

# NOTICE

## YELLOW MEDICINE EAST School Board Meeting



Monday, April 13, 2009 at 5:30 PM  
Regular Meeting  
YME High School Little Theater

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### School Board Meeting Agenda

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- |    |   |    |
|----|---|----|
| 1. | Call to Order   | 4  |
| 2. | Approval of Agenda  |    |
| 3. | Approval of March 9, 2009 Meeting Minutes                             | 7  |
| 4. | Opportunity for Citizens to Speak                                     |    |
| 5. | Reports   |    |
| A. | Special Reports   |    |
| 1. | Choir Tour Report - J. Iverson  |    |
| 2. | Activities Report - T. Knapper  | 10 |
| B. | Finance Reports   |    |
| 1. | Fund Balance Report   | 18 |
| 2. | Enrollment Report   | 19 |
| 3. | Food Service Report   | 20 |
| C. | Board & Committee Reports   |    |
| 1. | Buildings & Grounds Committee   |    |
| 2. | Transportation Committee  |    |
| 3. | Finance Committee   | 21 |
| 6. | Policy Updates  |    |
| A. | 100 Series - School District - Second Reading & Adoption              |    |
| 1. | Policy 101 - Legal Status of the School District                      | 23 |
| 2. | Policy 101.1 - Name of the School District                            | 26 |
| 3. | Policy 102 - Equal Educational Opportunity                            | 27 |
| 4. | Policy 103 - Complaints - Students, Employees, Parents, Other Persons | 29 |
| 5. | Policy 104 - Mission Statement  |    |

B.	200 Series - School Board - Second Reading & Adoption	
1.	Policy 201 - Legal Status of the School Board	31
2.	Policy 202 - School Board Officers	34
3.	Policy 203 - Operation of the School Board - Governing Rules	37
4.	Policy 203.1 - School Board Procedures; Rules of Order	38
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6.	Policy 203.5 - School Board Meeting Agenda	43
7.	Policy 203.6 - Consent Agendas	45
8.	Policy 204 - School Board Meeting Minutes	47
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10.	Policy 206 - Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations	60
11.	Policy 207 - Public Hearings	66
12.	Policy 208 - Development, Adoption, and Implementation of Policies	68
13.	Policy 209 - Code of Ethics	71
14.	Policy 210 - Conflict of Interest - School Board Members	75
15.	Policy 211 - Criminal or Civil Action Against School District, School Board Member, Employee, or Student	79
16.	Policy 212 - School Board Member Development	83
17.	Policy 213 - School Board Committees	84
18.	Policy 214 - Out-of-State Travel by School Board Members	86
C.	300 Series - Administration - Second Reading & Adoption	
1.	Policy 301 - School District Administration	88
2.	Policy 302 - Superintendent	89
3.	Policy 303 - Superintendent Selection	90
4.	Policy 304 - Superintendent Contract, Duties, and Evaluation	91
5.	Policy 305 - Policy Implementation	92
6.	Policy 306 - Administrator Code of Ethics	93
7.	Personnel Items	
A.	Assistant Tennis Coach - G. Kasel	
B.	Position Elimination - Assistant Softball Coach	
C.	Resignation - JH Girls Basketball Coach - J. Ford	
D.	Resignation - Student Transportation - D. Andert	
E.	Student Transportation - J. Nordaune	
8.	Action Items	
A.	Approval of Bills for Payment	95
B.	2008-2009 Calendar Adjustment	109
9.	Discussion Items	
A.	MASA-NCLB Resolution	110
B.	Schedule Public Meeting	
C.	Outsourcing of Food Service	
10.	Correspondence	
11.	Upcoming Events	111

12. Adjourn

# YELLOW MEDICINE EAST PUBLIC SCHOOLS

## Independent School District 2190

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To: YME School Board Members  
From: Allen Stoeckman, Superintendent  
Date: April 9, 2009  
RE: Board Meeting – April 13, 2009

The agenda notes for the April 13, 2009 Board meeting scheduled for **5:30 PM in the Little Theater** are as follows. Supporting exhibits are posted on BoardBook. Please let Denise know if you will be unable to attend.

- | Item | Description  |
|------|--|
| 1.   | <b>Call to Order</b>   |
| 2.   | <b>Approval of Agenda</b>  |
| 3.   | <b>Approval of March 9, 2009 Meeting Minutes</b>   |
| 4.   | <b>Opportunity for Citizens to Speak</b>   |
| 5.   | <b>Reports</b>   |
| A.   | <b>Special Reports</b>   |
| 1.   | <b>Choir Tour Report</b><br>Jeff Iverson and several choir students will report on their recent tour to Florida.   |
| 2.   | <b>YME Activities Report</b><br>Tim Knapper will report on YME activities.   |
| B.   | <b>Finance Reports</b>   |
| 1.   | <b>Fund Balance Report</b>   |
| 2.   | <b>Enrollment Report</b>   |
| 3.   | <b>Food Service Report</b>   |
| C.   | <b>Board &amp; Committee Reports</b>   |
| 1.   | <b>Buildings &amp; Grounds Committee</b><br>Met March 24 to discuss Policy 902 and the Capital Budget as it relates to facilities repairs.   |
| 2.   | <b>Transportation Committee</b><br>Met March 26 to discuss bus routes, activities travel, Special Education travel, Type III vehicles and Bennett and Bennett offer to freeze their contracted increase. |
| 3.   | <b>Finance Committee</b><br>Met April 7 to discuss the proposed reductions developed by the Administrative Team based on the \$700,000 target to right-size the 2009-2010 budget.                        |
| 6.   | <b>Policy Update</b><br>The policies listed below are being submitted for second reading and adoption.   |
| A.   | <b>100 Series – School District – Second Reading &amp; Adoption</b>  |
| 1.   | <b>Policy 101 – Legal Status of the School District</b>  |
| 2.   | <b>Policy 101.1 – Name of the School District</b>  |
| 3.   | <b>Policy 102 – Equal Educational Opportunity</b>  |

4. **Policy 103 – Complaints – Students, Employees, Parents, Other Persons**
5. **Policy 104 – School District Mission Statement**

**B. 200 Series – School Board – Second Reading & Adoption**

1. **Policy 201 – Legal Status of the School Board**
2. **Policy 202 – School Board Officers**
3. **Policy 203 – Operation of the School Board – Governing Rules**
4. **Policy 203.1 – School Board Procedures; Rules of Order**
5. **Policy 203.2 – Order of the Regular School Board Meeting**
6. **Policy 203.5 – School Board Meeting Agenda**
7. **Policy 203.6 – Consent Agendas**
8. **Policy 204 – School Board Meeting Minutes**
9. **Policy 205 – Open Meetings and Closed Meetings**
10. **Policy 206 – Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Consideration.**
11. **Policy 207 – Public Hearings**
12. **Policy 208 – Development, Adoption, and Implementation of Policies**
13. **Policy 209 – Code of Ethics**
14. **Policy 210 – Conflict of Interest – School Board Members**
15. **Policy 211 – Criminal or Civil Action Against School District, School Board Member, Employee, or Student**
16. **Policy 212 – School Board Member Development**
17. **Policy 213 – School Board Committees**
18. **Policy 214 – Out-of-State Travel by School Board Members**

**C. 300 Series – Administration – Second Reading & Adoption**

1. **Policy 301 – School District Administration**
2. **Policy 302 – Superintendent**
3. **Policy 303 – Superintendent Selection**
4. **Policy 304 – Superintendent Contract, Duties, and Evaluation**
5. **Policy 305 – Policy Implementation**
6. **Policy 306 – Administrator Code of Ethics**

**7. Personnel Items**

**A. Assistant Tennis Coach – G. Kasel**

Due to high student participation, Mr. Knapper is recommending the employment of Gordy Kasel as the assistant tennis coach for the upcoming season.

**B. Position Elimination – Assistant Softball Coach – K. Louwagie**

Due to low student participation, Mr. Knapper is recommending the elimination of the assistant softball coach position currently held by Keisha Louwagie.

**C. Resignation – JH Girls Basketball Coach – J. Ford**

Jim Ford has resigned his position as junior high basketball coach.

**D. Resignation – Student Transportation – D. Andert**

Dan Andert has resigned his student transportation position.

**E. Student Transportation – J. Nordaune**

John Nordaune has been hired to assume the transportation duties held by Dan Andert.

**8. Action Items**

**A. Approval of Bills for Payment**

**B. 2008-2009 Calendar Adjustment**

- 9. Consent Items**
- 10. Discussion Items**
  - A. MASA-NCLB Resolution**
  - B. Public Meeting to discuss reductions prior to Board Meeting on April 27?**
- 11. Correspondence**
- 12. Upcoming Events & Activities**
- 13. Adjourn**

**YELLOW MEDICINE EAST ISD #2190  
SCHOOL BOARD MEETING MINUTES  
MARCH 9, 2009 – 5:30 P.M.  
YME BOARD ROOM**

Board Members Present: Jane Hagert, Rich Jepson, Larry Lee, Tim Opdahl, Grant Velde, Elmo Volstad, Steve Zumhofs

Community / Staff Members Present: Kathy Anderson, Deb Beckler, LeeAnn Boushek, Elaine Halverson, Stacy Hinz, Tim Knapper, Peggy Kvam, Caroline Linden, Karen Norell, Danae Rupp, Trevor Schulte, Al Stoeckman, Denise Streich, Helen Stukel, Kathy Velde

Chairman Volstad called the meeting to order & approved the agenda.

Chairman Volstad approved the minutes from the February 9, 2009 meeting.

Helen Stukel, YME ECFE & School Readiness program coordinator, provided an overview of the programs offered to pre-school age children in the YME School District.

Caroline Linden, 3/4 teacher & literacy coordinator, spoke about the balanced literacy program in place at Bert Raney Elementary.

Fund balance, enrollment & food service reports were submitted for the Board to review.

Principals Hinz and Norell reported on their respective site & programs.

Trevor Schulte reviewed the schedule for upcoming tests to be taken at the elementary and high school.

Superintendent Stoeckman reviewed the report he submitted to the Board.

The Policy Committee met on March 3, 2009 and reviewed the 100, 200, & 300 series policies.

The Finance Committee met on March 6, 2009 to review the budget survey and revenue & expenditures.

The Buildings & Grounds Committee will meet March 13, 2009 to discuss the facilities policy & capital budget.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 101 – Legal Status of the School District.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 101.1 – Name of the School District.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 102 – Equal Educational Opportunity.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 103 – Complaints – Students, Employees, Parents, Other Persons.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 104 – School District Mission Statement.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 202 – School Board Officers.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 203 – Operation of the School Board – Governing Rules.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 203.1 – School Board Procedures; Rules of Order.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 203.2 – Order of the Regular School Board Meeting.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 203.5 – School Board Meeting Agenda.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 203.6 – Consent Agendas

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 204 – School Board Meeting Minutes.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 205 – Open Meetings and Closed Meetings.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 206 – Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Consideration.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 207 – Public Hearings.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 208 – Development, Adoption, and Implementation of Policies.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 209 – Code of Ethics.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 210 – Conflict of Interest – School Board Members.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 211 – Criminal or Civil Action Against School District, School Board Member, Employee, or Student.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 212 – School Board Member Development.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 213 – School Board Committees.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 214 – Out-of-State Travel by School Board Members.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 302 – Superintendent.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 303 – Superintendent Selection.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 304 – Superintendent Contract, Duties, and Evaluation.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 305 – Policy Implementation.

Motion by Jepson, second by Opdahl and carried to approve the first reading of Policy 306 – Administrator Code of Ethics.

Motion by Zumhofe, second by Lee and carried to approve a long-term substitute contract with Karen Halverson.

Motion by Zumhofe, second by Lee and carried to approve a leave of absence extension request from Becky Leiseth.

Motion by Zumhofe, second by Lee and carried to approve a food service contract reduction for Lorraine Tebben.

Motion by Zumhofe, second by Lee and carried to approve a food service contract with Donna Craig.

Motion by Lee, second by Zumhofe and carried to approve bills for payment in the amount of \$413,271.37, with checks numbering 10957 to 11106 and to approve investments for the District.

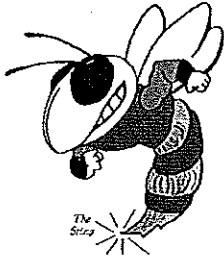
Motion by Jepson, second by Velde and carried to approve service contracts with the SW/WC Service Cooperative for FY10.

Board member compensation was briefly discussed.

Upcoming Events & Activities:

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
Transportation Committee Meeting	March 12, 2009	YME Board Room	9:00 AM
Parent Forum	March 16, 2009	Kilowatt Community Center	7:00 PM
MASA Conference	March 19 & 20, 2009	Brooklyn Park, MN	
Corwin Kronenberg Presentation	March 24, 2009	Kilowatt Community Center	6:30 PM
Ag in the Classroom	April 2, 2009	H.A. Hagg Building	
Early Out	April 9, 2009	District	
No School - Good Friday	April 10, 2009	District	
School Board Meeting	April 13, 2009	YME Board Room	5:30 PM

The meeting was adjourned by Chairman Volstad.



Home of the 'Sting'

# YELLOW MEDICINE EAST

High School Activities Department  
450 9<sup>th</sup> Avenue, Granite Falls MN 56241  
(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean  
Tim Knapper, Activities Director

Success For All Learners

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4-13-09

## Activities Board Report --- submitted by Tim Knapper, Activities Director

### *1. Winter Coaches Reports:*

- a. GBB – Coach Bremmer will be in attendance to report
- b. BBB – Coach Raymo submitted a written report
- c. WR – Coach Wingert submitted a written report
- d. Dance – No report submitted

### *2. WCC Conference Updates:*

- a. Approved a split boys tennis conference (5 teams in the south)
- b. Had to go to 6 person golf teams versus the current seven, as 54 golfers are much easier to accommodate than 63.
- c. Continue to discuss ways to save districts money:
  - i. Double headers in Boys and Girls Basketball
  - ii. Double headers in baseball and softball
  - iii. Wrestling tri's and quads
  - iv. Abandoning schedules for sub-varsity level games (schedule closer teams)
  - v. JH softball and baseball travel together
- d. Mora, Milaca, Foley and St. Cloud Cathedral are currently exploring an option to leave the the WCC Conference. (Would leave us with 14 schools for 2010-2011).

### *3. Section Tournaments @ YME*

- a. Hosted team wrestling section finals at YME this year. (1700 + in the gym that day) It was a great day of wrestling & a profitable one for our Mat Club. We will host again next year.
- b. Also hosted the GBB sub-section quarter finals
- c. Were supposed to have the BBB sub-section quarterfinals, but they were moved to Willmar to accommodate the crowd. (Good thing!)

### *4. Clarkfield Facilities Proposals/Recommendations (sheets attached)*

- a. Similar information to what was presented last year. Scenario B Option 1 shows what winter activities would look like if the west gym were available. I also included scenario A to show what it would look like if there were no gyms available.

\* Please call or stop by the office if you have questions about the report or proposed cuts/reductions.



# YELLOW MEDICINE EAST

High School Activities Department  
450 9<sup>th</sup> Avenue, Granite Falls MN 56241  
(320) 564-4081 Ext. 110- Tim ; Ext. 111 - Jean  
Tim Knapper, Activities Director

## End of Season Report

Year: 2008-2009 Sport: Girls Basketball Head Coach/Advisor: Ryan Bremmer

Assistants:

- |                              |                           |          |
|------------------------------|---------------------------|----------|
| 1. <u>Kristi Klassen "B"</u> | 3. <u>Jacob Suter "C"</u> | 5. _____ |
| 2. _____                     | 4. _____                  | 6. _____ |

Season Record: 11-11 Conference Record 9-6 Standing: 4th

List any team honors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any individual honors:

All-Conf: Jamie Baker, Aimee Johnson – HM: Macy McKay  
MVP: Aimee Johnson, Most Improved: Whitney Swenson  
Inspirational: Jamie Baker, Best Defensive: Macy McKay  
Hustle Award: Lauren Trudel, Rookie of year: Emily Baker

Season Recap/Highlights: Lost Stina Lieseth on Nov. 26<sup>th</sup>, Slow recovery with basketball not a high priority, 3-3 at Christmas break, won 3 road games in a row in mid January which reenergized the players. Lost 5 games in a row in early February but players did not quit – came back to win the last three of the season. Lost the first round section game to LQPV. Players pulled together to make the best of it, they were tough and showed a lot of character, responsibility and leadership. The captains – Jamie Baker and Macy McKay – were very instrumental in holding things together and the successful season.

Capital Requests: (include approximate cost)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Supplies List for next year: (include approximate cost)

<u>15 basketballs</u>	\$ _____
<u>2 rebound rings</u>	\$ <u>150</u>
<u>18 warmup shirts</u>	\$ <u>360</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

**\*\*Please Attach:**

1. List of games played & results
2. A roster with varsity letter winners identified
3. A copy of cumulative statistics for the year

YME Boys Basketball  
Year End Report

The boy's basketball program has completed yet another year. Coaches in the program include; Jr. High: Tom Dickman, and Bruce Anderson, 9<sup>th</sup> grade Barry Weidauer, JV Nathan Dahlager, and varsity Brandon Raymo.

Jr. High fielded a 7<sup>th</sup> and 8<sup>th</sup> grade team. Numbers did not seem to be a problem in the 7<sup>th</sup> and 8<sup>th</sup> grade. The varsity team traveled over to Clarkfield once this year and practiced with them. I heard many good comments from the boys about having fun while playing basketball.

The 9<sup>th</sup> grade had a descent year, ending on a high note. Their last game of the year, they defeated the Minnewaska Area Lakers, who, only a week later, defeated the young sting pretty handily. The 9<sup>th</sup> grade has good numbers as well. They had 13 players, all of whom got valuable playing time, and learned a lot about the game of basketball. They were often invited to scrimmage the varsity and JV programs, and held their own every time.

The JV ended up winning 2 games on the year. The lack of numbers really hurt at the JV level. Most players on the JV also dressed for varsity games, giving them the possibility to play 3 halves a night. We rotated 9<sup>th</sup> graders through on JV to give them experience at playing a different level. We chose different player each night to give everyone the opportunity to see the next level. The JV consisted of 4 juniors, 3 sophomores, and 2 freshmen.

The varsity program ended the year with a 2-22 record. The young sting lost to MACCRAY in the first round of the playoffs. The first win came against Lakeview in a closely contested game. Our 2<sup>nd</sup> win came in the Camden/WCC challenge against RCW. During that game Taylor Olson broke the school record for most points in a game with 37. The seniors never quit all year and did a nice job in accepting some of the younger players on the team. As a team we came in 2<sup>nd</sup> in school history in blocks in a season. There were 4 seniors, 5 juniors, and 3 sophomores that contributed to the varsity this year. Adam Raney was our manager, and the coaching staff will miss him next year.

Overall, it was a fun year for the boys. Many of the seniors commented on how their record wasn't very good, but they had fun playing the game of basketball. The young men learned many life lessons in the process. The program is headed in the right direction with many summer events planned and excitement throughout the program.

Respectfully Submitted:

Brandon Raymo  
Head Boys Basketball Coach

# **YME Wrestling 2008-2009 Season Summary**

**TEAM RECORD:** 23-8

**CONFERENCE RECORD:** 6-2

**TEAM ACCOMPLISHMENTS:** SECTION 3A RUNNER UP  
Champions Kimball Dual Tournament  
3<sup>rd</sup> place Anoka Duals

## **Individual Highlights:**

Austen Cole: 4<sup>th</sup> place State Tournament (119 lbs), 2<sup>nd</sup> place section 3A, 150<sup>th</sup> win, set YME win record, All-Conference

Casey Field: 3<sup>rd</sup> place State Tournament (140), section 3A champion, All-Conference

Evan Stock:, 4<sup>th</sup> place State Tournament (215), Section 3A runner up, All-Conference

Dylan Hoffman: Section 3A champion, State Tournament entrant, All-Conference

Evan Knudson: Section 3A runner-up, State Tournament entrant

Justin Tongen: All-Conference, Section 3A third place

Derek Dyrdaahl: 3<sup>rd</sup> place Section 3A

Levi Specht: 4<sup>th</sup> place Section 3A

Mason Hegna: 5<sup>th</sup> place Section 3A

Dustin Baker: 6<sup>th</sup> place Section 3A

Blake Dandurand: 6<sup>th</sup> place Section 3A

Logan Johnson: 6<sup>th</sup> place Section 3A

Other information:

Team numbers: 32 total wrestlers

Varsity Letterwinners: 24

## Other concerns: Wrestling room

Our current wrestling room for grades 9-12 is inadequate for our needs. The space that is currently in use is too small. The current room is and will continue to hurt our program as it causes several problems.

One problem is with the lack of space we are forced to live wrestle in 3 or 4 man groups at all times. It is impossible for us to have two man groups, which ideal for time concerns. By having to run live wrestling in 3 or 4 man groups we are forced to either spend more time on live wrestling or have our wrestlers wrestle live less then their competitors. If we choose to spend more time on live wrestling we have less time to spend on technique and drilling.

The other problem with our current space is the wrestlers cannot get the appropriate feel for live wrestling. Our wrestlers are unable to drive through a takedown properly because they either run into a wall or another group of wrestlers. The ability to drive through takedowns is essential to success with wrestling.

I think the best solution at this moment would be to purchase a mat lift to put in the cafeteria. This would allow the team to practice in the open space of the cafeteria, which would give us easy access to our locker room. We had the chance to practice in the cafeteria during Christmas break and it was a fantastic experience.

To practice in the cafeteria we would need a mat lift. Without one there would be too much time spent on rolling out and taping mats each day. That time would take away from our practice time.

**Re: Clarkfield Facilities Proposals/Recommendations**

**Fall Season** --- Junior High Football is the only thing we currently use Clarkfield facilities for.

- *Option 1* --- Continue to use Clarkfield fields. They could use the locker rooms in Clarkfield if they are available or they would have to dress and shower at the high school.
- *Option 2* – Hold junior high football practices at Highland Park.
  - Space is a real issue. We would need a minimum of 100 yards by 60 yards to allow 7<sup>th</sup> & 8<sup>th</sup> grade games at the same time.
  - Bussing costs are similar to bus to Clarkfield or Highland Park

**RECOMMENDATION:** Option #1

**Winter Season** --- See attached sheets

**RECOMMENDATION:** Scenario B1

**Other things to consider** – Non-athletic co-curricular events

**Spring Season** ---- We currently use four fields for Junior High baseball and softball in Clarkfield.

- *Option 1* --- Continue to use all four Clarkfield fields. Again, they could use the Clarkfield locker rooms if they were available, or they could dress & shower in the high school.
- *Option 2* -- Move junior high baseball/softball practices & games to Granite Falls.
  - Would put 30 or more kids on each field (not realistic)

**RECOMMENDATION:** Option #1

**Scenario B—Option 1**  
**1 Gym Available in Clarkfield**

<b><u>Activity</u></b>	<b><u>Space</u></b>	<b><u>Details</u></b>	<b><u>Pros/Cons</u></b>
<b>Wrestling 7-12</b>	Wrestling Room & Cafeteria		
<b>Dance Line 7-12</b>	Auditorium & Hallways	Can have cafeteria if wrestling is away.	<ul style="list-style-type: none"> <li>➤ <b>Dance line gets gym space</b></li> <li>➤ <b>Easier to move mirrors &amp; sound equipment</b></li> </ul>
<b>Boys Basketball 9-12</b>	A & B in half of GF Main Gym; C would practice at the KCC	What we currently do	<ul style="list-style-type: none"> <li>➤ <b>No early – late practice</b></li> </ul>
<b>Girls Basketball 9-12</b>	A & B in half of GF Main Gym; C would practice in the Elementary	What we currently do	<ul style="list-style-type: none"> <li>➤ <b>No early – late practice</b></li> </ul>
<b>JH Boys &amp; Girls Basketball</b>	Clarkfield West Gym	Split Seasons: Early November-Christmas Break; Jan 2-Mid Feb	<ul style="list-style-type: none"> <li>➤ Fewer games per season</li> <li>➤ 2 games/night vs. 4</li> <li>➤ <b>\$1750 savings</b></li> </ul>

## Scenario A

### No Gyms Available In Clarkfield

<u>Activity</u>	<u>Space</u>	<u>Details</u>	<u>Pros/Cons</u>
<b>Wrestling 7-12</b>	Wrestling Room & Cafeteria	Split time with Dance Line in Cafeteria	➤ Tough to fit 40 wrestlers in 1 room
<b>Dance Line 7-12</b>	Cafeteria, KCC, Elementary; Hallways	Auditorium available during <i>away</i> Junior High Games	➤ Would have to move mirrors and sound equipment
<b>Boys Basketball 9-12</b>	Entire Main Gym	Early/Late Practices 3:00-5:00 5:00-7:00	<ul style="list-style-type: none"> <li>➤ Home later</li> <li>➤ No late practice on Wednesdays</li> <li>➤ More Monday &amp; Saturday games</li> </ul>
<b>Girls Basketball 9-12</b>	Entire Main Gym	Early/Late Practices 3:00-5:00 5:00-7:00	<ul style="list-style-type: none"> <li>➤ Home later</li> <li>➤ No late practice on Wednesdays</li> <li>➤ More Monday &amp; Saturday games</li> </ul>
<b>JH Boys and Girls Basketball</b>	Auditorium/KCC	Split Seasons, Early November to Christmas Break; Jan 2-Mid Feb.	<ul style="list-style-type: none"> <li>➤ No practice on Wednesdays for "C" or JH</li> <li>➤ Fewer games per season</li> </ul>

**Yellow Medicine East #2190**  
**Board Report**  
**April 2009**

2008-09 Expenditures	Original Budget	Year to Date	Budget Balance	Percent	% Exp.
By Fund	2008-09	Expenditures		Expended	2007-08%
General	9,369,272	6,290,557	3,078,715	67.14%	69.82%
Food Service	403,003	292,761	110,242	72.64%	70.20%
Community Service	317,547	218,637	98,910	68.85%	62.50%
Debt Redemption	75,390	75,321	69	99.91%	99.32%
Trust Fund	0		0	0.00%	0.00%
<b>Total</b>	<b>10,165,212</b>	<b>6,877,276</b>	<b>3,287,936</b>	<b>67.66%</b>	<b>69.85%</b>

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	75.00%
Contracted August-July	Principals	66.67%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	58.33%
12 Month Non-certified	Secretaries	75.00%
12 Month Non-certified	Custodians	70.00%
9 Month Non-certified	Assistants/Cooks	67.00%

**Liquid Asset Fund (Investments)**

Month End Cash Invested \$1,572,038.61

**Electronic Fund Transfers/LAF Checks**

			From	To
3/11/2009	\$ 200,000.00	Board Accounts Payable	LAF	GF Bank
3/19/2009	\$ 2,000.00	Payroll (F&M Bank)	LAF	GF Bank
3/20/2009	\$ 260,014.12	Payroll (GF Bank direct deposits)	LAF	GF Bank
3/24/2009	\$ 110,000.00	Payroll Accounts Payable	LAF	GF Bank
2/11/2009	\$ 86.33	RevTrak Fees	LAF	RevTrak
3/24/2009	\$ 90,472.79	Federal Tax (Payroll)	LAF	IRS
3/24/2009	\$ 14,376.08	State Taxes (Payroll)	LAF	State
3/24/2009	\$ 8,170.31	ING (403B Payroll)	LAF	ING
3/24/2009	\$ 1,486.38	Valic (403B Payroll)	LAF	Valic

<u>Certificate of Deposits</u>	<u>Amount</u>	<u>Due</u>	<u>Percent</u>
None			

CD's are included in Month End Cash Invested



## Food Service Report March- 2009

	<b>Free</b>	<b>Reduced</b>	<b>Full Pay</b>	<b>Adult</b>	<b>Total Meals</b>
Breakfast K-4	1087	262	151	147	1647
Breakfast 5-6	358	119	147	24	648
Breakfast 7-12	808	319	574	1	1702
<b>Total Breakfasts</b>					<b>3997</b>
Lunch K-4	1595	812	1921	281	4586
Lunch 5-6	823	509	1204	0	2536
Lunch 7-12	1663	916	3064	108	5751
<b>Total Lunches</b>					<b>12,873</b>

<b>Site</b>	<b>Approved Free Students</b>	<b>Approved Reduced Students</b>	<b>Full Pay Students</b>
Elem K-6	167	83	222
Grade 7-12	106	62	276
<b>Totals</b>	<b>273</b>	<b>145</b>	<b>498</b>

# YELLOW MEDICINE EAST – ISD 2190



## Right Sizing the 2009-2010 Budget

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	Proposed		Revisions from Finance Committee (4-7-09) & Administrators	
Administration	5,900	225 days, reduced 5 days	5,900	No change
Office/Supervisors/Custodians	17,250	255 days, use of 5 unpaid days	17,250	No change
Superintendent	23,850	208 days, reduced 52 days	3,470	Comparable reduction
Elementary	331,000	7.0 FTEs K-6 (Class sizes 21-29)	287,200	Add elem teacher (18-29)
High School	133,000	2.67 FTEs Math, PE, Coun, Media, Ag, Bus	133,000	No change
Music	32,700	0.5 FTE 5/6 Band	32,700	No change
Activities	10,000 *	Asst Coaches, Travel	10,000 *	No change
Non Nons	1,300	Reduced days	5,360	Reduced 6 days & hours
Paras	43,000	2.0 FTEs Cut 1 day, 6.0 hr max	43,000	No change
SPED	36,000	2.0 FTEs 90,000 MOE, YME Social Workers	36,000	No change
Grant Positions	87,350	PACT4, SHARE, Liaison	72,530	Add 2 bilingual paras + <b>Grant \$</b>
Supplies	25,000 *	Classroom	25,000 *	No change
Transportation	20,000 *	Freeze at 2008-09 rate	20,000 *	No change
Clarkfield	20,000 *	Close East Gym	20,000 *	No change
Total	\$786,350		Total	\$711,410

\* Minimum

**2009-2010 Proposed Activities Cuts & Additional Revenue Sources:**

<u>Cut or Reduction</u>	<u>Approximate Savings/ Rev.</u>	<u>Comments:</u>
Assistant Football Coach	\$ 1900	from 6 to 5 – fewer than 60 participants anticipated
Junior High football coach	\$ 1800	from 4 to 3 ---fewer than 40 participants anticipated
Assistant cross-country coach	\$ 2500	from 2 to 1 ---fewer than 20 participants anticipated
Assistant boys tennis coach	\$ 2500	from 2 to 1 ---fewer than 20 participants anticipated
Junior High Basketball split season	\$ 1750	less officials, clock keepers, and travel
Schedule one less contest for all non-revenue sports	\$ 225	baseball& softball --- already doing this with others
Spring Play	\$ 1700	cut
JH Math League	\$ 1500	cut --- try to pick up with G&T position
Fall Dance	\$ 1500	cut --- no sign ups last fall
Knowledge Bowl (V/JH)	\$ 350	reduce number of events by 2
Speech	\$ 300	reduce number of events by 2
<b>Total proposed cuts or reductions:</b>	<b>\$16,025</b>	

<u>Additional Revenue Ideas</u>	<u>Approximate Increase</u>	<u>Comments:</u>
9-12 participation fee & family max	\$ 2200	increase from \$70 to \$80 & drop the family max
Charge a participation fee for all activities	\$ 1500	\$30 fee for Musical, Math team, Knowledge Bowl, Speech, & One Act Play. (currently no fee charged except KB)
Elementary activity season pass	\$ 600	charge \$25 for season pass Currently at \$17.00
Activity Tickets musical	\$ 500	no longer accept activity tickets for musical
Adult activity season pass	\$4000	increase from \$50 to \$70 per year.
<b>Total proposed increased revenue:</b>	<b>\$8800</b>	<i>* increases are in line with area schools</i>

*Previous adoption: March 13, 2006  
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## **101 LEGAL STATUS OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

It is a primary principle of this nation that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

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

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

### **III. RELATIONSHIP TO OTHER ENTITIES**

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

### **IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT**

- A. Funds
  - 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. § 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of School Board)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 705 (Investments)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)  
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA Service Manual, Chapter 3, Employee Negotiations  
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

*Previous adoption: April 12, 2004*  
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## **101.1 NAME OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

The purpose of this policy is to clarify the name of the school district.

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

Pursuant to statute, the official name of the school district is Independent School District No.2190. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

### **III. UNIFORM NAME**

- A. The name of the school district shall be Yellow Medicine East, ISD 2190.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 2190, Yellow Medicine East, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

***Legal References:*** Minn. Stat. § 123A.55 (Classes, Number)

***Cross References:***

*Previous adoption: March 15, 2004*  
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## **102 EQUAL EDUCATIONAL OPPORTUNITY**

### **I. PURPOSE**

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

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

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

**Legal References:** Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

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## **103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS**

### **I. PURPOSE**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

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

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

***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 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 514 (Bullying Prohibition)  
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

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## **201 LEGAL STATUS OF THE SCHOOL BOARD**

### **I. PURPOSE**

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

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

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

### **III. DEFINITION**

“School board” means the governing body of the school district.

### **IV. ORGANIZATION AND MEMBERSHIP**

- A. The membership of the school board consists of seven elected directors. The term of office is four years.
- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

### **V. POWERS AND DUTIES**

- A. The school board has powers and duties specified by statute. The school board’s

authority includes implied powers in addition to specific powers granted by the legislature.

- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; and prescribe textbooks and courses of study.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  - 2. make and authorize contracts;
  - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
  - 4. provide services to promote the health of its pupils;
  - 5. provide school buildings and erect needed buildings;
  - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  - 8. employ and discharge necessary employees and contract for other services;
  - 9. provide for transportation of pupils to and from school, as governed by statute; and
  - 10. procure insurance against liability of the school district, its officers and employees.
- F. The school board, at its discretion, may perform the following:
  - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;

2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

***Legal References:***

Minn. Stat. § 123A.22 (Cooperative Centers)  
 Minn. Stat. § 123B.02 (General Powers)  
 Minn. Stat. § 123B.09 (School Board Powers)  
 Minn. Stat. § 123B.14 (School District Officers)  
 Minn. Stat. § 123B.23 (Liability Insurance)  
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
 Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)  
 Minn. Stat. § 123B.85 (Definition)  
*Jensen v. Indep. Consol. Sch. Dist. No. 85*, 160 Minn. 233, 199 N.W. 911 (1924)

***Cross References:***

MSBA/MASA Model Policy 101 (Legal Status of the School District)  
 MSBA/MASA Model Policy 202 (School Board Officers)  
 MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)  
 MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
 MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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## **202 SCHOOL BOARD OFFICERS**

### **I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

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

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### **III. ORGANIZATION**

The school board shall meet annually on the second Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### **IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
  - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school

board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk shall:
  - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) condition and value of school property;
    - (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (3) length of school term and enrollment and attendance by grades; and
    - (4) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by

the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. superintend school grading practices and examinations for promotions;
  - d. make reports required by the commissioner; and
  - e. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Finance)  
Minn. Stat. § 123B.14 (Officers)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)  
MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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**203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

**I. PURPOSE**

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

**II. GENERAL STATEMENT OF POLICY**

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

**III. RULES OF ORDER**

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert’s Rules of Order, Revised (latest edition) where not inconsistent with A. and B., above.

***Legal References:*** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)  
Minn. Stat. § 123B.14 (Officers)

***Cross References:***

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*First Reading: March 9, 2009*  
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*Adopted: April 13, 2009*

## **203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER**

### **I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

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

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

### **III. RULES OF ORDER**

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

**Legal References:** Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)  
Minn. Stat. § 122A.40 (Employment Contracts, Termination)  
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)  
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
Minn. Stat. § 471.88 (Exceptions)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
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)

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## **203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING**

### **I. PURPOSE**

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

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

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

### **III. ORDER**

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Approval of prior meeting minutes.
4. Opportunity for citizens to speak.
5. Reports.
6. Policy Updates.
7. Personnel Items.
8. Action Items.
9. Discussion Items.
10. Correspondence.
11. Upcoming Events
12. Adjournment.

- B. Items in this order may be considered as part of a consent agenda.
- C. The school board may depart from the order of business with the consent of the majority of members present.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)

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## **203.5 SCHOOL BOARD MEETING AGENDA**

### **I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

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

It is the policy of the school board that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

### **III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members three (3) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to

materials relating to the agenda items of a closed meeting.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board –  
Governing Rules)  
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board  
Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)

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## **203.6 CONSENT AGENDAS**

### **I. PURPOSE**

The purpose of this policy is to allow the use of a consent agenda.

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

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

### **III. CONSENT AGENDAS**

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

***Cross References:*** MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

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## **204 SCHOOL BOARD MEETING MINUTES**

### **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**

A. 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.

#### **B. Recordings of Closed Meetings**

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
  - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

- b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
  - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
  - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
  - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and

- c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### **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. § 13D.01, Subds. 4-6 (Open Meeting Law)  
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)  
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

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## **205 OPEN MEETINGS AND CLOSED 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.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

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 Strategy

- 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. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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. The law does not require that such a meeting be recorded.

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.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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;

- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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 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.

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 years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
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. § 179A.14, Subd. 3 (Labor Negotiations)  
Department of Administration Advisory Opinion 04-004 (February 3, 2004)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*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)

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**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 about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **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 licensed or nonlicensed head varsity 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. 363A (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. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
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. § 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)

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## **207 PUBLIC HEARINGS**

### **I. PURPOSE**

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

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

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

### **III. PROCEDURES**

#### **A. Public Hearings**

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), truth in taxation (Minn. Stat. § 275.065), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

#### **B. Notice of Public Hearings**

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

#### **C. Public Participation**

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. 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.
5. Personal Attacks: 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.
6. Limitations on Participation: 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.

***Legal References:*** Minn. Stat. § 123A.15 (Education District Establishment)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123B.51 (School Closings)  
Minn. Stat. § 275.065 (Truth and Taxation)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

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## **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

### **I. PURPOSE**

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

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

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

### **III. DEVELOPMENT OF POLICY**

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

### **IV. ADOPTION OF POLICY**

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the

date of passage or the date stated in the motion.

- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## **V. IMPLEMENTATION OF POLICY**

- A. It shall be the responsibility of the superintendent to implement school board policies, and to develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. It shall be the responsibility of the superintendent, employees designated by the superintendent, and individual school board members to keep the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 214 Out-of-State Travel by School Board Members; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition; 522 Student Sex Nondiscrimination; and 524 Internet Acceptable Use and Safety Policy.
- E. When there is no school board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

***Cross References:***

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## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist school board members in recognizing the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

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

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD I WILL:**

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my district.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.
7. Work through the administration employees of the school board – not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:**

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body – not as an administrative officer.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school district.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school district be on an ethical, open, and above board basis.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the school

district.

2. Give the superintendent authority commensurate with the responsibility.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in the appointment of all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Expect the superintendent to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in school board meetings on educational policies.
8. Give the superintendent counsel and advice.
9. Recognize the status of the superintendent as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.

***Legal References:*** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

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## **210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS**

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

#### **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, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

***Cross References:*** MSBA/MASA Model Policy 101 (Legal Status of the School Board)  
MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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**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)

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## **212 SCHOOL BOARD MEMBER DEVELOPMENT**

### **I. PURPOSE**

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

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

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

***Cross References:*** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

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## **213 SCHOOL BOARD COMMITTEES**

### **I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

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

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

### **III. APPOINTMENT OF COMMITTEES**

- A. The school board hereby appoints the following standing committees:

1. Finance.
  2. Policy.
  3. Building and Grounds.
  4. Negotiations Committee(s) for various employee groups.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

#### **IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES**

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

***Legal References:*** Minn. Stat. Ch. 13D (Open Meeting Law)

***Cross References:*** MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
 MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

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## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

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

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. 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.

- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. 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.

## **VII. ANNUAL REVIEW**

This policy must be annually reviewed by the school board.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
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)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

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## **301 SCHOOL DISTRICT ADMINISTRATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

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

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.
- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district, the school board also recognizes the direct responsibility of principals for educational results and effective leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools

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## **302 SUPERINTENDENT**

### **I. PURPOSE**

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

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

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

### **III. GENERAL RESPONSIBILITIES**

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- C. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)  
MSBA Service Manual, Chapter 3, Superintendent of Schools

*Previous adoption: June 21, 2004*  
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### **303 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

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

The school board shall employ a superintendent to serve as the chief executive officer of the school board and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools

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*Adopted: April 13, 2009*

## **304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

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

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

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*First Reading: March 9, 2009*  
*Second Reading: April 13, 2009*  
*Adopted: April 13, 2009*

## **305 POLICY IMPLEMENTATION**

### **I. PURPOSE**

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

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

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

*Previous adoption: June 21, 2004*  
*Reviewed by Policy Committee: March 3, 2009*  
*First Reading: March 9, 2009*  
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*Adopted: April 13, 2009*

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

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

- A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. Makes the well-being of students the fundamental value of all decision-making and actions.
  2. Fulfills professional responsibilities with honesty and integrity.
  3. Supports the principle of due process and protects the civil and human rights of all individuals.
  4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
  5. Implements the school board's policies.
  6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
  7. Avoids using positions for personal gain through political, social,

religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the code of ethics for administrators in Minnesota law.

***Legal References:*** Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

***Cross References:***

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
11139	A CHANCE TO GROW	04/13/2009	81873 & 81993		0	96.00	96.00
01 L	230 69			GENERAL FUND/DEFERRED REVENUE/TARGET \$ (HINZ)		96.00	
11140	ABILITATIONS	04/13/2009	204900641520	net swing	0	63.79	63.79
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			2	DISTRICT NEWSLETTER	0	1,571.50	
01 E	005 130 000 333 380			COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/PRI		1,571.50	
			3	KINDERGARTEN KICK-OFF	0	102.60	
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		102.60	
11142	ALPHA WIRELESS	04/13/2009	173112	CAMERA CHECK	0	224.00	374.00
01 E	005 810 000 000 350			OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		224.00	
			627149	CAMERA ARM	0	150.00	
01 E	005 850 000 342 530			FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		150.00	
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02 E	005 770 000 701 495			FOOD SERVICES/SCHOOL LUNCH/MILK/		21.83	
02 E	005 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/		1,030.00	
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			11	TAG- MATH	0	332.98	
01 E	100 218 000 733 361			GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/BUS CON		332.98	
			12	MN WEST	0	51.43	
01 E	300 211 000 733 361			SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		51.43	
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01 E	300 298 233 733 361			EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE		282.66	
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04 E	500 505 000 332 361			COMMUNITY EDUCATION GENERAL/YOUTH SERVICES-COMMUNITY ED		391.68	
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			4	OUT OF DISTRICT	0	3,543.12	
01 E	005 760 000 713 361			PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTR. (XWKD T		3,543.12	
			5	SPECIAL NEEDS	0	6,957.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
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04 E 500 582 000 344 361				LEARNING READINESS/LEARNING READINESS/BUS CONTR. (XWKD		526.14	
			7	BAND RENT	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			8	BELVIEW	0	1,438.98	
01 E 005 760 000 728 361				PUPIL TRANSPORTATION/TO BOARD AND LODGING FACILITY/BUS		1,438.98	
11149 BEST BUSINESS PRODUCTS		04/13/2009	916048	MAINT. COPIER	0	62.95	62.95
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		62.95	
11150 JILL BLOM		04/13/2009	1	ART RESIDENCY	0	1,200.00	2,359.87
01 E 100 203 399 000 305				ELEMENTARY GENERAL ED.//PROFESSIONAL FEES/INTERGENERATI		1,200.00	
			2	ART RESIDENCY	0	862.87	
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		862.87	
			3	ART RESIDENCY	0	297.00	
01 E 100 203 399 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/INTERGEN		297.00	
11151 HELEN M BLUE-REDNER		04/13/2009	1		0	96.30	96.30
01 E 100 203 000 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/		96.30	
11152 NICOLE J BOELTER		04/13/2009	1	MUSIC IN SVC	0	206.66	206.66
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		206.66	
11153 BRENNAN INDUSTRIES		04/13/2009	51770		0	484.00	484.00
01 E 300 240 142 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/ARCHERY (NORELL)		484.00	
11154 CARL'S BAKERY		04/13/2009	12853		0	25.84	25.84
01 E 005 790 721 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		25.84	
11155 CARLSON AND STEWART REFRIG.		04/13/2009	57563	STORAGE FREEZER	0	325.78	1,226.16
				REPAIR			
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		325.78	
			57681	W/I COOLER REPAIR	0	900.38	
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		900.38	
11156 CAROLINA BIOLOGICAL SUPPLY CO.		04/13/2009	40418704RI		268	24.15	24.15
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		24.15	
11157 CDW GOVERNMENT, INC.		04/13/2009	NNM3241		0	48.56	48.56
01 E 300 257 000 000 433				COMPUTER TECHNOLOGY//INDIVIDUAL INST SUPPLIES/		48.56	
11158 CENEX CREDIT CARD		04/13/2009	1	GAS	0	851.11	851.11
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		851.11	
11159 CIMA COMPANIES, INC.		04/13/2009	1	volunteer	0	561.66	561.66
				insurance			
04 E 500 590 156 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		561.66	
11160 CITY OF CLARKFIELD		04/13/2009	1	SWR/WTR	0	455.41	455.41
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		455.41	
11161 CITY OF GRANITE FALLS		04/13/2009	1	SWR/WTR	0	1,366.40	9,790.46
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		1,366.40	
			2	ELECTRICITY	0	8,331.25	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		8,331.25	
			3	GARAGE	0	82.81	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		82.81	
			4	CARPENTRY	0	10.00	
01 E 300 361 000 830 330				CARPENTRY/VOCATIONAL PROGRAMS/UTILITY SERVICES/		10.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
11162	CONSUMERS COOPERATIVE OIL CO.	04/13/2009	181802		0	18.80	18.80
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		18.80	
11163	CRUCIAL TECHNOLOGIES	04/13/2009	244207322		76	85.99	85.99
01 E 005 810 810 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		85.99	
11164	CULLIGAN	04/13/2009	1		0	22.73	22.73
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		22.73	
11165	CYNMAR CORPORATION	04/13/2009	210040		238	28.80	28.80
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		28.80	
11166	DAVE'S ELECTRIC CO	04/13/2009	88603		0	30.46	30.46
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		30.46	
11167	DEAN FOODS NORTH CENTRAL, INC.	04/13/2009	1		0	3,255.81	3,255.81
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		2,278.95	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		627.74	
02 E 005 770 000 707 495				FOOD SERVICES/ALA CARTE/OTHER/MILK/		349.12	
11168	DITTERICH, MARY	04/13/2009	1		0	8.95	8.95
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		8.95	
11169	DU-MART	04/13/2009	521976		263	18.08	18.08
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		18.08	
11170	EAP CONSULTANTS	04/13/2009	1	MONTHLY SERVICE	0	234.00	434.00
01 L 230 92				FEE			
				GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT		234.00	
			22708	TRAINING/ORIENTATI	0	200.00	
01 L 230 92				ON			
				GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT		200.00	
11171	ECOLAB	04/13/2009	8562903		0	355.00	355.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		355.00	
11172	Vendor Continued Void	04/13/2009					0.00
11173	ECONOMART	04/13/2009	1	KAIA	0	812.43	1,114.46
01 E 300 331 000 830 433				VOCATIONAL HOME EC/VOCATIONAL PROGRAMS/INDIVIDUAL INST		812.43	
			10006		0	28.29	
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES/		28.29	
			2	AFTER SCHOOL	0	142.62	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		142.62	
			20171		0	72.71	
01 E 300 270 000 000 430				SOCIAL STUDIES-SCIENCES//SUPPLIES/		72.71	
			3	SCIENCE	0	6.07	
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		6.07	
			30022		0	47.37	
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		47.37	
			30033	C. VELDE	0	4.97	
04 E 500 590 158 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		4.97	
11174	ESCO	04/13/2009	1	VB TROPHIES	0	97.85	97.85
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		97.85	
11175	ADELA R ESPINOZA	04/13/2009	1		0	30.81	30.81
01 E 100 203 000 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/		30.81	
11176	FARMERS UNION OIL CO.	04/13/2009	1	POTASH	0	519.20	519.20
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		519.20	
11177	FREESTYLE PHOTOGRAPHIC SUPPLIE	04/13/2009	982315		270	59.97	103.96
01 E 300 257 000 000 433				COMPUTER TECHNOLOGY//INDIVIDUAL INST SUPPLIES/		59.97	

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			982662		270	43.99	
01 E 300 257 000 000 433				COMPUTER TECHNOLOGY//INDIVIDUAL INST SUPPLIES/		43.99	
11178 FRENCH GLASS & SPECIALTY		04/13/2009	1	GLASS REPLACEMENT	0	833.99	833.99
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		833.99	
11179 FRONTIER TELEPHONE		04/13/2009	1		0	167.32	167.32
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		167.32	
11180 MARY FYLLING		04/13/2009	1	spring play	0	330.18	330.18
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		330.18	
11181 GOPHER SPORT		04/13/2009	1		320	89.37	89.37
01 L 230 36				GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		89.37	
11182 GRANITE FALLS BOWL		04/13/2009	1	FEES	0	112.00	112.00
01 E 300 240 000 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/		112.00	
11183 GRANITE FALLS BOWL		04/13/2009	2	FEES	0	137.00	137.00
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		137.00	
11184 GRANITE FALLS AUTO PARTS		04/13/2009	1	AUTO MAINT.	0	190.60	190.60
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		190.60	
11185 GRANITE RUN GOLF CLUB		04/13/2009	482	green fee's /	0	500.00	500.00
01 E 300 292 225 000 370				rent BOYS/GIRLS ATHLETICS//RENTALS AND LEASES/GOLF		500.00	
11186 GREAT PLAINS NATURAL GAS CO		04/13/2009	1	clkfd	0	5,262.72	13,489.71
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		5,262.72	
			10		0	94.17	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		94.17	
			2	g falls	0	8,132.82	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		8,132.82	
11187 GREAT PLAINS SPORTS		04/13/2009	703016		0	62.25	72.15
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		62.25	
			703041	1	0	9.90	
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		9.90	
11188 GUSTAFSON, KAREN		04/13/2009	1	training	0	117.90	117.90
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		117.90	
11189 ELAINE K HALVERSON		04/13/2009	2		0	232.20	232.20
01 E 100 218 000 388 366				GIFTED & TALENTED/TAG (06)/TRAVEL-SCHOOL BUSINESS/		232.20	
11190 HENDERSON, ROBIN		04/13/2009	1	AFS GRANT	0	169.74	253.34
01 E 100 790 308 799 401				OTHER PUPIL SUPPORT SERVICES/OTHER GRANTS/GENERAL SUPPL		169.74	
			2	SHARE GRANT	0	28.88	
01 E 005 790 721 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/SHARE LI		28.88	
			3	PROJECT RESPECT	0	54.72	
01 E 100 203 399 000 401				ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/INTERGENERATIO		54.72	
11191 HILLYARD/HUTCHINSON		04/13/2009	2799248		0	1,793.11	1,793.11
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		1,793.11	
11192 HOERNAMANN, AMY		04/13/2009	1	RR/LIT CONF.	0	752.04	752.04
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		752.04	
11193 HOLM, KRIS		04/13/2009	1		265	11.33	11.33
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		11.33	
11194 IMAGESTUFF.COM		04/13/2009	72826		324	50.26	50.26
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		50.26	

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11195	INK SPOT	04/13/2009	10275	envelopes	328	105.00	105.00
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		105.00	
11196	INNOVATIVE OFFICE SOLUTIONS	04/13/2009	oe137395-1		319	8.19	285.32
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		8.19	
01 E 300 211 000 000 430				w07168950-1 SECONDARY EDUCATION GENERAL//SUPPLIES/	274	211.22	211.22
01 E 100 050 000 000 401				wo-7215313-1 PRINCIPAL'S OFFICE//GENERAL SUPPLIES/	333	35.97	35.97
01 E 100 050 000 000 401				wo7215138-1 PRINCIPAL'S OFFICE//GENERAL SUPPLIES/	332	29.94	29.94
11197	ISCORP	04/13/2009	637303	APRIL	0	195.50	977.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
01 E 300 211 000 000 350				637533 FEB-MAY SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV	0	391.00	391.00
01 E 100 203 000 000 350				637533- FEB-MAY ELEMENTARY GENERAL ED.//REPAIRS AND MAINTENANCE SVCS/	0	391.00	391.00
11198	KURT JOHNSON	04/13/2009	1	ELEM. BB	0	757.50	757.50
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		757.50	
11199	JOHNSON CONTROLS	04/13/2009	903181805		0	700.64	700.64
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		700.64	
11200	CLAUDIA JUAREZ	04/13/2009	1		0	22.50	22.50
01 E 100 203 000 000 366				ELEMENTARY GENERAL ED.//TRAVEL-SCHOOL BUSINESS/		22.50	
11201	Vendor Continued Void	04/13/2009					0.00
11202	KILOWATT COMMUNITY CENTER	04/13/2009	1	TENNIS	0	150.00	2,362.00
01 E 300 298 000 000 370				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		150.00	
04 E 500 583 000 354 401				10 P/S SCREENING PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/GENERAL	0	100.00	100.00
01 E 300 298 000 000 370				12 TAE KWON DO EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	200.00	200.00
01 E 300 298 000 000 370				13 BOYS BB EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	150.00	150.00
01 E 300 298 000 000 370				14 WRESTLING EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	30.00	30.00
01 E 100 203 000 000 370				15 PARENT FORUM ELEMENTARY GENERAL ED.//RENTALS AND LEASES/	0	100.00	100.00
01 E 100 203 000 000 370				2 AFTER SCHOOL ELEMENTARY GENERAL ED.//RENTALS AND LEASES/	0	51.00	51.00
01 E 300 298 000 000 370				3 BOYS BB EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	1,050.00	1,050.00
01 E 300 298 000 000 370				4 WRESTLING EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	81.00	81.00
01 E 300 211 000 000 370				5 TESTING SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/	0	75.00	75.00
01 E 300 211 000 000 370				6 9TH GRADE RETREAT SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/	0	175.00	175.00
01 E 100 203 000 000 370				7 HENDERSON ELEMENTARY GENERAL ED.//RENTALS AND LEASES/	0	200.00	200.00

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11203	KRISTI KLASSEN	04/13/2009	1	STATE GBB	0	24.00	24.00
01 E 300 296 213 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		24.00	
11204	KNAPPER, TIMOTHY	04/13/2009	1	GOLF SUPPLY	0	85.00	1,907.85
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF		85.00	
01 E 300 292 000 000 366			10	MN AAA CONF.	0	282.67	
				BOYS/GIRLS ATHLETICS//TRAVEL-SCHOOL BUSINESS/		282.67	
04 E 500 505 000 321 366			11	366	0	24.36	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-		24.36	
04 E 500 505 000 321 450			2	HEALTH FAIR	0	30.00	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		30.00	
01 E 300 296 228 000 897			3	STATE DANIELINE	0	1,485.82	
				GIRLS ATHLETICS//STATE TOURNY EXPENSE/DANIELINE		1,485.82	
11205	NICOLLE C KOTEK	04/13/2009	1	YOGA-WELLNESS \$	0	90.00	90.00
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT		90.00	
11206	LADNER'S HARDWARE	04/13/2009	1		0	552.24	552.24
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		322.53	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		192.03	
01 E 300 212 000 000 430				ART//SUPPLIES/		11.20	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		12.50	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		13.98	
11207	LAKESHORE LEARNING MATERIALS	04/13/2009	409337		0	358.05	358.05
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		358.05	
11208	LEE'S AUTO & DIESEL	04/13/2009	15930	02 FORD	0	117.57	117.57
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		117.57	
11209	CAROLINE LINDEN	04/13/2009	1	literacy conf.	0	487.50	487.50
01 E 100 204 000 414 366				TITLE II EISENHWOER/TITLE II ESEA/TRAVEL-SCHOOL BUSINES		487.50	
11210	MINNESOTA ELEVATOR, INC.	04/13/2009	158899	APRIL SERVICE	0	319.84	319.84
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		319.84	
11211	MN FEED DISTRIBUTORS	04/13/2009	164161	ICE CONTROL	0	105.60	105.60
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		105.60	
11212	MN RIVER VALLEY EDUCATION DIST	04/13/2009	1	3RD QTR MRVED	0	6,824.50	14,047.22
01 E 005 105 129 310 391				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		6,824.50	
01 E 005 105 129 310 391			2	3RD QTR PROF. DEV.	0	187.50	
				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		187.50	
01 E 005 105 129 310 391			3	3RD QTR COMM ED	0	125.00	
				ADMINISTRATIVE SUPPORT/COOPERATIVE/MN SCH DIST - REIMBU		125.00	
01 E 610 211 129 310 370			4	3RD QTR ALC LEASE	0	6,910.22	
				SECONDARY EDUCATION GENERAL/COOPERATIVE/RENTALS AND LEA		6,910.22	
11213	MINNESOTA SCHOOL BOARD ASSOC.	04/13/2009	449	NEGOTIATION	0	250.00	250.00
01 E 005 020 000 000 367				SEMINAR			
01 E 005 110 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/ ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		125.00 125.00	
11214	MUSIC STREET	04/13/2009	128498	TRUMPET MUSIC	0	12.60	12.60
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		12.60	
11215	MUSIC THEATRE INTERNATIONAL	04/13/2009	376897-999		0	15.00	15.00
01 E 300 298 236 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FOREN		15.00	
11216	NELSEN'S CLEANERS & LAUNDERERS	04/13/2009	1		0	63.36	63.36
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		63.36	

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11217	PALOS SPORTS	04/13/2009	33178-00		341	63.80	63.80
01 L	230 36			GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		63.80	
11218	PAN-O-GOLD BAKING CO.	04/13/2009	1		0	966.70	966.70
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		900.70	
02 E	005 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/		66.00	
11219	PAPER DIRECT, INC.	04/13/2009	1045445301017		0	57.93	57.93
01 E	300 211 000 000 430			SECONDARY EDUCATION GENERAL//SUPPLIES/		57.93	
11220	PETERSON, TERRI	04/13/2009	1	WORKSHOP	0	27.00	27.00
01 E	005 110 000 000 366			ACCOUNTING OFFICE//TRAVEL-SCHOOL BUSINESS/		27.00	
11221	PIONEER REVERE	04/13/2009	330324	STRIPING	0	2,100.00	2,100.00
01 E	005 810 191 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		2,100.00	
11222	PLANK ROAD PUBLISHING, INC.	04/13/2009	09-027687		329	27.45	27.45
01 L	230 36			GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		27.45	
11223	POSITIVE PROMOTIONS	04/13/2009	3401750	WELLNESS GRANT	323	457.22	457.22
01 L	230 92			GENERAL FUND/DEFERRED REVENUE/BC/BS SETTLEMENT		457.22	
11224	PURCHASE POWER	04/13/2009	1	POSTAGE	0	1,594.00	1,594.00
01 E	100 050 000 000 329			PRINCIPAL'S OFFICE//POSTAGE AND EXPRESS/		200.00	
01 E	100 203 000 000 329			ELEMENTARY GENERAL ED.//POSTAGE AND EXPRESS/		300.00	
01 E	300 050 000 000 329			PRINCIPAL'S OFFICE//POSTAGE AND EXPRESS/		200.00	
01 E	300 211 000 000 329			SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/		894.00	
11225	QUILL CORPORATION	04/13/2009	5200562		28	29.79	29.79
09 L	230 28			TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS CARD PROJEC		29.79	
11226	BRANDON RAYMO	04/13/2009	1	STATE BBB	0	53.00	53.00
01 E	300 294 213 000 401			BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		53.00	
11227	REINHART INST FOODS	04/13/2009	1		0	4,816.20	4,816.20
02 E	005 770 000 701 401			FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		860.93	
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		3,503.48	
02 E	005 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/		451.79	
11228	RILEY BUS SERVICE, INC.	04/13/2009	7278	TARGET CENTER	0	844.00	844.00
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		844.00	
11229	RIPPLE EFFECTS	04/13/2009	5529		331	2,128.46	2,128.46
01 E	200 206 000 433 305			DRUG FREE \$ FED./DRUG F SCH/PROFESSIONAL FEES/		2,128.46	
11230	RIVARD'S TURF & FORAGE	04/13/2009	14387		0	1,211.68	1,211.68
01 E	005 810 191 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		1,211.68	
11231	RTS	04/13/2009	1		0	205.80	206.76
01 E	005 810 000 000 320			OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		205.80	
			2		0	0.96	
01 E	025 810 000 000 320			OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		0.96	
11232	RUTLEDGE DENINE	04/13/2009	1		0	285.60	285.60
01 E	300 211 130 317 366			SECONDARY EDUCATION GENERAL/COMPENSATORY/TRAVEL-SCHOOL		285.60	
11233	SAWMILL	04/13/2009	1		0	43.22	1,187.21
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		43.22	
			2		0	144.41	
01 E	300 255 000 000 430			INDUSTRIAL EDUCATION//SUPPLIES/		144.41	
			414034		0	999.58	
01 E	300 255 000 000 430			INDUSTRIAL EDUCATION//SUPPLIES/		999.58	
11234	SAWMILL	04/13/2009	10		0	3,262.95	3,262.95
01 E	300 255 000 000 430			INDUSTRIAL EDUCATION//SUPPLIES/		3,262.95	
11235	SAWMILL	04/13/2009	17		0	762.65	762.65

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		762.65	
11236	SCHOOL NURSE SUPPLY, INC.	04/13/2009	268096		318	9.25	76.00
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES/		9.25	
			268096-		318	66.75	
01 E 200 720 000 000 401				HEALTH SERVICES/NURSE//GENERAL SUPPLIES/		66.75	
11237	SCHWICKERT'S	04/13/2009	SIC031748	CLKFD ROOF	0	1,456.96	4,510.84
01 E 025 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		1,456.96	
			SIC032012	HIGH SCHOOL ROOF	0	3,053.88	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		3,053.88	
11238	SKYWARD	04/13/2009	132634	09-10 MAINT.	0	9,095.00	8,913.10
01 A 131 00				ACCTNG			
				GENERAL FUND/PREPAID EXPENSE		9,095.00	
			132634-	2% DISCOUNT	0	-181.90	
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		-181.90	
11239	SOUTHWEST MN STATE UNIVERSITY	04/13/2009	2	SPRING PSEO	0	10,600.00	13,947.76
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		10,600.00	
			80115	spring (2)	0	3,347.76	
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		3,347.76	
11240	SOUTHWEST WHOLESALE	04/13/2009	1		0	7,692.66	7,692.66
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		393.53	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		6,537.74	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		761.39	
11241	SPECIAL SYSTEMS INC.	04/13/2009	31425	5-1-09 TO 4-30-10	0	300.00	300.00
01 E 005 860 000 363 305				HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/		300.00	
11242	STEIN'S, INC	04/13/2009	548400		0	49.58	49.58
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		49.58	
11243	ALLEN L STOECKMAN	04/13/2009	1	MASA	0	378.56	507.71
01 E 005 020 000 000 367				SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/		378.56	
			2	MILEAGE	0	129.15	
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		129.15	
11244	THE STUDENT PLANNER	04/13/2009	1	FY10	0	615.84	615.84
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		615.84	
11245	SUBWAY	04/13/2009	ICAC	ICAC MTG.	77	51.60	51.60
01 E 005 610 375 308 401				CURRICULUM CONSULTANT & DEVLOP/STAFF DEV. 25% DIST. WID		51.60	
11246	Vendor Continued Void	04/13/2009					0.00
11247	SW/WC SERVICE COOP - MARSHALL	04/13/2009	24703	TECH CONF.	0	120.00	1,543.82
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		120.00	
			24703-	TECH CONF.	0	60.00	
01 E 005 020 000 000 367				SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/		60.00	
			24703--	TECH CONF.	0	60.00	
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		60.00	
			24719	smartboard training	0	300.00	
01 E 100 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		300.00	
			24874	AUTHOR-ILLUSTRATOR BOOKS	0	70.00	
01 E 100 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		70.00	
			24943	CYBERBULLYING	0	400.00	
01 L 230 77				GENERAL FUND/DEFERRED REVENUE/BULLYING-PACT 4		400.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			25029	FY08 TRANS DIS	0	533.82	
01 E 300 380 000 835 390				SPECIAL NEEDS/VOC HANDICAPPED/TUITION TO OTH MN SCH DIS		533.82	
11248 US TOY COMPANY		04/13/2009	5103201401		0	274.56	274.56
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		274.56	
11249 VALLEY NAT'L GASES-LOC 91		04/13/2009	854202		0	8.68	8.68
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		8.68	
11250 VELDE SANITATION		04/13/2009	51234		0	758.23	1,058.23
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		758.23	
			51234-		0	300.00	
01 E 025 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		300.00	
11251 CINDY VELDE		04/13/2009	1		0	16.90	37.98
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		16.90	
			2		0	21.08	
04 E 500 590 000 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		21.08	
11252 VISA		04/13/2009	1		0	1,140.12	1,394.97
01 E 300 294 221 000 897				COUNTRY INN- WRESTLING STATE ROOMS			
				BOYS ATHLETICS//STATE TOURNY EXPENSE/WRESTLING		1,140.12	
			2		0	55.43	
01 E 300 620 000 000 480				B&H PHOTO EDUCATIONAL MEDIA/LIBRARY//AUDIO-VISUAL AIDS/		55.43	
			3		0	55.42	
01 E 100 620 000 000 401				B&H PHOTO EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		55.42	
			4		0	144.00	
01 E 300 240 142 000 430				BRENNEN- ARCHERY HEALTH/PHY ED/RECREATION//SUPPLIES/ARCHERY (NORELL)		144.00	
11253 WELLS FARGO BROKERAGE SERVICES		04/13/2009	984994AB9		0	22,091.44	27,960.67
01 E 005 850 102 000 580				TRACK FACILITIES//CAPITAL LEASE PRINCIPAL/TRACK-WELLS FARGO R		22,091.44	
			984994AB9-		0	5,869.23	
01 E 005 850 102 000 581				TRACK FACILITIES//CAPITAL LEASE INTEREST/TRACK-WELLS FARGO RE		5,869.23	
11254 DAVID WINGERT		04/13/2009	1		0	60.00	60.00
01 E 300 294 221 000 897				STATE WRESTLING BOYS ATHLETICS//STATE TOURNY EXPENSE/WRESTLING		60.00	
11255 XCEL ENERGY		04/13/2009	1		0	23.22	23.22
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		23.22	
11256 YMC TREASURER		04/13/2009	2009 TAX		0	50.00	50.00
01 E 005 850 000 000 896				2009 TAXES FACILITIES//TAXES/		50.00	
11257 Vendor Continued Void		04/13/2009					0.00
11258 Vendor Continued Void		04/13/2009					0.00
11259 Vendor Continued Void		04/13/2009					0.00
11260 Vendor Continued Void		04/13/2009					0.00
11261 Vendor Continued Void		04/13/2009					0.00
11262 YME SCHOOLS-ADM		04/13/2009	12821		0	88.00	11,770.47
01 E 300 296 213 000 186				PATRICK BUKOWKI GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		88.00	
			12822		0	48.00	
01 E 300 294 221 000 186				CASSIE COLE BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING		48.00	
			12823		0	48.00	
01 E 300 294 221 000 186				CITY COLE BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING		48.00	
			12824		0	48.00	
01 E 300 294 221 000 186				KATELYN DUBBLEDEE BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING		48.00	
			12825		0	160.00	
01 E 300 294 213 000 186				HALEY FISCHER BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		80.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		80.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 296 213 000 186			12826	JIM KLASSEN GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	32.00 32.00	
01 E 300 294 213 000 186			12827	ZACH KOEPKE BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	304.00 168.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		136.00	
01 E 300 296 213 000 186			12828	SANDRA MARYOTT GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	32.00 32.00	
01 E 300 294 221 000 186			12829	NICK RICHTER BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING	0	104.00 72.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		32.00	
01 E 300 294 213 000 186			12830	NICOLE RUFF BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	320.00 160.00	
01 E 300 296 213 000 186				GIRLS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL		160.00	
01 E 300 294 221 000 186			12831	JERRY RUPP BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/WRESTLING	0	160.00 160.00	
01 E 300 211 000 000 899			12832	BRENT JOHNSON SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/	0	16.00 16.00	
01 E 300 298 236 000 369			12833	MONTE HS EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/FORENSIC	0	55.00 55.00	
04 E 500 590 180 321 401			12834	PRAIRIE OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU	0	73.50 73.50	
01 E 300 298 236 000 369			12835	SAUK CENTRE EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/FORENSIC	0	25.00 25.00	
01 E 005 810 000 000 320			12836	EMBARQ OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/	0	290.25 276.19	
01 E 610 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		14.06	
01 E 100 203 000 000 280			12837	MN UC FUND ELEMENTARY GENERAL ED.//UNEMPLOYMENT COMPENSATION/	0	4,156.57 4,156.57	
01 E 300 294 213 000 186			12838	BRUCE GUSTAFSON BOYS ATHLETICS//EXTRA-CURRICULAR WORKERS/BASKETBALL	0	16.00 16.00	
01 E 005 810 000 000 350			12839	MITCH HAWK OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	13.13 13.13	
01 E 300 294 221 000 401			12840	WAL-MART BOYS ATHLETICS//GENERAL SUPPLIES/WRESTLING	0	475.80 226.50	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		249.30	
01 R 300 294 000 000 050			12841	DEB POSCH BOYS ATHLETICS//FEES FROM PATRONS/	0	70.00 70.00	
04 R 500 000 000 321 050			12842	NANCY RYMAN COMMUNITY EDUCATION/FEES FROM PATRONS/	0	52.00 52.00	
01 E 300 292 000 000 319			12843	ANDY WALLER BOYS/GIRLS ATHLETICS//OTHER PERSONAL SERVICES/	0	16.00 16.00	
01 E 005 020 000 000 401			12844	ADVOCATE TRIBUNE SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/	0	43.00 43.00	
04 E 500 505 000 321 450			12845	OLD LOG THEATRE COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	1,573.00 1,573.00	
01 E 005 130 000 333 329			12846	POSTMASTER COMMUNITY RELATIONS-SCHOOL NEW/PARENTAL INVOLVEMENT/POS	0	307.61 307.61	
			12847	VALITY TRAINING & DEVEL.	0	169.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount	
01 E 100 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		169.00		
			12848	MSSEC	0	300.00		
01 E 300 240 142 000 430				HEALTH/PHY ED/RECREATION//SUPPLIES/ARCHERY (NORELL)		300.00		
			12850	AARP	0	402.00		
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		402.00		
			12851	GREEN MILL-PLYMOUTH PLAYHOUSE	0	100.00		
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		100.00		
			12852	ANNETTE HENDRICKKX-BROWN	0	100.00		
02 E 005 770 000 701 367				FOOD SERVICES/SCHOOL LUNCH/TRAVEL-PROFESS DEVELOPMENT/		100.00		
			12853	MIKE GORDS	0	160.00		
01 E 300 296 210 000 319				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/SOFTBALL		160.00		
			12854	POSTMASTER	0	307.61		
04 E 500 590 000 321 329				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN		307.61		
			12855	CHANHASSEN DINNER THEATRE	0	1,615.00		
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		1,615.00		
			12856	SLEEPY EYE HS	0	90.00		
01 E 300 292 219 000 369				BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK		90.00		
11263 YME-FOOD SERVICE		04/13/2009	1	KINDERGARTEN ROUND-UP	0	325.00	343.00	
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		325.00		
			2	P/S SCREENING	0	18.00		
04 E 500 583 000 354 401				PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/GENERAL		18.00		
11264 ZEP MANUFACTURING CO		04/13/2009	57336780	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	851.17	943.89	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		851.17		
			57337837	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	92.72		
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		92.72		
						126 Computer	Check(s) For a Total of	248,237.07

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	126	Computer	Checks For a Total of	248,237.07
Total For	126	Manual, Wire Tran, ACH & Computer	Checks	248,237.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	248,237.07

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	11,186.78	70.00	206,117.77	217,374.55
02	FOOD SERVICE	0.00	0.00	22,468.47	22,468.47
04	COMMUNITY SERVICE	0.00	52.00	8,312.26	8,364.26
09	TRUST FUND	29.79	0.00	0.00	29.79

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
11139	COUNTRYSIDE PUBLIC HEALTH	04/13/2009	1	ANNUAL FEE	0	30.00	30.00
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		30.00	
11140	EMBARQ	04/13/2009	1		0	14.18	289.64
01 E 610 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		14.18	
			2		0	275.46	
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		275.46	
11141	FARM & HOME PUBLISHERS, LTD	04/13/2009	48791	REDWOOD CTY	0	40.00	40.00
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		40.00	
11142	HILLYARD/HUTCHINSON	04/13/2009	2828437		0	3,305.38	3,448.58
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		3,305.38	
			2828508		0	143.20	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		143.20	
11143	IKON FINANCIAL SERVICES	04/13/2009	79087337	COPIERS	0	4,512.00	4,512.00
01 E 005 020 000 302 580				4/16/09-7/15/09			
01 E 100 203 000 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		902.40	
01 E 300 211 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		1,579.20	
01 E 300 620 000 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		1,015.20	
				EDUCATIONAL MEDIA/LIBRARY/CAPITAL OUTLAY/CAPITAL LEASE		1,015.20	
11144	MN UC FUND- DEPT. ECON. SEC.	04/13/2009	1	unemployment	0	6,407.18	6,407.18
01 E 300 211 000 000 280				SECONDARY EDUCATION GENERAL//UNEMPLOYMENT COMPENSATION/		6,407.18	
11145	RUTLEDGE DENINE	04/13/2009	10	TUTORING mileage	0	186.73	186.73
01 E 300 211 130 317 366				SECONDARY EDUCATION GENERAL/COMPENSATORY/TRAVEL-SCHOOL		186.73	
11146	TECH CHECK	04/13/2009	0012538	BACKUP RENEWAL	0	129.00	129.00
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		129.00	
11147	WEST CENTRAL TAE KWON DO	04/13/2009	MARCH	TAE KWON DO	0	346.40	346.40
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		346.40	
11148	YME AFTER PROM	04/13/2009	1	FEE S RIDLER	0	10.00	10.00
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		10.00	
10 Computer Check(s) For a Total of							15,399.53

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	10	Computer	Checks For a Total of	15,399.53
Total For	10	Manual, Wire Tran, ACH & Computer	Checks	15,399.53
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,399.53

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	15,053.13	15,053.13
04	COMMUNITY SERVICE	0.00	0.00	346.40	346.40



# Yellow Medicine East 2008-2009 School Calendar



8:15 am – 2:44 pm – Elementary School  
8:15 am – 2:50 pm – High School

July 2008						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2008						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2008						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2008						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2008						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 25-28 Inservice Days  
 September 2 First Day of School  
 September 22-26 Homecoming Week  
 September 22 Late Start  
 October 6 High School Conferences  
 October 14 Early Out  
 October 15 Inservice Day  
 October 16 & 17 EM Break  
 October 31 End of 1<sup>st</sup> Quarter – 41 Days  
 November 3 Late Start  
 November 6 & 11 Bert Raney Conferences  
 November 26 Inservice Day  
 November 27 & 28 Thanksgiving Break  
 December 8 High School Conferences  
 Dec. 24 – Jan. 2 Christmas Break  
 January 16 End of 2<sup>nd</sup> Quarter – 44 Days  
 January 19 Inservice Day  
 January 20 Late Start  
 February 11 Early Out  
 February 12 Inservice Day  
 February 13 Comp Day – No School  
 February 16 Presidents Day  
 February 23 High School Conferences  
 March 5 & 10 Bert Raney Conferences  
 March 20 Early Out  
 March 27 End of 3<sup>rd</sup> Quarter – 45 Days  
 April 9 Early Out  
 April 10 Comp Day - Easter Break  
 April 18 Prom  
 May 1 Early Out  
 May 25 Memorial Day  
 May 28 End of 4<sup>th</sup> Quarter – 40 Days  
 May 29 Early Out  
 Inservice Day  
 Graduation  
 June 1-3 Inservice Day

170 Student Contact Days

- First/Last Day of School
- Inservice Day
- Vacation Day
- Early Out
- Late Start
- Comp Day
- End of Quarter

Up to two days may be used for Parent-Teacher Conferences and will be scheduled by the administrators. The first day missed for inclement weather will not be made up. All other days missed or storms or other emergencies will be made up at the end of the year. The board reserves the right to amend or adjust the calendar.

January 2009						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2009						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2009						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2009						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**FEDERAL ADVOCACY RESOLUTION**

WHEREAS, the No Child Left Behind (NCLB) Act, regardless of the intent of its authors, is deeply flawed and has created many negative consequences and attitudes in the minds of parents, citizens and educators while drawing precious funding away from direct instruction of our neediest students; *and*

WHEREAS, the Independent School District #743 – Sauk Centre inherently recognizes an obligation to continuously improve student outcomes for all students; *and*

WHEREAS, the NCLB Act is currently a collection of 93 disjointed programs that would better serve children if organized to provide a seamless array of services and support for children in need; *and*

WHEREAS, attempts to fix existing flaws will inevitably lead to more bureaucratic complexity rather than understandable simplicity; *and*

WHEREAS, the level of funding for public schools has a direct impact on the quality of learning opportunities for all children, and the underfunded mandates of the federal government create additional stress on this funding system; *and*

WHEREAS, standards and accountability systems are best assigned as the constitutional responsibility of States under broad federal expectations of quality rather than any attempt to create a ‘one-size-fits-all’ federal standard; *therefore be it now*

RESOLVED that Independent School District #743 – Sauk Centre hereby urges the U.S. Congress to fundamentally reframe the structure of the Federal investment in K-12 education with a focus on serving low income and disadvantaged children; *and be it further*

RESOLVED that we urge the return of responsibility for student and school accountability to the individual States; *and be it further*

RESOLVED that we urge the Minnesota Legislature and Governor to inform the Federal Government of Minnesota's intent to consider a withdrawal from participation in NCLB if a reframing of the Statute is not completed by October, 2010, *and be it further*

RESOLVED that the Minnesota Legislature and the Minnesota Department of Education develop a more positive approach to state efforts to raise student achievement for both students and for schools.

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Adopted on January 20, 2009

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School Board Chairman

## Upcoming Events and Activities

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Time</b>
Prom	April 18, 2009	District	
Second Board Meeting	April 27, 2009	YME Board Room	5:30 PM
Band Concert	April 27, 2009	YME Auditorium	7:30 PM
Early Out	May 1, 2009	District	
Board Meeting	May 11, 2009	YME Board Room	7:00 PM