGE	0	254.00	254.00
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE//RENTALS AND LEASES		254.00	
7863 PROEZA INT'L INC.		10/08/2007	1027-4	CALIBRATE SCALES	0	120.15	120.15
01 E 300 294 221 000 401				BOYS ATHLETICS//GENERAL SUPPLIES		120.15	
7864 PROJECT TURNABOUT		10/08/2007	1	CAMPFEL PROD.	0	175.00	175.00
01 E 200 206 000 433 305				DRUG FREE \$ FED./DRUG F SCH/PROFESSIONAL FEES		175.00	
7865 RAMBOW SPORTSWEAR		10/08/2007	145837		0	801.80	801.80
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL		801.80	
7866 RATWICK, ROSZAK & MALONEY, P.A		10/08/2007	37329		0	676.39	676.39
01 E 005 150 000 000 305				LEGAL SERVICES//PROFESSIONAL FEES		676.39	
7867 READING RECOVERY PRO/COUNCIL		10/08/2007	1		0	240.00	240.00
01 E 100 203 113 317 430				ELEMENTARY GENERAL ED./COMPENSATORY/SUPPLIES		240.00	
7868 REALLY GOOD STUFF		10/08/2007	1938133		159	37.98	88.91
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED./BOOKS/WORKBOOKS		37.98	
			1972329		215	50.93	
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED./SUPPLIES		50.93	
7869 REINHART INST FOODS		10/08/2007	1		0	813.76	2,978.56
02 E 025 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES		72.66	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		369.09	
02 E 025 770 000 705 401				FOOD SERVICES/BREAKFAST/GENERAL SUPPLIES		29.01	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		343.00	
			10		0	2,164.80	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		1,957.75	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		207.05	
7870 RICHTER, LINDA		10/08/2007	1		0	102.55	102.55
01 E 100 203 406 000 899				ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE		102.55	
7871 RILEY BUS SERVICE, INC.		10/08/2007	6361	DULUTH	0	1,238.00	1,238.00
04 E 500 505 000 321 361				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CONT		1,238.00	
7872 RRCNA		10/08/2007	26464		189	15.00	15.00
01 E 100 203 113 317 430				ELEMENTARY GENERAL ED./COMPENSATORY/SUPPLIES		15.00	
7873 RTS		10/08/2007	1		0	292.64	292.64
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES		260.89	
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES		31.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
7874	RYER PLUMBING	10/08/2007	3630	HOT WTR HEATER	0	590.86	590.86
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS		590.86	
7875	Vendor Continued Void	10/08/2007					0.00
7876	SAWMILL	10/08/2007	1		0	162.08	5,274.55
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		162.08	
			2		0	4,468.03	
01 E 300 361 000 830 401				CARPENTRY (HOUSE)/VOCATIONAL PROGRAMS/GENERAL SUPPLIES		4,468.03	
			3		0	37.60	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES		37.60	
			4		0	14.27	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		14.27	
			5	TILE	0	379.20	
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS		379.20	
			6	MUSICAL	0	211.49	
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE		211.49	
			7		0	1.88	
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE		1.88	
7877	SAX ARTS & CRAFTS	10/08/2007	C1236344		62	1,341.17	1,341.17
01 E 300 212 000 000 430				ART//SUPPLIES		1,341.17	
7878	SCHAFFRAN, JANE	10/08/2007	1		0	63.95	63.95
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES		63.95	
7879	SCHEFFLER PETE	10/08/2007	1		0	94.86	94.86
01 E 100 203 404 000 430				ELEMENTARY GENERAL ED.//SUPPLIES		94.86	
7880	SCHOLASTIC INC	10/08/2007	1		0	64.58	350.00
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY ED		64.58	
			10		143	125.52	
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES		125.52	
			M3813933		59	159.90	
01 E 300 220 000 000 430				ENGLISH//SUPPLIES		159.90	
7881	SCHOLASTIC BOOK CLUBS INC.	10/08/2007	1		0	71.94	71.94
01 E 100 203 404 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS		71.94	
7882	SCHOOL HEALTH CORPORATION	10/08/2007	1336735-01		170	23.02	59.52
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES		23.02	
			1344664		205	36.50	
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES		36.50	
7883	SCHOOL SPECIALTY INC.	10/08/2007	56881761		0	78.75	78.75
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES		78.75	
7884	SCHOOL-TECH, INC.	10/08/2007	2		0	210.45	263.87
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES		210.45	
			322956		0	53.42	
01 E 300 292 226 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES		53.42	
7885	SCHWICKERT'S	10/08/2007	SIC011183	ROOF REPAIR	0	1,262.13	1,262.13
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS		1,262.13	
7886	SHIFFLER EQUIPMENT	10/08/2007	725417500	TIRE SWING	0	196.77	342.28
01 L 230 56				GENERAL FUND/DEFERRED REVENUE/HAGG ELEMENTARY SCHOOL ACT		196.77	
			725417501	TIRE SWING	0	145.51	
01 L 230 56				GENERAL FUND/DEFERRED REVENUE/HAGG ELEMENTARY SCHOOL ACT		145.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
7887	SOUTHWEST MN STATE UNIVERSITY	10/08/2007	62466	FALL 2007	0	13,064.24	13,064.24
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		13,064.24	
7888	SOUTHWEST WHOLESALE	10/08/2007	1		0	820.48	8,541.49
02 E 025 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES		80.00	
02 E 025 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		450.73	
02 E 025 770 000 705 401				FOOD SERVICES/BREAKFAST/GENERAL SUPPLIES		104.55	
02 E 025 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		185.20	
			10		0	7,721.01	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES		700.59	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD		6,152.63	
02 E 005 770 000 705 401				FOOD SERVICES/BREAKFAST/GENERAL SUPPLIES		78.00	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD		789.79	
7889	STEIN'S, INC	10/08/2007	503764		0	564.50	564.50
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES		564.50	
7890	STRAND, DWAYNE	10/08/2007	1		0	141.34	177.94
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS		141.34	
			2		0	36.60	
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS		36.60	
7891	SW/WC SERVICE COOP - MARSHALL	10/08/2007	13969	PROJECTOR	0	1,596.82	4,508.35
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIBR		1,596.82	
			19274	SMARTBOARDS	0	293.64	
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIBR		293.64	
			19318	SMARTBOARDS	0	295.15	
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIBR		295.15	
			19336/379/384	TRAINING	0	579.10	
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DEV		579.10	
			19360	PROJECTOR	0	1,743.64	
01 E 100 203 000 302 560				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/TEXTBOOK/LIBRARY B		1,743.64	
7892	TAMS-WITMARK MUSIC LIBRARY INC	10/08/2007	R51076		1131	26.50	26.50
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE		26.50	
7893	THEATRE HOUSE	10/08/2007	342417		223	22.60	90.65
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED./SUPPLIES		22.60	
			342592		122	68.05	
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE		68.05	
7894	TRI-COUNTY NEWS	10/08/2007	1	ECHO WHOPPER FEED	0	52.20	52.20
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTING		52.20	
7895	UNIVERSITY OF SOUTH DAKOTA	10/08/2007	2008-21	PROF. DEV.	0	500.00	600.00
01 E 100 203 113 317 367				ELEMENTARY GENERAL ED./COMPENSATORY/TRAVEL-PROFESS DEVEL		500.00	
			2008-35		0	100.00	
01 E 100 203 113 317 366				ELEMENTARY GENERAL ED./COMPENSATORY/TRAVEL-SCHOOL BUSINE		100.00	
7896	VELDE SANITATION	10/08/2007	1		0	505.00	855.00
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES		505.00	
			2		0	350.00	
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES		350.00	
7897	CINDY VELDE	10/08/2007	1	CAREGIVERS	0	61.50	109.98
04 E 500 590 157 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCHO		61.50	
			2	CAREGIVERS	0	16.22	
04 E 500 590 157 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SUP		16.22	
			3		0	3.16	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 505 000 321 450			12058	CINDY ANDERSON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL	0	41.00 41.00	
04 E 500 505 000 321 329			12060	POSTMASTER COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/POSTAGE	0	307.61 307.61	
01 E 300 298 000 000 899			12061	LAKESIDE BALLROOM EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE	0	56.00 56.00	
01 E 005 110 000 000 401			12063	CHIPPEWA CO. RECORDS ACCOUNTING OFFICE//GENERAL SUPPLIES	0	15.00 15.00	
04 E 500 505 000 321 450			12064	GLENSHEEN MANSION COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL	0	484.00 484.00	
04 E 500 505 000 321 450			12065	GREAT LAKES AQUARIUM COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL	0	264.00 264.00	
04 E 500 505 000 321 450			12066	VISTA FLEET HARBOR CRUISES COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL	0	110.00 110.00	
01 R 005 000 000 000 099			12067	ORANGE TREE MISCELLANEOUS LOCAL REVENUE	0	96.00 96.00	
04 E 500 505 000 321 450			12068	MARSHALL RADIO COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL	0	210.00 210.00	
01 E 300 292 226 000 319			12069	GARY SIMS BOYS/GIRLS ATHLETICS//OTHER PERSONAL SERVICES	0	80.00 80.00	
01 E 300 296 209 000 369			12070	MONTE HS GIRLS ATHLETICS//PARTICIPATION FEES	0	100.00 100.00	
04 E 500 505 000 321 450			12071	AARP COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL	0	118.00 118.00	
04 E 500 505 000 321 450			12072	AARP COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIAL	0	130.00 130.00	
01 E 100 620 000 000 470			12073	SCHOLASTIC BOOK CLUB EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS	0	108.60 108.60	
01 L 230 33			12074	ATAFY GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOUN	0	333.50 333.50	
01 A 101 00			12077	YME-COVER OUTSTANDING BOARD CHECKS GENERAL FUND/CASH	0	423.67 423.67	
04 R 500 000 000 321 050			12078	BONNIE ERICKSON COMMUNITY EDUCATION/FEES FROM PATRONS	0	63.00 63.00	
01 L 230 33			12079	HOLMBERG APPLE ORCHARD GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOUN	0	424.00 424.00	
01 E 100 203 113 317 899			12080	HAMLIN UNIV. ELEMENTARY GENERAL ED./COMPENSATORY/MISCELLANEOUS EXPENS	0	330.00 330.00	
01 E 100 218 000 388 369			12081	NATIONAL SCIENCE LEAGUE GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES	0	410.00 230.00	
01 E 150 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		180.00	
			12082	NAT'L GEOGRAPHIC	0	120.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				BEE			
01 E 300 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		60.00	
01 E 100 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		60.00	
			12083	NAT'L CURRENT EVENTS	0	160.00	
01 E 100 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		120.00	
01 E 150 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		40.00	
			12084	THINKING CAP QUIZ	0	80.00	
01 E 100 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		40.00	
01 E 150 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		40.00	
			12085	SCRIPPS NAT'L SPELLING BEE	0	99.00	
01 E 100 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		99.00	
			12086	MATH FAX	0	572.00	
01 E 100 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		326.00	
01 E 150 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES		246.00	
			12087	MARSHALL SCHOOLS GIRLS ATHLETICS//PARTICIPATION FEES	0	25.00	
01 E 300 296 209 000 369						25.00	
			12088	KRYSTINA PEDERSON ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE	0	4.53	
01 E 100 203 405 000 899						4.53	
			12089	ANGELLA ABERNATHY SCHOOL LUNCH/SALES TO PUPILS	0	2.20	
02 R 005 000 000 701 601						2.20	
			12090	JESSICA ROSBERG SCHOOL LUNCH/SALES TO PUPILS	0	9.75	
02 R 005 000 000 701 601						9.75	
			12091	DAVE & DANA WILSON SCHOOL LUNCH/SALES TO PUPILS	0	13.45	
02 R 005 000 000 701 601						13.45	
			12092	ROBERT & BONITA GILL SCHOOL LUNCH/SALES TO PUPILS	0	155.00	
02 R 005 000 000 701 601						155.00	
			12093	MYRON & STEPHANIE FALLER SCHOOL LUNCH/SALES TO PUPILS	0	12.40	
02 R 005 000 000 701 601						12.40	
			12094	MATH MASTERS GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES	0	140.00	
01 E 100 218 000 388 369						140.00	
				NOT SURE VOID BOYS/GIRLS ATHLETICS//PARTICIPATION FEES	0	-40.00	
01 E 300 292 226 000 369						-40.00	
	7915 YME BOARD ACCOUNT	10/08/2007	1	SNACK FEES	0	175.00	200.00
01 E 100 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE		175.00	
			2	ACTIVITY TICKET	0	25.00	
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE		25.00	
	7916 ZEP MANUFACTURING CO	10/08/2007	57269095	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES	0	739.94	868.84
01 E 025 810 000 000 410						739.94	
			57270844	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES	0	128.90	
01 E 025 810 000 000 410						128.90	

181 Computer Check(s) For a Total of 398,900.33

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	181	Computer	Checks For a Total of	398,900.33
Total For	181	Manual, Wire Transfer & Computer	Checks	398,900.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	398,900.33

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	5,383.98	267.00	360,796.33	366,447.31
02	FOOD SERVICE	0.00	192.80	23,586.08	23,778.88
04	COMMUNITY SERVICE	0.00	63.00	8,557.56	8,620.56
09	TRUST FUND	53.58	0.00	0.00	53.58

**Yellow Medicine East #2190
Board Report
October 2007**

2007-08 Expenditures	Original Budget	Year to Date	Budget Balance	Percent	% Exp.
By Fund	2007-08	Expenditures		Expended	2006-07%
General	10,033,119	2,049,225	7,983,894	20.42%	16.68%
Food Service	427,015	52,769	374,246	12.36%	14.15%
Community Service	315,593	55,501	260,092	17.59%	30.09%
Debt Redemption	84,430	17,869	66,561	21.16%	14.39%
Trust Fund	0		0	0.00%	0.00%
Total	10,860,157	2,175,364	8,684,793	20.03%	16.93%

Year to date amounts include current month's accounts payables plus previous month's payroll.

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	25.00%
Contracted August-July	Principals	16.67%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	8.33%
12 Month Non-certified	Secretaries	25.00%
12 Month Non-certified	Custodians	19.44%
9 Month Non-certified	Assistants/Cooks	3.70%

Liquid Asset Fund (Investments)

Month End Cash Invested \$1,667,111.16

Electronic Fund Transfers

(from Liquid Asset Fund to Board Account at Granite Falls Bank)

9/13/2007	\$	100,000	Board Accounts Payable
9/14/2007	\$	200,000	Board Accounts Payable
9/21/2007	\$	25,000	Payroll (F&M checks)
9/21/2007	\$	241,587	Payroll (GF Bank direct deposits)
9/24/2007	\$	118,000	Payroll Accounts Payable
9/26/2007	\$	100,000	Payroll Accounts Payable

Electronic fund transfers for the month preceding the regular board meeting will now be listed on this report. This is something new the auditors want added to the financial report.

YELLOW MEDICINE EAST ENROLLMENT UPDATE 2007-2008

	SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY			
	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR
Kinder	55	7		62	55	7		62				0				0				0
First	51	5		56	51	5		56				0				0				0
Second	75	6		81	76	6		82				0				0				0
Third	52	6		58	51	6		57				0				0				0
Fourth	49	9		58	49	9		58				0				0				0
Fifth	66	8		74	65	8		73				0				0				0
Sixth	61			61	61			61				0				0				0
	409	41		450	408	41		449	0	0		0	0		0	0	0			0
Seventh			77				76													
Eighth			72				72													
Ninth			79				79													
Tenth			90				88													
Eleventh			73				76													
Twelfth			93				93													
				484				484				0				0				0
K-12 ENROLLMENT TOTAL				934				933				0				0				0

36

	FEBRUARY				MARCH				APRIL				MAY				JUNE			
	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR	BR	HAH	SH	ENR
Kinder				0				0				0				0				0
First				0				0				0				0				0
Second				0				0				0				0				0
Third				0				0				0				0				0
Fourth				0				0				0				0				0
Fifth				0				0				0				0				0
Sixth				0				0				0				0				0
	0	0		0	0	0		0	0	0		0	0		0	0	0			0
Seventh																				
Eighth																				
Ninth																				
Tenth																				
Eleventh																				
Twelfth																				
				0				0				0				0				0
K-12 ENROLLMENT TOTAL				0				0				0				0				0

Food Service Report September- 2007

Meal	Elem Totals	Grade 7-12 Totals	Adult
C- Breakfast	502		17
C- Lunch	875		101
GF-Breakfast	1632	1304	50
GF - Lunch	7215	5526	340

Granite Falls Site

Site	Approved Free Students	Approved Reduced Students	Full Pay Students
Elem	161	68	210
Grade 7-12	99	64	317

Clarkfield Site

Approved Free Students	Approved Reduced Students	Full Pay Students
26	3	24

612.2 ELEMENTARY PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of elementary students participating in Title I programs. This policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward public school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

III. PARENTAL SUPPORT ACTIVITIES

The district will at the building level provide the following materials and opportunities, which will build the parent's capacity to support the academic goals of their children.

- A. Building handbooks are distributed to each family in the district prior to the start of a new school year. General information as well as programs and services available are highlighted in this resource.
- B. Each school will host a Back to School night prior the new school year. Academic information as well as available programs and services are shared with parents.
- C. Schoolwide assistance schools will host one or two family nights for students. These events provide activities for parents as well as children.
- D. Parent volunteer information will be collected and forwarded to classroom teachers at the start of each new school year.
- E. Family liaisons will connect both the American Indian and the Hispanic families with the school and school events.
- F. Focus groups will be held annually with parents to assess the parental level of satisfaction and to determine needs for the next school year with

regard to social, academic and extra curricular activities.

- G. School/parent liaisons are also employed to help develop and strengthen parent groups for all levels of programming.

IV. PARENT MEETINGS

The following information details how the school shall carry out the federal requirements of parental involvement.

A. Meetings

1. An annual meeting will be convened each fall to which all parents of participating children shall be invited and encouraged to attend. This meeting will provide information informing parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
2. Parents will be solicited to volunteer to serve on an advisory committee. This committee will meet quarterly and will develop and review annually the school parental involvement policy and the school-wide program plan.
3. All parents of participating children will be provided with timely information about Title I programs. This information will be presented via the District newsletter which is published quarterly and the District website which will include links to the Department of Education's website. Information will also be shared with other advisory groups such as our Systems Accountability Committee and other advisory groups.

- B. Each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall define the:

1. School's responsibility for fulfilling the academic piece of the compact;
2. Parent's responsibility for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
3. The compact will be shared with parents at parent teacher conferences. At this time, the child's achievement and progress

will be shared. Teachers, administrators and other school staff will be available at times that are convenient for meeting with the parent.

C. To ensure the effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the school will:

1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children. This will be done by:
 - a. Providing information about the school report cards in both district and building newsletters.
 - b. Providing links to the report card on the district website.
 - c. Publishing articles regarding the report card in the local newspaper.
 - d. Sharing report card information with all district parent advisory groups.

2. Provide teachers with materials and training to assist parents in working with their children to improve their children's achievement. This will include:
 - a. Providing teachers with instruction in creating classroom websites.
 - b. Providing teachers with continuous instruction in interpreting the NWEA test results so that this data may be shared with parents at conferences.
 - c. Encouraging teachers to communicate weekly with all parents via email or a printed newsletter.
 - d. Encouraging teachers to use parent volunteers in the instructional classroom setting.
 - e. Providing parents with access to the Parent Portal for student directory information, which include attendance, lesson plans, grades as well as lunch account information.

3. The District will work to increase involvement of English Language Learner (ELL) parents and community members in programs that support English Language Learners through:
 - a. The use of an interpreter at parent meetings and student staffing when needed and appropriate. This would also include such things as open houses and kindergarten roundup. Interpreters for phone calls are also used when needed.
 - b. Letters translated as needed for families where very limited English is understood or is used in the home. We will use resources from neighboring districts as well as those made available through the DOE website.

- c. Home School liaisons provide ongoing interpretation as needed.
 - d. The district's website provides translator program that allows the information found on the website to be translated into a number of languages.
4. The District will use technology to promote parental involvement and increase communication with parents.
- a. Email addresses are collected at the beginning of each year from all parents that have either a personal or work email address.
 - b. All classroom teachers are encouraged to communicate with parents via email if it is available.
 - c. All school communications will include the YME website address as well as other school contact information.
 - d. Classroom teachers are encouraged to create classroom websites linked from the district website. These sites will include general information such as course outcomes and weekly lesson plans.
 - e. Parents will have access to the grades of their students, test data, as well as their attendance and other information available through the district data warehouse.
 - f. The district is exploring placing computers throughout the school communities to all technology access to those families that do not have that capability in their homes.
5. The district will work to engage parents with migrant, ELL, homeless, neglected or delinquent or recent head start children into programs and services by:
- a. ESL staff make home visits to families to assist in school and program registrations.
 - b. Social work staff as well as other school staff will make family contacts to share program and services available as needed.
 - c. Open houses and family events will be offered to families.
 - d. School staff will work with other programs such as Headstart to assist in getting parents to attend functions designed to provide school information to families.
 - e. Interpreters will be provided as needed at parent/school functions.
 - f. Conferences will be scheduled as needed to share progress of students and determine other programming needs.
 - g. School staff will work with families to provide after school programming as needed.
 - h. School/family liaisons will work to include parents of all students in field trips and other school events.

- E. To carry out the requirements of parental involvement, the Title I advisory committee will review this and other parent involvement policies annual to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parental Involvement)

Cross References:

Reviewed by Policy Committee:

First Reading:

Second Reading:

Adopted:

Adopted: _____

MSBA/MASA Model Policy 204

Orig. 1995

Revised: _____

Rev. 1999 2004

204 SCHOOL BOARD MEETING MINUTES

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. MAINTENANCE OF MINUTES AND RECORDS

The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

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

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: _____

Rev. 2004 2005

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature. It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering.

IV. PROCEDURES

- A. Meetings

1. Regular Meetings

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

2. Special Meetings

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

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific

description of those matters.

- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

B. Votes

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

C. Written Materials

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

D. Data

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

E. Closed Meetings

1. Labor Negotiations

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

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings except when otherwise provided by the Commissioner of the Bureau of Mediation Services.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

5. Attorney-Client Meeting

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

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of

a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.

- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

7 8. Meetings to Discuss Certain Not Public Data

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

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency; or
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data.

8 9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after

the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

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

9 10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four (4) years.

40 11. Other Meetings

Other meetings shall be closed as provided by law.

F. Procedures for Closing a Meeting

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

Legal References: Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Department of Administration Advisory Opinion 04-004 (February 3, 2004)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the social security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify

confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data on applicants for election or appointment to a public body, including a school board, are public. That data includes: name; city of residence; education and training; employment history; volunteer work; awards and honors; and prior government service or experience. Other data on applicants are classified as private personnel data if the school district classifies school board members as employees.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363 (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen 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.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more

representatives or spokespersons to speak on behalf of the group or organization.

5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time where citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time

for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 210

Orig. 1995

Revised: _____

Rev. 2004

210 CONFLICT OF INTEREST – SCHOOL 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 school 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 school 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 school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school 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 school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school 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 school 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 school board must 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 school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school 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 school board member in the contract; and
 - (6) That to the best of the school 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. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school 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 school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where 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 school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where 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 school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school 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 school 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 school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)

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, and 13 (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)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

Adopted: _____

MSBA/MASA Model Policy 211

Orig. 1995

Revised: _____

Rev. 2004 2006

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CIVIL ACTIONS

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

C. Data Practices

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

D. Service of Subpoenas

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

E. Leave to Testify

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

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature, by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not

vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

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

C. Criminal Investigations

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

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)

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

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

Adopted: _____

MSBA/MASA Model Policy 405

Orig. 1995

Revised: _____

Rev. ~~1996~~ 2004

405 VETERAN'S PREFERENCE

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

I. PURPOSE

The purpose of this policy is to comply with Minnesota law mandating preference points for veterans applying for employment with political subdivisions.

II. GENERAL STATEMENT OF POLICY

- A. It is the school district's policy to comply with Minnesota law regarding veteran's preference rights and the mandating of preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. Veteran preference points will be applied pursuant to applicable law as follows:
 - 1. There shall be added to the competitive open examination rating of a non disabled veteran, who so elects, a credit of five points provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of ten points provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. There shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, a credit of five points provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
- C. Eligibility for and application of veteran's preference and the definition of a veteran for purpose of preference will be pursuant to applicable law.
- D. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- ~~D~~ E. It is the school district's policy to use a 100-point hiring system to enable allocation of veteran preference points.

- F. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (1990)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA Research Bulletin 91-6

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. 2005

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means data on individuals collected because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
1. name;
 2. employee identification number, which may not be the employee’s social security number;
 3. actual gross salary;
 4. salary range;
 5. contract fees;
 6. actual gross pension;
 7. the value and nature of employer-paid fringe benefits;
 8. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 9. job title;
 10. bargaining unit;
 11. job description;
 12. education and training background;
 13. previous work experience;
 14. date of first and last employment;
 15. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 16. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and

data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

17. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 18. work location;
 19. work telephone number;
 20. badge number;
 21. honors and awards received; and
 22. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment or to an advisory board/ commission is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless

access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.
- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the

complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.
- N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.
- O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 412

Orig. 1995

Revised: _____

Rev. ~~2000~~ 2006

412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

- A. Sexual Harassment; Definition
 - 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
- a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

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

E. Racial Violence; Definition

Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District. The school board hereby designates **Superintendent** as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students

and employees.

- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Child” means one under age 18.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “Mandated Reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- D. “Neglect” means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or

the basic needs or safety of another child in his or her care;

4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- E. "Physical Abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 121A.67 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a

weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- F. "School Personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement or child care services.
- G. "Sexual Abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.
- H. "Mental Injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- I. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- J. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- D. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- E. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- F. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing

safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.

- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a

reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: _____

MSBA/MASA Model Policy 415

Orig. 1995

Revised: _____

Rev. ~~1999~~ **2002**

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. It shall be a violation of this policy for any school personnel to fail to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or

dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.

- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult’s will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat § 626.5572, Subd. 2.
- E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.
- F. “Vulnerable Adult” means any person 18 years of age or older who is a resident or inpatient of a facility, who receives services at or from a licensed facility which serves adults, who receive services at or from a licensed home care provider or

who regardless of residence or type of service received, is unable to adequately provide the person's own care or protect the person from maltreatment without assistance because of impairment of mental or physical function or emotional status.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the designated county entity.
- B. **Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.**
- BC. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- CD. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

- ~~D~~E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- ~~E~~F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 626.556 (Reporting of Child Neglect)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)

Cross References: MSBA/MASA Model Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)
MSBA/MASA Model Policy 403 (Discipline Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Adopted: _____

MSBA/MASA Model Policy 417

Orig. 1995

Revised: _____

Rev. 2000 2003

417 CHEMICAL USE AND ABUSE

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

I. PURPOSE

The school 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 school 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 school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical

dependency.]

III. DEFINITIONS

- A. “Chemical abuse” 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 student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to ~~student~~ instruction or training are detailed in Paragraphs 2., 3., and 4. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

- 2. Each school shall have age-appropriate, and developmentally based activities that; drug and alcohol prevention and education programs for all students that address the legal, social, personal and health consequences of the use of chemicals, promote a sense of individual responsibility, and

~~provide information about effective techniques for resisting peer pressure to use chemicals.~~

- a. ~~address the consequences of violence and the illegal use of drugs, as appropriate;~~
- b. ~~promote a sense of individual responsibility;~~
- c. ~~teach students that most people do not illegally use drugs;~~
- d. ~~teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~
- e. ~~teach students about the dangers of emerging drugs;~~
- f. ~~engage students in the learning process; and~~
- g. ~~incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~

3. Each school shall have ~~activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs.~~ ~~programs of drug prevention, comprehensive health education, early intervention, pupil services, mentoring, or rehabilitation referral, which emphasize students' sense of individual responsibility and which may include:~~

- a. ~~the dissemination of information about drug prevention;~~
- b. ~~the professional development of school personnel, parents, students, law enforcement officials, judicial officials, health service providers and community leaders in prevention, education, early intervention, pupil services or rehabilitation referral; and~~
- c. ~~the implementation of strategies, including strategies to integrate the delivery of services from a variety of providers, to combat illegal alcohol, tobacco and drug use, such as:~~
 - (1) ~~family counseling;~~
 - (2) ~~early intervention activities that prevent family dysfunction, enhance school performance, and boost attachment to school and family; and~~
 - (3) ~~activities, such as community service and service learning projects, that are designed to increase students' sense of~~

community.

4. Each school shall disseminate drug and violence prevention information within the school and to the community. ~~have drug abuse resistance education programs, designed to teach students to recognize and resist pressures to use alcohol or other drugs, which may include activities such as classroom instruction by uniformed law enforcement officers, resistance techniques, resistance to peer pressure and gang pressure, and provisions for parental involvement.~~
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a

school location:

- a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
- a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56,

and proposed for expulsion.

4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
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.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment 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 such information, 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. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. 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.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. §§ 701 and 702.]

Legal References: Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act)
34 C.F.R. Part 85 (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 506 (Student Discipline)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by

case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.

2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school Superintendent, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and

9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 Minn. Stat. § 144.441-442 (Tuberculosis)
 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)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
 16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
 MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 422

Orig. 1995

Revised: _____

Rev. 2003 2007

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Unofficial Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 802	Disposition of Obsolete Equipment and Material

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

Legal References:

Cross References:

424 LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Department of Education website that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

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

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

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

Cross References:

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 2004 2005

501 SCHOOL WEAPONS POLICY

[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act of 2003. That law was recently struck down by the Ramsey County District Court. The District Court's decision is being appealed. A decision by the appellate court may necessitate revisions to this policy at a later date Minnesota Court of Appeals. However, in the 2005 session, the Minnesota legislature reenacted this law effective retroactively and without interruption from April 28, 2003. The reenacted law is now in effect.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Weapon"

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

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
 - C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 2 3. persons authorized to carry a pistol under Minn. Stat., ~~Section~~ § 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 3 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., ~~Sections~~ §§ 624.714 or 624.715; or other firearms in accordance with ~~Section~~ § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”

- b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections §§ 624.714 and 624.715.
- 4 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
- 5 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
- 6 7. a gun or knife show held on school property;
- 7 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
- 8 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

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

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

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

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

A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

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

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

C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

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

A. Employees

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

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

B. Other Nonstudents

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

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

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

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

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Rev. 2004 2005

506 STUDENT DISCIPLINE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

students of the school district.

III. AREAS OF RESPONSIBILITY

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

regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;

- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Saturday school;
- R. Expulsion under the Pupil Fair Dismissal Act;
- R S. Exclusion under the Pupil Fair Dismissal Act; and/or
- S T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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

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

[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures and preferences.]

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

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

D. Responsibility for and Custody of a Student Removed From Class.

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

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

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

F. Procedures for Notification.

1. *Specify procedures for notifying students and parents/guardians of*

violations of the rules of conduct and resulting disciplinary action;

- 2. Actions or approvals required, such as notes, conferences, readmission plans.*

G. *Disabled Students; Special Provisions.*

- 1. Procedures for consideration of whether there is a need for further assessment;*
- 2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined; and*
- 3. Any procedures determined appropriate for referring students in need of special education services to those services.*

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

- 1. Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;*
- 2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
- 3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.*

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

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

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

IX. DISMISSAL

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

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

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

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission ~~and may~~ which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal

of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school

administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

7 8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

8 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

9 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

10 11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49.

The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district shall ~~shall~~ **must** report, **through the MDE electronic reporting system,** each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report ~~shall~~ **must** include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. **The report must also include the student's age, grade, gender, race, and special education status.** The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. **The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1,** and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

Students who are currently identified as ~~disabled~~ **eligible** under **the** IDEA or Section 504

will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and ~~to review all relevant information in order to determine~~ whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) ~~school~~ days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, ~~the team will confer on the appropriate discipline (excluding exclusion or expulsion) and take steps to alter the student's educational program, as necessary. Regardless of whether the behavior is a manifestation of the student's disability, if the team determines that the student's educational program is either not appropriate or not being properly implemented, the team will take steps to alter the program and will take any program alterations into account in determining appropriate discipline~~ the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan.

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

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
~~Minn. Stat. Ch.125A (Students With Disabilities)~~
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
~~Minn. Stat. Ch.125A (Students With Disabilities)~~
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (~~Section 504 of the~~ Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 526 (Student Hazing Prohibition)
MSBA/MASA Model Policy 610 (Field Trips)

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. ~~2003~~ 2006

509 ENROLLMENT OF NONRESIDENT STUDENTS

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

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

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

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
 2. athletic or extracurricular ability of a student;
 3. disabling conditions of a student;
 4. a student's proficiency in the English language;
 5. the student's district of residence; or
 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E. of this policy.
- D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
 2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student’s case has been referred to juvenile court. A “habitual truant” is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student’s parents a written notice of the school district’s belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent’s designee. The superintendent or the superintendent’s designee will make the final determination as to the residency status of the student.

Legal References:

Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
~~Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)~~
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. App. 2005) (unpublished)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

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

Adopted: _____

MSBA/MASA Model Policy 528

Orig. 1999

Revised: _____

Rev. 2003

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

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

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated _____ [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- ¶ G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education, ~~appropriate school district official provided by policy.~~ In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- ¶ H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

Legal References: Minn. Stat. § 363.01 *et seq.* (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. ~~2004~~ 2006

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

III. DEFINITIONS

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

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection

of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures, or to prevent severe property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

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

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

B. Removal By Police Liaison Officer or Peace Officer

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

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

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

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

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

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain as an aversive procedure;

2. Presenting intense sounds, lights, or other sensory stimuli as an aversive stimulus;
3. Using noxious smell, taste, substance, or spray as an aversive stimulus;
4. Denying or restricting the student's access to equipment and devices such as hearing aids and communication boards that facilitate the student's functioning except temporarily when the student is perceived to be destroying or damaging equipment or devices;
5. Using faradic skin shock;
6. Restricting, totally or partially, the student's auditory or visual sense, except that study carrels may be used as an academic intervention;
7. Withholding regularly scheduled meals or water; and/or
8. Denying the student access to toilet facilities.

D. Parental Notification

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

E. Continued Removals; Review of IEP

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

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

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

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those conditional procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds. If the crisis team initiates use of conditional procedures in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.

Legal References: 20 U.S.C. § 1415(k)(9) (6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.529 (IDEA Regulation Regarding Involvement of Law Enforcement)
20 U.S.C. 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Rule 3525.0200, Subp. 2c (Definition of “Emergency”)
Minn. Rule 3525.2900, Subp. 5 (The IEP and Regulated Interventions)

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

Adopted: _____

MSBA/MASA Model Policy 611

Orig. 1996

Revised: _____

Rev. 2004 2005

611 HOME SCHOOLING

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

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3 and 4, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of each school year. (Minn. Stat. § 121A.15)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support

services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, it is required that home-schooled children be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State

High School League in accordance with the rules of the Minnesota State High School League.

- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials,
Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Adopted: _____

MSBA/MASA Model Policy 619

Orig. 1998

Revised: _____

Rev. 2003 2004

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Standards and with students as they progress to achievement of those Graduation Standards and meet the requirements of the No Child Left Behind Act.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction and assessment to ensure effective implementation of the Graduation Standards and the No Child Left Behind Act at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (the "Committee") shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Standards and the No Child Left Behind Act at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Standards effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Standards implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Standards at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality,

vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

B. Teachers/Administrators

1. The school district will provide high quality and ongoing professional development activities as required by state and federal laws.
2. The school district will assign an administrator to serve as a highly objective uniform state standard of evaluation (“HOUSSE”) reviewer. The administrator shall meet with teachers and, where appropriate, certify the teacher’s application for highly qualified status.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0010-3501.0180 (Rules Relating to Graduation Standards - Mathematics and Reading)
Minn. Rules Parts 3501.0200-3501.0290 (Rules Relating to Graduation Standards - Written Composition)
Minn. Rules Parts 3501.0505-3501.0635 (K-12 Standards)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 906

Orig. 1997

Revised: _____

Rev. 2000 2006

906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

[Note: School board adoption of a policy regarding a predatory offender notification is discretionary. ~~The statute, Minn. Stat. § 244.052 does not impose any mandatory duty on school districts. The statute imposes duties on law enforcement agencies. However, the school district may wish to adopt a policy if it intends to respond to these notifications from local law enforcement agencies. School districts are cautioned that the procedures contained in this policy are not mandatory or required by the statute and may impose liability upon the school district if they are not properly followed. Accordingly, before this policy is adopted, the school district should consider carefully whether it wishes to undertake the responsibilities outlined herein.~~ The Sex Offender Community Notification Act, Minn. Stat. § 244.052, imposes duties on law enforcement agencies but does not impose mandatory notification duties on school districts except as set forth in Paragraph IV.B.6., below. The notice requirements in Paragraph IV.B.6. are effective July 1, 2006.]

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation.

School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and/or students.

III. DEFINITIONS

~~(These definitions are compiled from the provisions of Minn. Stat. § 244.052)~~

- A. The “**Sex Offender** Community Notification Act,” Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)
- C. “Risk Levels”
 - 1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
 - 2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
 - 3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, Subd. 3(e))

- D. “Notification or Disclosure by Law Enforcement Agency”
 - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 - 2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
 - 3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with

information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

- E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
 - 1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 - 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(c))
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

- 1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
- 2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
- 3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers,

coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.

4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

[Note: The Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.

4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Community Notification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minnesota Department of Administration Advisory Opinion: 98-004

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

YELLOW MEDICINE EAST - 2007-2008 SENIORITY LIST - FULL TIME

Preliminary List

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#	NAME	F/P	EMPLOYED	LICENSE			FILE #	EXPIRES	CURRENT ASSIGNMENT
1	GUERTIN, DAVE	F	01/07/74	MAJOR		ELEM ED 1-6	223449	2011	ELEM ED
2	SCHAFFRAN, JANE	F	08/24/76	MAJOR		ELEM ED 1-6	239269	2008	ELEM ED
2	WOLF, GARY	F	08/24/76	MAJOR		HEALTH & PHY ED K-12/DAPE PK-12	233722	2007	REQUESTED 3 YR LEAVE MAY 14, 2007
4	HUETTL, STEVE	F	08/17/77	MAJOR		ELEM ED 1-6	248772	2009	ELEM ED
5	KASEL, MONICA	F	08/23/78	MAJOR		MUSIC K-12	255343	2010	REQUESTED 5 YR LEAVE MAY 14, 2007
6	BALDRY, DEAN	F	08/24/79	MAJOR		ENGLISH LANGUAGE ARTS 7-12/SOCIAL STUDIES 7-12	180149	2012	HS ENGLISH
7	BALDRY, DEAN	F	08/21/80	MAJOR		VISUAL ARTS K-12/PHYS ED K-12/DAPE PK-12	269635	2007	HS ART/HS PHY ED
8	REISHUS, ZEEANNE	F	08/26/82	MAJOR		ELEM ED 1-6	223476	2011	ELEM ED
9	BREMMER, RYAN	F	08/28/84	MAJOR		HEALTH 7-12/BUSINESS 7-12/DR ED 7-12/ PE K-12	241574	2008	HS COMP/BUSINESS/PHY ED
9	GAFFANEY, MICHAEL	F	08/28/84	MAJOR		ELEM ED 1-6/PHY ED K-12	292974	2011	ELEM PHY ED
9	SCHEFFLER, PETER	F	08/28/84	MAJOR		ELEM ED 1-6	290864	2011	TITLE I/READING RECOVERY
12	BALDWIN, GINGER	F	08/27/85	MAJOR		ELEM ED PK-6	290539	2008	ELEM ED
12	WILLIAMS, JAMES	F	08/27/85	MAJOR		ELEM ED 1-6/PRINCIPAL K-12	254812	2009	ELEM ED
14	BERGESON, KAIA	F	08/27/86	MAJOR		HOME ED 7-12/CONS & HOME ED/FAMILY LIFE HS	286548	2010	HS FACS
14	PHINNEY, DIANA	F	08/27/86	MAJOR		ELEM ED K-6	168550	2010	REQUESTED 3 YR LEAVE MAY 14, 2007
14	SANNERUD, JOANELLE	F	08/27/86	MAJOR		ELEM ED K-6	303371	2008	ELEM ED
17	GREY, MARY	F	09/03/87	MAJOR		PE K-12	302936	2008	ELEM/HS PHY ED
17	JESSEN, PATRICIA	F	09/03/87	MAJOR		ELEM ED 1-6	303129	2008	ELEM ED
17	PETRICH, STEVE	F	09/03/87	MAJOR		MATH 7-12/PHYSICAL SCIENCES 7-12	286847	2010	HS SCIENCE
17	RUNIA, JULIE	F	09/03/87	MAJOR		ELEM ED K-6	310280	2009	ELEM ED
21	KNUTSON, KATHRYN	F	11/11/87	MAJOR		SCHOOL SOCIAL WORKER PK-12	311513	2010	SOCIAL WORKER
22	LAVIN, CYNTHIA	F	08/19/88	MAJOR		ELEM ED K-6	257456	2010	ELEM ED
22	LISTUL, DARLYS	F	08/19/88	MAJOR		BUSINESS ED-ALL 7-12/KEYBOARDING K-8	265677	2011	HS BUS ED/COMPUTER
24	JENSEN, PAM	F	10/24/88	MAJOR		ELEM ED K-6	314238	2010	REQUESTED 5 YR LEAVE MARCH 14, 2005
25	DIEKMAN, TOM	F	08/26/89	MAJOR		ELEM ED 1-6	321465	2011	ELEM ED
25	HOLUM, DIANE	F	08/26/89	MAJOR		ELEM ED K-6	321326	2011	ELEM ED/READING REC
27	BUTTERBRODT, JULIE	F	08/28/90	MAJOR		SOCIAL STUDIES 7-12	298901	2010	HS SOCIAL STUDIES
27	FIELD, BELINDA	F	08/28/90	MAJOR		ELEM ED 1-6/SLD K-12/MMH K-12/PHYS HANDICAP K-12	262788	2011	ELEM MMI/SLD
27	KOETTER, STEVE	F	08/28/90	MAJOR		ELEM ED 1-6	312694	2010	REQUESTED 5 YR LEAVE AUGUST 13, 2007
27	LEISETH, REBECCA	F	08/28/90	MAJOR		ELEM ED K-6	321577	2008	ELEM ED/READING RECOVERY
27	RICHTER, LINDA	F	08/28/90	MAJOR		ELEM ED 1-6	198800	2008	ELEM ED
27	VETSCH, SUE	F	08/28/90	MAJOR		SPANISH 7-12/PHY ED K-12	233254	2007	HS SPANISH
33	JANS, SCOTT	F	08/28/92	MAJOR		MATH 7-12	331557	2008	HS MATH
33	LALIM, JEFF	F	08/28/92	MAJOR		HEALTH ED K-12/PHY ED K-12	338849	2009	HS HEALTH/PHY ED
35	VELDE, KATHLEEN	F	08/30/94	MAJOR		ENGLISH/LANG ARTS 7-12/SPEECH/THEATRE ARTS 7-12	186034	2010	REQUESTED 5 YR LEAVE MAY 14, 2007
36	KNAPPER, TIM	F	08/28/95	MAJOR		SOCIAL STUDIES 7-12	352156	2011	ACTIVITIES DIRECTOR/COMMUNITY ED DIRECTOR
36	SCHULTE, TREVOR	F	08/28/95	MAJOR		ENGLISH/LANGUAGE ARTS 7-12	359003	2009	HS ENGLISH
38	HINZ, STACY	F	08/28/96	MAJOR		ELEM ED 1-6/LIFE SCIENCE MS/PRINCIPAL K-12 (EXP 200	361639	2010	ELEMENTARY PRINCIPAL
39	IMS, BEV	F	09/30/96	MAJOR		ELEM ED 1-6	340940	2009	ELEM ED
40	GUSTAFSON, KAREN	F	01/28/97	MAJOR		ED 7-12/KEYBRD K-8/HS ADMIN SUPPORT OCCUPATIONS HS	340450	2011	ELEMENTARY KEYBOARDING/MEDIA SPECIALIST
41	WEIDAUER, BARRY	F	08/25/97	MAJOR		SOCIAL STUDIES 7-12/IND ARTS 7-12/CONST OCCUP HS	254683	2010	HS IND TECH
42	HOERNEMAN, AMY	F	08/31/98	MAJOR		ELEM ED K-6	337114	2009	ELEM ED
42	HOERNEMAN, PAUL	F	08/31/98	MAJOR		MATH 7-12	328042	2009	HS MATH
42	JANS, ANGELA	F	08/31/98	MAJOR		ELEM ED PK-6	333290	2008	ELEM ED
42	JENSEN, MARY	F	08/31/98	MAJOR		ELEM ED K-6/B-6 ECSE	292446	2011	ELEM ED
46	AUSTGEN, MARY	F	02/25/99	MAJOR		ELEM ED K-6/ ENGLISH/LANG ARTS 7-12	367218	2011	ELEM ED
47	JAHN, ELIZABETH	F	08/30/99	MAJOR		ELEM ED K-6	260052	2007	ELEM MUSIC
47	KVAM, PEGGY	F	08/30/99	MAJOR		ELEM ED 1-6/PE K-12	254978	2010	ELEM ED/LITERACY COACH
49	HOLM, KRIS	F	09/27/99	MAJOR		SOCIAL WORKER PRE-K-12	385163	2009	CLINICAL SOCIAL WORKER
50	NORELL, KAREN	F	07/24/00	MAJOR		SOCIAL STUDIES 7-12/DIST SUPT/SEC SCHOOL PRINCIPAL	257170	2010	HS PRINCIPAL
51	QUICK, MARY	F	01/23/02	MAJOR		LIFE SCIENCES 7-12/SCIENCE 5-9	399554	2011	HS SCIENCE
52	SCHWANKL, JEN	F	08/27/02	MAJOR		ELEM ED K-6	388805	2007	ELEM ED
52	SHACKELFORD, KERRI	F	08/27/02	MAJOR		PRE-K/ECPE/ELEM ED K-6/PARENT & FAMILY ED	353467	2010	ELEM ED/READING RECOVERY
54	BOELTER, NICOLE	F	08/26/03	MAJOR		VOCAL & CLASSROOM MUSIC/INST (BAND/ORCH) & CLASSROOM MUSIC	384473	2011	JH BAND/ELEM MUSIC
55	SANDRY, KIM	F	08/26/04	MAJOR		MATHEMATICS 7-12	353658	2011	HS MATH
56	KESTELOOT, BETH	F	08/27/04	MAJOR		ELEM ED K-6/PRE-PRIMARY 3-K	417954	2009	ELEM ED
57	LINDEN, CAROLINE	F	10/11/04	MAJOR		ELEM ED K-6	350677	2011	ELEM ED/LITERACY COACH

YELLOW MEDICINE EAST -2007-2008 SENIORITY LIST - PART TIME

Preliminary List

#	NAME	F/P	EMPLOYED	LICENSE		FILE #	EXPIRES	CURRENT ASSIGNMENT	
1	ANDERSON, JEAN	P	08/31/98	MAJOR	PHY ED/DAPE	COACH	333068	2008	DAPE
2	DESSONVILLE, RON	P	08/29/05	MAJOR	VOC AG HS/TEACH-COORD AG CO-OP PROG/NONFARM HS		278429	2010	AGRICULTURE
3	SCHOMMER, CARRIE	P	08/28/06	AMERICAN INDIAN LANGUAGE & CULTURE K-12			331479	2011	AMERICAN INDIAN LANGUAGE

Upcoming Events and Activities

Event	Date	Location	Time
AYP Leadership Team Meeting	October 10, 2007	Board Room	8:00 AM
Negotiation Session	October 10, 2007	Board Room	5:30 PM
Early Out	October 16, 2007	District	11:30 AM
David Grossman Presentation	October 16, 2007	District	12:00 PM
Teacher Inservice Day - No School	October 17, 2007	District	
EM Break - No School	October 18-19, 2007	District	