

Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, August 13, 2012 at 7:00 PM
Regular Meeting
YME High School Board Room

1. Call to Order	3
2. Approval of Agenda	
3. Approval of August 6, 2012 Special Meeting Minutes	6
4. Opportunity for Citizens to Speak	
5. Special Reports	
A. McPhail Center for Music Grant - N. Boelter	
B. PBIS Program at Bert Raney Elementary - A. Hoernemann & M. Grey	
6. Reports	
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B. Bert Raney Elementary Report - M. Hesch	
C. YME Middle/High School Report - M. Meihak	
D. YME Superintendent Report - A. Stoeckman	8
7. Policy Update	
A. Policy 524 - Internet Acceptable Use and Safety Policy	15
8. Action Items	
A. Approval of Bills for Payment	26
B. Acceptance of Bid - Sale of H.A. Hagg School Building & Property	
C. Approval of 2012-2013 Bert Raney Elementary Handbook	40
D. Approval of 2012-2013 Middle/High School Handbook	
E. Contract with MVCC for Special Education Services	57
F. Set 2012 Truth in Taxation Hearing Date	59
G. Approval of Lease Agreement with Pitney Bowes	
H. Free Breakfast	
I. Procedure for Overdue Food Service Accounts	60
J. Authorize the use of a Collection Agency	62
K. Wrestling Cooperative Agreement with YME, RCW & MACCRAY	
9. Personnel Items	

- A. High School Social Studies Instructor - R. Speh
 - B. Elementary Art Instructor - K. Anderson
 - C. Technology Coach - B. Jahn
 - D. Technology Coach - E. Hauger
 - E. Drivers Education Substitute Instructor - J. Klassen
 - F. Drivers Education Substitute Instructor - L. Hastad
 - G. B-Squad Volleyball Coach - A. Reszel
 - H. Lego League Advisor - A. Hoernemann
 - I. Robotics Advisor - A. Holt
 - J. Science Club Co-Advisors - J. Suter & S. Petrich
 - K. Reduction in Time - Cafeteria Staff - K. Meyer
10. Discussion Items
11. Upcoming Events
- A. Teacher Workshop - August 28-30, 2012 - Yellow Medicine East
 - B. First Day of School - September 4, 2012 - Yellow Medicine East
 - C. School Board Meeting - September 10, 2012 - YME Board Room - 7:00 pm
12. Adjourn

YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: YME School Board Members
From: Allen Stoeckman, Superintendent
Date: August 10, 2012
RE: Board Meeting – August 13, 2012

The agenda notes for the August 13, 2012 Board meeting are as follows.

Supporting exhibits are posted on BoardBook. Please let Denise know if you will be unable to attend.

- | Item | Description |
|------|--|
| 1. | Call to Order |
| 2. | Approval of Agenda |
| 4. | Approval of August 6, 2012 Special Meeting Minutes |
| 4. | Opportunity for Citizens to Speak |
| 5. | Special Reports |
| A. | McPhail Center for Music Grant – N. Boelter |
| B. | PBIS Program at BRE – M. Grey & A. Hoernemann |
| 6. | Reports |
| A. | Finance Report
<i>Posted on BoardBook</i> |
| B. | Bert Raney Elementary Report – M. Hesch |
| C. | YME High School Report – M. Meihak |
| F. | Superintendent Report – A. Stoeckman
<i>See MCA report on BoardBook.</i> |
| 7. | Policy Update |
| A. | Policy – 524 – Internet Acceptable Use and Safety Policy
<i>Posted on BoardBook. This policy should be annually reviewed. New language includes references to CIPA (Child Internet Protection Act) and how our schools will meet its requirements. Recommend approval.</i> |
| 8. | Action Items |
| A. | Approval of Bills for Payment
<i>LeeAnn Boushek will be present to answer questions.</i> |
| B. | Acceptance of Bid – Sale of H.A. Hagg School Building & Property
<i>George and Gayla Properties LLC from Meadville, MO submitted a bid of \$6,100. I have been working with Spencer Kvam to complete the Purchase Agreement. Closing is set for August 15 by mail. George plans to visit Clarkfield the following week to pick up the keys. Recommend approval.</i> |
| C. | Approval of 2012-2013 Bert Raney Elementary Handbook |

- Melissa Hesch will be present to explain any changes.*
- D. Approval of 2012-2013 YME Middle/High School Handbook
Mike Meihak will be present to explain any changes.
 - E. Contract with MVCC for Special Education Services
Recommend approval.
 - F. Set 2012 Truth in Taxation Hearing Date as December 10, 2012 at 6:00 pm
Recommend approval. This meeting will precede the regular Board Meeting in December.
 - G. Approval of Lease Agreement with Pitney Bowes
The new 4-year lease agreement w/ Pitney Bowes for mail/postage equipment ended up being lower than the previous 4-year lease! Recommend approval.
 - H. Free Breakfast
The previous Food Service Director believed YME qualified for free breakfast for all students. Val, LeeAnn, and I had a conversation with the Minnesota Department of Education this Spring and found out there is no such thing as “free breakfast”. Should YME continue to provide free breakfast or begin charging?
 - I. Procedure for Overdue Food Service Accounts
Attached is a letter and the updated policy on overdue lunch accounts. Recommend approval.
 - J. Authorize the Use of a Collection Agency
We are currently carrying approximately \$10,000 in overdue lunch accounts. Various methods have been tried to collect to no avail. Using a collection agency should help. Recommend approval.
 - K. Wrestling Cooperative Agreement with YME, RCW & MACCRAY
Tim Knapper will be in attendance to explain the agreement and answer any questions.

9. Personnel Items

- A. High School Social Studies Instructor – R. Speh
Robyn Speh (originally from Maynard) is completing licensure for Social Studies and Math. Currently she would be teaching 0.67 FTE Social Studies with the opportunity to assist with Math should the need arise. Recommend approval.
- B. Elementary Art Instructor – K. Anderson
Karrie Anderson from Milaca has “world” experience teaching Art. She has agreed to waive tenure and be paid a beginning teacher salary meeting the stipulations of the Fagen Foundation who is funding the position. Recommend approval.
- C. Technology Coach – B. Jahn
Remaining Jobs money will be used to fund (\$2,500) this position. Recommend approval.
- D. Technology Coach – E. Hauger
Remaining Jobs money will be used to fund (\$2,500) this position. Recommend approval.
- E. Drivers Education Substitute Instructor – J. Klassen
In Tom McGarthwaite’s absence Jim Klassen, a retired and experienced instructor. Will assist with getting students caught up with behind the wheel. Recommend approval.
- F. Drivers Education Substitute Instructor – L. Hastad
In Tom McGarthwaite’s absence Larry Hastad, a teacher from Willmar, will assist with getting students caught up with behind the wheel. Recommend approval.
- G. B-Squad Volleyball Coach – A. Reszel
- H. Lego League Advisor – A. Hoernemann
- I. Robotics Advisor – A. Holt
- J. Science Club Co-Advisors – J. Suter & S. Petrich

K. Reduction in Time – K. Meyer

The employment time for Karla Meyer should be reduced to 2.5 hours per day as we reevaluate the Breakfast program. Depending on the participation levels this coming year; we may need to increase the time. Recommend approval.

10. Discussion Items

11. Upcoming Events

A. Teacher Workshop – August 28-30, 2012 – Yellow Medicine East

B. First Day of School – September 4, 2012 – Yellow Medicine East

C. School Board Meeting – September 10, 2012 – YME Board Room – 7:00 pm

12. Adjourn

**YELLOW MEDICINE EAST ISD #2190
SCHOOL BOARD MEETING MINUTES
SPECIAL MEETING
MONDAY, AUGUST 6, 2012 – 5:00 pm
YME BOARD ROOM**

Board Members Present: Jane Hagert, Dawn Odegard, Steve Rupp, Grant Velde, Shelly Weir

Board Members Absent: Tim Opdahl, Steve Zumhofe

Community / Staff Members Present: LeeAnn Boushek, Denise Streich, Scott Tedrick

Chairman Velde called the meeting to order.

The action item on the agenda was amended to read: Resolution to Appeal the Judgment Concerning the Facilities Lawsuit. Motion by Odegard, second by Hagert and carried to approve the agenda for the meeting.

Motion by Odegard, second by Weir and carried to approve the minutes from the July 16, 2012 Board meeting.

The opportunity for citizens to speak received no response.

Motion by Hagert, second by Rupp and carried unanimously to appeal the decision concerning the facilities lawsuit.

Motion by Hagert, second by Rupp and carried unanimously to appeal the District's Court's decision in Wintz, et al. v. Independent School District No. 2190, et al.

Upcoming Events

Board Meeting – August 13, 2012 – 7:00 pm

The meeting was adjourned by Chairman Velde.

**Yellow Medicine East #2190
Board Report
Aug-12**

2012-13	Original	Year to Date	Budget Balance	Percent	2011-12
By Fund	2012-13	Expenditures		Expended	YTD Expended
					On Original Budget
General	8,995,371	354,983	8,640,388	3.95%	6.04%
Food Service	404,975	2,700	402,275	0.67%	2.05%
Community Service	342,704	13,879	328,825	4.05%	7.93%
Debt Redemption	77,975	1,238	76,738	1.59%	3.09%
Debt Red. (Constr. Bonds)	1,061,633	255,066	806,567	24.03%	24.34%
OPEB Trust	279,100	11,092	268,008	3.97%	8.23%
OPEB Debt Service	192,645	41,273	151,373	21.42%	22.07%
Sub-total	11,354,403	680,231	10,674,172	5.99%	7.98%
Building Project (Fund 06)	0	0	0		10,524,766
Total	11,354,403	680,231	10,674,172		Bldg Expense Includes FY10, FY11, FY12

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

Building Project Budget to equal amount expended (per Board budget approval June 2012)

Building Project expended to date: \$10,524,766

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	8.33%
Contracted August-July	Principals	0.00%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	0.00%
12 Month Non-certified	Secretaries	8.00%
12 Month Non-certified	Custodians	2.50%
9 Month non-Certified	Assistants/Cooks	0.00%

Liquid Asset Fund/Citizen's Alliance Money Market (Investments)

7/31/2012


Month End Cash Invested	\$992,667.51	General Closing Market Value
Construction Account (QZABS 8.26 Mil)	\$134,264.94	Facilities Project
Capital/Energy Bonds (QZABS 2.485 Mil)	\$19,135.75	Facilities Project

Electronic Fund Transfers/LAF Checks

			From	To
7/5/2012	\$ 425.56	Xcel Energy	F&M	Xcel
7/11/2012	\$ 49.95	RevTrak Fees	LAF	Revtrak
7/19/2012	\$ 300,000.00	Board Accounts Payable	LAF	GF Bank
	\$ -	Board Accounts Payable	LAF	GF Bank
	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
7/20/2012	\$ 183,840.27	Payroll (GF Bank direct deposits)	LAF	GF Bank
	\$ -	Board Accounts Payable (Payroll Bills)	LAF	GF Bank
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF
7/23/2012	\$ 36,000.00	Alt. Facilities Transfer (Money Mkt Acct)	Citizens	LAF
	\$ -	Energy/Capital Transfer (Money Mkt Acct)	Citizens	LAF

7/26/2012 \$ 255,066.25 Transferred to UMB Bank for funds received in error on 7-23-12.
ACH Deposit transaction completed instead of ACH Redemption.
Total transferred (including funds due and payable for bond interest)= \$510,132.50

Trust Fund (PERA) OPEB \$1,585,632.14 Ending 7/31/2012

A yellow pencil with a black eraser and a black band that says "NO 2 HB" is positioned vertically on the left side of the page. The background is a wooden surface with a diagonal grain pattern. A white rectangular box with a thin black border is overlaid on the right side of the page, containing the title text.

Yellow Medicine East, ISD 2190
MCA Assessment Data
August 2012

Percent of students proficient in MCA II Reading

Grade	2010		2011		2012	
	YME	State	YME	State	YME	State
3 rd	52.0	76.3	70.6	78.5	53.7	80.4
4 th	54.1	72.5	56.3	75.1	60.5	75.3
5 th	60.0	76.3	58.5	80.3	58.1	79.4
6 th	51.0	71.6	66.0	75.0	67.8	76.3
7 th	39.8	66.0	47.2	69.6	63.2	71.4
8 th	60.3	68.1	61.0	68.1	60.0	72.4
10 th MCA II & GRAD	77.3	75.3	64.6	75.3	77.3	76.8

Percent of students proficient in MCA Math

Grade	MCA II 2010		MCA III 2011		MCA III 2012	
	YME	State	YME	State	YME	State
3 rd	61.4	82.9	63.6	70.2	56.4	75.6
4 th	55.1	77.0	50.0	67.2	62.2	73.3
5 th	53.7	68.6	33.3	53.6	47.9	62.3
6 th	52.2	69.0	55.6	50.3	43.8	59.9
7 th	47.4	64.4	38.5	51.7	56.7	58.6
8 th	48.4	58.6	29.1	53.3	48.1	62.0
11 th MCA II & GRAD	28.9	43.3	40.8	48.6	19.7	42.5

Percent of students proficient in MCA II Science

Grade	2010		2011		2012	
	YME	State	YME	State	YME	State
5 th	21.8	46.0	16.9	46.0	00.0	00.0
8 th	30.4	47.9	21.0	44.4	00.0	00.0
High School Life Science	50.7	51.8	26.6	53.8	00.0	00.0

Percent of students passing GRAD

GRAD	2010		2011		2012	
	YME	State	YME	State	YME	State
Writing 9th	87.5	90.6	86.6	89.1	96.6	91.9
Reading 10th	81.3	78.1	69.2	78.7	78.8	80.4
Math 11th	49.3	57.8	59.2	59.2	34.8	57.7

Executive Summary

Governor's Task Force on the Prevention of School Bullying

August 1, 2012

On February 21, 2012, Governor Mark Dayton established a Task Force on the Prevention of School Bullying (Executive Order 12-01). The purpose of the order was to ensure that all students in Minnesota schools are provided with a safe and welcoming environment wherein each student is accepted and valued in order to maximize each student's learning potential. Inherent with this responsibility is the assurance that all students will be equally protected, specifically as it relates to bullying, harassment, and intimidation, while engaging in educational pursuits. Although not explicitly stated in the Executive Order, the Task Force recommendations, specifically the definitions, apply to both students and adults who should be protected from bullying and who deserve an educational environment in which to participate and thrive.

The Task Force, having considered and deliberated the written and public comments from students, parents, and citizens who have been impacted by bullying, harassment, and intimidation, as well as the testimony of professionals in relevant fields throughout the state and nation, advises the Governor of the following recommendations for *immediate* and *urgent* action:

1. The repeal of existing ineffective Minnesota statutes on bullying, harassment, and intimidation and the replacement of such statutes with strong and effective law(s) incorporating the recommendations contained within the Task Force report;
2. The adoption of the operational definitions for the concepts of bullying, harassment, and intimidation as contained within the Task Force report so as to assist students, parents, school personnel, communities, and collaborative agencies in more effectively identifying and responding to the behaviors;
3. The creation of clear and consistent baseline policies to address bullying, harassment, and intimidation within every public and private school. Each child should be equally protected in every school environment, public and private, throughout the state;
4. The creation of policies and practices that enhance communication among and between school personnel, students, parents, and communities related to strategies and

techniques employed to reduce bullying, harassment, and intimidation, as well as the effectiveness of those efforts;

5. The creation of a uniform, baseline, data collection system in all schools to assist in the monitoring of incidents and types of bullying, harassment, and intimidation;
6. The creation of interagency and interdepartmental collaborations to assist schools in more effectively identifying, preventing, intervening in, and addressing the ramifications of bullying, harassment, and intimidation;
7. The creation of a School Climate Center within the Minnesota Department of Education which will provide information and technical assistance to school districts on implementing strategies, techniques, and programs that remove social-emotional impediments to learning; improve positive, safe, and supportive whole-school learning environments for students; and increase restorative practices and discipline which focuses on remediation whenever incidents of bullying, harassment, and intimidation occur; and,
8. Fiscal resources commensurate to fulfilling the recommendations of the Task Force be provided at the state and local levels in order to help school districts implement the bullying, harassment, and intimidation recommendations.

The Task Force believes it is urgent to accept and implement these recommendations at the earliest possible opportunity. Children deserve to know they can depend upon adults to care, to provide for their health and safety, to act responsibly and to provide assistance when necessary. These recommendations go far to assist in the reduction and elimination of incidents of bullying, harassment, and intimidation in Minnesota schools.

Walter Roberts, Jr.

Julie Hertzog

Co-chairs: Governor's Task Force on the Prevention of School Bullying

The final report and all documents from the Task Force meetings can be found on the MDE website at:

<http://education.state.mn.us/MDE/Welcome/AdvBCT/PrevSchBully/index.html>

First Reading: March 13, 2001
Second Reading: April 10, 2006
Adopted: April 10, 2006
Updated: April 23, 2012
Adopted: August 13, 2012

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system, electronic resources, and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system, electronic resources, and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system, electronic resources, and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. This policy shall apply to all users of the School District's computer system, electronic resources, and Internet, including but not limited to students, faculty, administrators, support staff, agents and board members. This policy shall apply to the use of the School District's electronic resources provided by any means, including but not limited to: desktop computers, laptop computers, PDAs, Smart Devices, printers, mobile devices (wireless), network servers.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Proper use of the School District's Internet access and electronic resources is the responsibility of the individual user.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. SYSTEM/PROPERTY RIGHTS

The information, communication, processing, and storage resources provided by the School District are the sole property of the District. Files, data, and other communication created originating from, or stored on the District's hardware, software, equipment and software leased from others by the School District are considered the District's property for the purposes of this policy. The District's ownership and control over its systems shall apply regardless of how and where a user accesses the District's systems.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases, files, and information banks. Personal passwords/account codes shall be created to protect students and employees utilizing electronic resources to conduct research or complete work.

VI. UNACCEPTABLE USES

All School District systems, equipment and electronic resources must be used for educational or educational related purposes. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- A. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - 1. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - 2. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - 3. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - 4. information or materials that could cause damage or danger of disruption to the educational process;
 - 5. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

- B. Users will not use the school district system to knowingly or recklessly post

transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

- C. Users will not use the school district system to engage in any illegal act or violate any local, state or federate statute or law.
- D. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
- E. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- F. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identify easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - 1. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - 2. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information on other personally identifiable information about students unless:
 - a. such information is classified by the school district as directory information, and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - b. such information is not classified by the school district as directory information but written consent for release of the information to be

posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”
- G. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of the appropriate school authorities.
- H. Users will not use the school district system to violate copyright laws or usage license agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- I. Users will not sue the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without the authorization from the appropriate school district official.
- J. Wasting of electronic resources, including recreational Internet surfing.
- K. For employees to engage in job search activities outside of the school district.
- L. Users shall not use or install hardware, modems, web servers, software or other equipment on the YME system. Any equipment or software brought into YME for use in a classroom, office or lab setting may not be used unless being donated to the YME School District or with the express prior permission of the system administrator in conjunction with the building principal.
- M. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives

a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district computer system and the Internet and discipline under other school district policies, including suspension, expulsion, exclusion or termination of employment.

- N. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user may also access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VII. ONLINE SAFETY

Internet safety awareness is based on an ongoing program of education within the school for all learners. This instruction includes but is not limited to: appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. In order to assist children and young people to stay safe when using technology, staff receive continual instruction and information on existing and emerging technologies. The requirement to raise awareness in children and young people of the risks associated with inappropriate contact via the Internet and content on the Internet is therefore addressed as part of the wider duty of care to which all staff are bound. It is essential that all learners are taught the relevant skills and strategies to remain safe. Therefore, online safety tools are embedded within all curriculum areas.

VIII. ACCESS RULES

- A. Student email is allowed only through District controlled accounts. Written parental/guardian permission is required before an account is granted.
- B. Users shall not use any Internet Access or service provider other than the access or service provider that is supplied and made available to user by the School District.
- C. Users shall only use software supplied by the School District.
- D. Employee users shall not install hardware or software on the School District's systems without the express prior permission of their supervisor or the District Technology Coordinator. Students may not install hardware or software unless it

is for instructional purposes in the classroom setting, and have been directed to do so by the District Technology Coordinator.

- E. Users shall not access, modify, or delete the files belonging to other users. Users shall use only the user names provided by the School District.
- F. FTP (File Transfer Protocols)/Telnet
 - 1. Users shall not open files received from the Internet without first conducting a virus scan of the file.
 - 2. Users shall not transfer files using the School District's electronic resources without the approval of the District Technology Coordinator.
 - 3. Applications used to access other computer systems are strictly prohibited except for instructional purposes. For example, Telnet applications, remote administration software, or any other related software/hardware that would allow access to another system.
- G. All use of electronic resources of the School District shall be in compliance with all other School District policies.
- H. Students access shall be subject to such additional rules, limitations and conditions as may be set by their instructor(s).
Employee Access shall be subject to such additional rules, limitations and conditions as may be set by their supervisor(s).

IX. SECURITY

Every user must maintain the security of the School District electronic information systems. Users shall not divulge passwords or security protocols to anyone. Users shall not permit non-employees/unauthorized users access to the School District's electronic resources.

X. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- C. Taken as a whole. Lacks serious literary, artistic, political, or scientific value as to minors,
- D. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

XI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

XII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or

activities not in compliance with school district policies conducted through the school district system.

XIII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee and then be filed in the school district office.

XIV. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays of changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or internet.

XV. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.

- d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notifications that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations that any financial obligation incurred by a student through the Internet or the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XVI. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to the use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References:

15 U.S.C § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C § 101 *et seq.* (Copyrights)
20 U.S.C § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C § 254 *et seq.* (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (*FCC rules implementing CIPA*)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker c. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct.733,21 L.Ed.2d 731 (1969)
United States v. American Library Association, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Layshock v. Hermitage Sch. Dist., 412 F.Supp. 2d 502 (2006)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

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 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Policy by Nonschool Persons)

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
000000260		TEST & BALANCE ASSOCIATE, INC.	1,789.00
		Totals for 07/18/2012	1,789.00
000001393		US BANK TRUST	657,003.67
		Totals for 08/13/2012	657,003.67
		Totals for BNK00	658,792.67
000013519		AMERICAN FAMILY LIFE ASSURANCE	222.19
000013520		AMERITAS LIFE INSURANCE CORP.	190.01
000013521		INTERNAL REVENUE SERVICE	187.00
000013523		MADISON NATIONAL LIFE	1,849.98
000013524		MN CHILD SUPPORT PAYMENT CTR.	550.00
000013525		MVCC	350.00
000013526		154200 NCPERS MN	48.00
000013528		PRINCIPAL MUTUAL LIFE	5,861.28
000013529		SCHULTE, TREVOR	400.00
000013530		SELECT ACCOUNT	1,887.00
000013532		SW/WC SVC. COOP - HEALTH INS.	49,799.78
201200014		ING SERVICE CENTER	2,885.78
201200015		FEDERAL TAX WITHHOLDING	13,085.37
201200016		MN TEACHERS RETIREMENT ASSOC.	2,046.28
201200017		PUBLIC EMPLOYEES RETIREMENT	6,172.74
201200018		STATE TAX WITHHOLDING	2,586.74
201200019		FEDERAL TAX WITHHOLDING	668.84
201200020		FEDERAL TAX WITHHOLDING	16,003.15
201200021		FEDERAL TAX WITHHOLDING	576.00
201200022		FEDERAL TAX WITHHOLDING	43.50
201200023		FEDERAL TAX WITHHOLDING	8,185.65
201200024		FEDERAL TAX WITHHOLDING	2,826.03
201200025		FEDERAL TAX WITHHOLDING	12,083.56
201200026		FEDERAL TAX WITHHOLDING	2,826.03
201200027		ING SERVICE CENTER	863.67
201200028		ING SERVICE CENTER	175.00
201200029		ING SERVICE CENTER	215.01
201200030		ING SERVICE CENTER	4,533.76
201200031		ING SERVICE CENTER	675.00
201200032		ING SERVICE CENTER	310.00
201200033		ING SERVICE CENTER	1,055.35
201200034		ING SERVICE CENTER	150.00
201200035		ING SERVICE CENTER	1,500.01
201200036		ING SERVICE CENTER	150.00
201200037		ING SERVICE CENTER	200.00
201200038		STATE TAX WITHHOLDING	7,357.41
201200039		STATE TAX WITHHOLDING	90.00
201200040		STATE TAX WITHHOLDING	32.00
201200041		STATE TAX WITHHOLDING	5.75
201200042		STATE TAX WITHHOLDING	432.00
		Totals for 07/23/2012	149,079.87
000013533		BENDEL, ROBBIN	21.84
000013534		BENNETT & BENNETT INC.	2,851.14
000013535		CITY OF CLARKFIELD	49,334.80
000013536		CITY OF GRANITE FALLS	3,103.14
000013537		CLINICARE CORPORATION	1,671.72
000013538		HEARTLAND AUDIO	1,208.75

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
000013539		KILOWATT COMMUNITY CENTER	700.00
000013540		MUSIC MART	1,212.16
000013541		MUSIC STREET	2,355.00
000013542		MVCC	31,495.33
000013543		NEWMIND GROUP INC.	12,870.00
000013544		RATWICK, ROSZAK & MALONEY, P.A	1,088.90
000013545		RICOH USA INC	359.29
000013546		SCHAFFRAN, JANE	23.23
000013547		SW/WC SERVICE COOP - MARSHALL	519.70
000013548		YME SCHOOLS-ADM	177.33
000013549		ACT	250.00
000013550		ADVOCATE TRIBUNE	532.05
000013551		ANACONDA SPORTS	349.80
000013552		ATLAS PEN & PENCIL CORP.	158.87
000013553		BARBER, STEVE	399.46
000013554		BENDEL, ROBBIN	25.63
000013555		BENNETT & BENNETT INC.	816.25
000013556		BLACKWELDER, KRISTINA	15.71
000013557		BORCH'S INC.	1,155.00
000013558		BUSINESSWARE SOLUTIONS	2,045.34
000013559		CALLOWAY HOUSE, INC.	298.02
000013560		CENEX CREDIT CARD	585.76
000013561		CENTURY LINK	820.47
000013563		CITY OF GRANITE FALLS	15,329.85
000013564		CLASSROOM DIRECT/REPRINT	889.50
000013565		CLINICARE CORPORATION	2,228.96
000013566		COMPUTER MAN	252.50
000013567		CONSUMERS COOPERATIVE OIL CO.	112.26
000013568		COUNTRYSIDE PUBLIC HEALTH	50.00
000013569		CULLIGAN	26.55
000013570		DAVE'S ELECTRIC MOTOR CO.	111.78
000013571		DAVID GEORGE WOODWORKING	1,320.00
000013572		DELTA EDUCATION	129.09
000013573		EAP CONSULTANTS	193.44
000013574		ECONOMART	64.83
000013575		FARMERS UNION OIL CO.	63.37
000013576		FOLLETT EDUCATIONAL SERVICES	2,191.19
000013577		FRONTIER TELEPHONE	12.03
000013578		GOOGLE, INC.	16.50
000013579		GRANITE FALLS AUTO PARTS	131.76
000013580		GREAT PLAINS NATURAL GAS CO	674.94
000013581		HANDWRITING WITHOUT TEARS	979.55
000013582		HARRISON AND COMPANY	20.38
000013583		HILLYARD/HUTCHINSON	305.26
000013584		INK SPOT	208.40
000013585		INNOVATIVE OFFICE SOLUTIONS	2,104.35
000013586		ISCORP	195.50
000013587		JACOBSON, KRIS	90.97
000013588		JIM'S CLOTHING & SPORTING GOOD	1,197.00
000013589		JOHNSON FLOOR SANDING	12,425.00
000013590		K-12 SCHOOL SUPPLIES LLC	107.43
000013591		KOLBASUK, CHRISTINA	50.99
000013592		LAKESHORE LEARNING MATERIALS	1,029.63
000013593		LEE'S AUTO & DIESEL INC.	55.00
000013594		LEGO EDUCATION	80.25
000013595		LIONS CLUB OF GRANITE FALLS	30.00

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
000013596		MAKE MUSIC	139.00
000013597		MARSHALL INDEPENDENT	104.40
000013598		MATHRACK	481.28
000013599		MCDOWALL COMPANY INC.	69,290.26
000013600		MESPA	877.00
000013601		MN DEPT. OF EDUCATION	5,744.00
000013602		MINNESOTA ELEVATOR, INC.	319.84
000013603		MTI DISTRIBUTING INC.	22.39
000013604		MVCC	100,000.00
000013605		NASCO	451.12
000013606		OFFICE MAX CONTRACT INC.	493.32
000013607		OLSON SANITATION INC.	104.21
000013608		J.W. PEPPER & SON INC.	22.94
000013609		PICHT'S BODY SHOP, INC.	55.00
000013610		PIONEER VALLEY EDUCATIONAL PRESS, INC	203.50
000013611		PROF. BINDING PRODUCTS	269.40
000013612		PURCHASE POWER	3,000.00
000013613		QUAVERMUSIC.COM, LLC	145.85
000013614		QUILL CORPORATION	123.46
000013615		RENAISSANCE LEARNING	1,707.00
000013616		RTS	51.00
000013617		RYER PLUMBING INC.	3,052.23
000013618		SAWMILL	23,142.54
000013619		EPS- SCHOOL SPECIALTY & INTERVENTION	192.50
000013620		SIMPLEXGRINNELL	892.16
000013621		SIOUX FALLS SCHOOL DIST. 49-5	369.88
000013622		STATE INDUSTRIAL PRODUCTS	528.86
000013623		STOECKMAN, ALLEN	681.30
000013624		SW/WC SERVICE COOPERATIVES - FERGUS FALLS	7,716.74
000013625		SW/WC SERVICE COOP - MARSHALL	1,481.67
000013626		TEAM LABORATORY CHEMICAL CORP.	390.75
000013627		TECH CHECK	2,993.90
000013628		TEXTBOOK WAREHOUSE	2,421.30
000013629		TIME FOR KIDS	486.20
000013630		TJOSVOLD EQUIPMENT	48.82
000013631		TREND ENTERPRISES INC	71.92
000013632		TRUE VALUE-GF/MONTE	550.18
000013634		VISA	805.76
000013635		WEST CENTRAL TRIBUNE	106.02
000013636		WEST MUSIC	99.85
000013637		W.T. COX SUBSCRIPTIONS	198.79
000013638		XCEL ENERGY	62.24
000013640		YME SCHOOLS-ADM	2,707.63
000013641		ZEP MANUFACTURING CO	722.10
Totals for 08/13/2012			392,451.26
Totals for BNK05			541,531.13
Totals for checks			1,200,323.80

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	786,939.43	0.00	336,455.07	1,123,394.50
02	FOOD SERVICE	1,715.67	0.00	0.00	1,715.67
04	COMMUNITY SERVICE	7,244.70	4,509.50	50,568.03	62,322.23
06	CONSTRUCTION/BUILDING FUND	0.00	0.00	1,789.00	1,789.00
09	TRUST FUND	9.98	0.00	0.00	9.98
25	REVOCABLE TRUST (FY10)	0.00	0.00	11,092.42	11,092.42
*** Fund Summary Totals ***		795,909.78	4,509.50	399,904.52	1,200,323.80

***** End of report *****

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
13549	ACT	08/13/2012	31120009		0	250.00	250.00
01 E 300 710 000 000 461				COUNSELING/GUIDANCE//STANDARDZED TESTS/		250.00	
13550	ADVOCATE TRIBUNE	08/13/2012	1	LEGALS	0	532.05	532.05
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		532.05	
13551	ANACONDA SPORTS	08/13/2012	1	GYM FLOORS	0	349.80	349.80
01 E 005 810 502 000 522				OPERATIONS AND MAINTENANCE//BUILDING IMPROVEMENTS/MAINT		349.80	
13552	ATLAS PEN & PENCIL CORP.	08/13/2012	100388743		0	158.87	158.87
01 E 100 203 405 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE		19.00	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		139.87	
13553	BARBER, STEVE	08/13/2012	1	TENNIS BALLS	0	399.46	399.46
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		399.46	
13554	ROBBIN R BENDEL	08/13/2012	1		0	10.68	25.63
04 E 500 590 157 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		10.68	
04 E 500 590 000 321 329			2	OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN	0	14.95	
13555	BENNETT & BENNETT INC.	08/13/2012	10		0	30.00	816.25
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
04 E 500 505 000 321 361			20	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/BUS CON	0	786.25	
13556	KRISTINA BLACKWELDER	08/13/2012	1		0	15.71	15.71
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		15.71	
13557	BORCH'S INC.	08/13/2012	AAT003373-AT06		0	1,155.00	1,155.00
01 E 300 292 226 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/CROSS COUNTRY		30.00	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		943.00	
01 E 300 296 209 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL		156.00	
01 E 300 296 224 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS		26.00	
13558	BUSINESSWARE SOLUTIONS	08/13/2012	184793	SWITCH	0	2,045.34	2,045.34
01 E 200 612 900 000 401				TECHNOLOGY//GENERAL SUPPLIES/ONE TIME		2,045.34	
13559	CALLOWAY HOUSE, INC.	08/13/2012	3061298		0	298.02	298.02
01 E 100 203 403 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE		298.02	
13560	CENEX CREDIT CARD	08/13/2012	2	DRIVER'S ED	0	151.05	585.76
04 E 500 505 548 321 442				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O		151.05	
01 E 005 810 193 000 442			4	OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES	0	434.71	
13561	CENTURY LINK	08/13/2012	1		0	737.39	820.47
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		737.39	
01 E 610 050 000 000 320			10	PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/	0	83.08	
13562	Vendor Continued Void	08/13/2012					0.00
13563	CITY OF GRANITE FALLS	08/13/2012	10	BR WATER-SEWER	0	610.79	15,329.85
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		610.79	
01 E 005 810 184 000 330			12	BR ELECTRICITY	0	4,309.04	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		4,309.04	
01 E 005 810 183 000 330			33	HS WATER-SEWER	0	420.32	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		420.32	
01 E 005 810 184 000 330			44	HS ELECTRICITY	0	9,884.05	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		9,884.05	
01 E 005 810 184 000 330			5	TRACK	0	24.00	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		24.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 361 000 000 330			6	CARPENTRY	0	12.00	
				CARPENTRY//UTILITY SERVICES/		12.00	
01 E 005 810 191 000 330			7	OM	0	69.65	
				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		69.65	
13564 CLASSROOM DIRECT/REPRINT		08/13/2012	208108731869		0	889.50	889.50
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		889.50	
13565 CLINICARE CORPORATION		08/13/2012	241216	JULY2012	0	2,228.96	2,228.96
01 E 998 420 000 740 392				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/OUT		2,228.96	
13566 COMPUTER MAN		08/13/2012	258200		0	252.50	252.50
01 E 300 050 000 000 350				PRINCIPAL'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		252.50	
13567 CONSUMERS COOPERATIVE OIL CO.		08/13/2012	1		0	112.26	112.26
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		112.26	
13568 COUNTRYSIDE PUBLIC HEALTH		08/13/2012	HEP B	HEP B	0	50.00	50.00
01 E 005 860 000 352 305				HEALTH & SAFETY EQUIP/ENVIRONMENTAL HLTH & SAFETY/PROFE		50.00	
13569 CULLIGAN		08/13/2012	1		0	26.55	26.55
01 E 025 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		26.55	
13570 DAVE'S ELECTRIC MOTOR CO.		08/13/2012	110043	scrubber	0	111.78	111.78
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		111.78	
13571 DAVID GEORGE WOODWORKING		08/13/2012	1	GYM FLOOR-VB	0	1,320.00	1,320.00
01 E 005 810 502 000 522				SLEEVES/PLATES			
				OPERATIONS AND MAINTENANCE//BUILDING IMPROVEMENTS/MAINT		1,320.00	
13572 DELTA EDUCATION		08/13/2012	202500908041		0	129.09	129.09
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		129.09	
13573 EAP CONSULTANTS		08/13/2012	A	MONTHLY FEE	0	193.44	193.44
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		193.44	
13574 ECONOMART		08/13/2012	1		0	9.98	64.83
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS ADVOCACY		9.98	
04 E 500 590 000 321 401			2		0	54.85	
				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		54.85	
13575 FARMERS UNION OIL CO.		08/13/2012	1		0	63.37	63.37
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		63.37	
13576 FOLLETT EDUCATIONAL SERVICES		08/13/2012	1246701A		0	1,771.03	2,191.19
01 E 100 203 402 000 460				ELEMENTARY GENERAL ED.//BOOKS/WORKBOOKS/2ND GRADE		1,771.03	
01 E 100 201 000 000 460			1246701A -		0	420.16	
				KINDERGARTEN//BOOKS/WORKBOOKS/		420.16	
13577 FRONTIER TELEPHONE		08/13/2012	1		0	12.03	12.03
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		12.03	
13578 GOOGLE, INC.		08/13/2012	2674152		0	16.50	16.50
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		16.50	
13579 GRANITE FALLS AUTO PARTS		08/13/2012	1	AUTO SHOP	0	123.07	131.76
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		123.07	
01 E 005 810 191 000 410			2	MOWER	0	8.69	
				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		8.69	
13580 GREAT PLAINS NATURAL GAS CO		08/13/2012	1	CLKFD	0	163.10	674.94
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		163.10	
01 E 005 810 000 000 440			10	HS	0	135.29	
				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		135.29	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 025 810 000 000 440			2	CLKFD OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/	0	20.00 20.00	
01 E 005 810 000 000 440			22	HS OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/	0	166.70 166.70	
01 E 005 810 000 000 440			ELEM	ELEM OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/	0	189.85 189.85	
13581 HANDWRITING WITHOUT TEARS 01 E 100 201 000 000 430		08/13/2012	675704-2	KINDERGARTEN//SUPPLIES/	0	979.55 979.55	979.55
13582 HARRISON AND COMPANY 01 E 100 201 000 000 430		08/13/2012	35296	KINDERGARTEN//SUPPLIES/	0	20.38 20.38	20.38
13583 HILLYARD/HUTCHINSON 01 E 005 810 000 000 410		08/13/2012	600307461	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	305.26 305.26	305.26
13584 INK SPOT 01 E 100 203 000 000 430		08/13/2012	11057	ELEMENTARY GENERAL ED.//SUPPLIES/	0	208.40 208.40	208.40
13585 INNOVATIVE OFFICE SOLUTIONS 01 E 100 203 000 000 430		08/13/2012	91457	ELEMENTARY GENERAL ED.//SUPPLIES/	0	43.65 43.65	2,104.35
01 E 005 810 000 000 410			92300	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	91.13 91.13	
01 E 100 203 000 000 430			IN0089928	ELEMENTARY GENERAL ED.//SUPPLIES/	0	1,969.57 1,969.57	
13586 ISCORP 01 E 005 110 000 000 350		08/13/2012	652905	skyward finance ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/	0	195.50 195.50	195.50
13587 KRIS JACOBSON 01 E 005 810 191 000 350		08/13/2012	1	LAWNMOWER REPAIR OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	90.97 90.97	90.97
13588 JIM'S CLOTHING & SPORTING GOOD 01 E 300 294 211 000 401		08/13/2012	2	TAPE BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL	0	957.60 957.60	1,197.00
01 E 300 296 209 000 401			3	TAPE GIRLS ATHLETICS//GENERAL SUPPLIES/VOLLEYBALL	0	143.64 143.64	
01 E 300 296 224 000 401			4	TAPE GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS	0	47.88 47.88	
01 E 300 292 226 000 401			71472	TAPE BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/CROSS COUNTRY	0	47.88 47.88	
13589 JOHNSON FLOOR SANDING 01 E 005 810 502 000 522		08/13/2012	1	elem. gym OPERATIONS AND MAINTENANCE//BUILDING IMPROVEMENTS/MAINT	0	5,400.00 5,400.00	12,425.00
01 E 005 810 502 000 522			2	hs aud. OPERATIONS AND MAINTENANCE//BUILDING IMPROVEMENTS/MAINT	0	7,025.00 7,025.00	
13590 K-12 SCHOOL SUPPLIES LLC 01 E 100 203 402 000 430		08/13/2012	25132	ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE	0	107.43 107.43	107.43
13591 CHRISTINA A KOLBASUK 01 E 005 810 126 000 401		08/13/2012	1	SHOES PER CONTRACT OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CUSTODIAL	0	50.99 50.99	50.99
13592 LAKESHORE LEARNING MATERIALS 01 E 100 201 000 000 430		08/13/2012	2161100812a	KINDERGARTEN//SUPPLIES/	0	401.35 401.35	1,029.63
01 E 100 201 000 000 430			2161100812B	KINDERGARTEN//SUPPLIES/	0	206.48 206.48	
01 E 100 201 000 000 430			2161100812C	KINDERGARTEN//SUPPLIES/	0	147.30 147.30	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 203 404 000 430			2161100812D		0	57.45	
			ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE			57.45	
01 E 100 201 000 000 430			2296340712		0	217.05	
			KINDERGARTEN//SUPPLIES/			217.05	
13593 LEE'S AUTO & DIESEL INC.		08/13/2012	25175	CUTLASS	0	55.00	55.00
01 E 005 810 193 000 350			OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC			55.00	
13594 LEGO EDUCATION		08/13/2012	392617-2		0	80.25	80.25
01 E 100 298 198 000 369			EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/LEGO LEA			80.25	
13595 LIONS CLUB OF GRANITE FALLS		08/13/2012	1	TIM KNAPPER DUES	0	30.00	30.00
04 E 500 505 000 321 820			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/DUES &			30.00	
13596 MAKE MUSIC		08/13/2012	1482543		0	139.00	139.00
01 E 300 258 233 000 430			MUSIC//SUPPLIES/INSTRUMENTAL MUSIC			139.00	
13597 MARSHALL INDEPENDENT		08/13/2012	C21607		0	104.40	104.40
01 E 005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/			104.40	
13598 MATHRACK		08/13/2012	1388		0	481.28	481.28
01 E 100 201 000 000 430			KINDERGARTEN//SUPPLIES/			481.28	
13599 MCDOWALL COMPANY INC.		08/13/2012	1	FINAL	0	69,740.26	69,290.26
01 E 300 850 000 302 520			FACILITIES/CAPITAL OUTLAY/BUILDING CONSTRUCTION/			69,740.26	
01 E 300 850 000 302 520			2	KRANZ REPAIRS - CLIMATEMAKERS	0	-450.00	
			FACILITIES/CAPITAL OUTLAY/BUILDING CONSTRUCTION/			-450.00	
13600 MESPA		08/13/2012	FY13	FY13 DUES	0	877.00	877.00
01 E 100 050 000 000 820			PRINCIPAL'S OFFICE//DUES & MEMBERSHIPS/			877.00	
13601 MN DEPT. OF EDUCATION		08/13/2012	FY12	OVERPAYMENT	0	5,744.00	5,744.00
01 L 212 00			GENERAL FUND/DUE TO OTHER GOVT UNITS			5,744.00	
13602 MINNESOTA ELEVATOR, INC.		08/13/2012	251043	INSPECTION	0	319.84	319.84
01 E 005 860 000 347 590			HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP			319.84	
13603 MTI DISTRIBUTING INC.		08/13/2012	861693		0	22.39	22.39
01 E 005 810 193 000 401			OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS			22.39	
13604 MVCC		08/13/2012	#1-FY13		0	100,000.00	100,000.00
01 E 200 420 000 740 396			SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE			100,000.00	
13605 NASCO		08/13/2012	972348		0	444.86	451.12
01 E 300 331 000 830 433			FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA			444.86	
01 E 300 331 000 830 433			979998		0	6.26	
			FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA			6.26	
13606 OFFICE MAX CONTRACT INC.		08/13/2012	175510		0	136.57	493.32
01 E 005 110 000 000 401			ACCOUNTING OFFICE//GENERAL SUPPLIES/			136.57	
01 E 005 110 000 000 401			175713		0	38.92	
			ACCOUNTING OFFICE//GENERAL SUPPLIES/			38.92	
01 E 005 020 000 000 401			309733		0	317.83	
			SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/			317.83	
13607 OLSON SANITATION INC.		08/13/2012	1		0	104.21	104.21
01 E 005 810 000 000 330			OPERATIONS AND MAINTENANCE//UTILITY SERVICES/			104.21	
13608 J.W. PEPPER & SON INC.		08/13/2012	11808393		0	22.94	22.94
01 E 300 258 233 000 430			MUSIC//SUPPLIES/INSTRUMENTAL MUSIC			22.94	
13609 PICHT'S BODY SHOP, INC.		08/13/2012	9919	WINDSHIELD	0	55.00	55.00
01 E 005 810 193 000 350			OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC			55.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
13610	PIONEER VALLEY EDUCATIONAL PRE	08/13/2012	61200		0	203.50	203.50
01 E 100 201 000 000 430				KINDERGARTEN//SUPPLIES/		203.50	
13611	PROF. BINDING PRODUCTS	08/13/2012	ps10150747		0	269.40	269.40
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		269.40	
13612	PURCHASE POWER	08/13/2012	1		0	1,200.00	3,000.00
01 E 100 203 000 000 329				ELEMENTARY GENERAL ED.//POSTAGE AND EXPRESS/		1,200.00	
			2		0	1,200.00	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/		1,200.00	
			3		0	600.00	
01 E 005 020 000 000 329				SUPERINTENDENT'S OFFICE//POSTAGE AND EXPRESS/		600.00	
13613	QUAVERMUSIC.COM, LLC	08/13/2012	1486		0	145.85	145.85
01 E 100 203 407 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/ELEM MUSIC		145.85	
13614	QUILL CORPORATION	08/13/2012	4438500		0	123.46	123.46
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		123.46	
13615	RENAISSANCE LEARNING	08/13/2012	3923551		0	1,707.00	1,707.00
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		853.50	
01 E 100 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		853.50	
13616	RTS	08/13/2012	2	CLKFD	0	1.04	51.00
01 E 025 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		1.04	
			GF	GF	0	49.96	
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		49.96	
13617	RYER PLUMBING INC.	08/13/2012	6584	ART ROOM	0	2,750.00	3,052.23
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		2,750.00	
			6585	FAUCET	0	232.81	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		232.81	
			6586	FACS ROOM	0	69.42	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		69.42	
13618	SAWMILL	08/13/2012	560749	FACS CABINETS	0	23,142.54	23,142.54
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		23,142.54	
13619	EPS- SCHOOL SPECIALTY & INTERV	08/13/2012	1		0	192.50	192.50
01 E 100 203 402 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/2ND GRADE		192.50	
13620	SIMPLEXGRINNELL	08/13/2012	68048681	HIGH SCHOOL	0	282.16	892.16
01 E 005 860 000 363 305				HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/		282.16	
			75410049		0	258.00	
01 E 005 860 000 363 305				HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/		258.00	
			75469140	ELEM	0	352.00	
01 E 005 860 000 363 305				HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/		352.00	
13621	SIOUX FALLS SCHOOL DIST. 49-5	08/13/2012	1	JULY 2012	0	369.88	369.88
01 E 998 408 000 740 392				EMOTION/BEHAVIORAL DISORDER/STATE FUNDED SPECIAL ED/OUT		369.88	
13622	STATE INDUSTRIAL PRODUCTS	08/13/2012	95778263		0	528.86	528.86
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		528.86	
13623	ALLEN L STOECKMAN	08/13/2012	1		0	625.22	681.30
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		625.22	
			22		0	56.08	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		56.08	
13624	SW/WC SERVICE COOPERATIVES - F	08/13/2012	70023-70128	PAPER	0	7,716.74	7,716.74
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		771.67	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		2,778.03	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		1,852.02	
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		463.01	
01 E 350 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		1,389.01	
01 E 300 298 000 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/		463.00	
13625	SW/WC SERVICE COOP - MARSHALL	08/13/2012	36860	1/3 BEHVIOR ANALYST SERVICES CONTRACT	0	1,481.67	1,481.67
01 E 005 408 000 740 396				EMOTION/BEHAVIORAL DISORDER/STATE FUNDED SPECIAL ED/DUE		670.07	
01 E 005 408 000 740 397				EMOTION/BEHAVIORAL DISORDER/STATE FUNDED SPECIAL ED/DUE		212.88	
01 E 005 408 000 740 433				EMOTION/BEHAVIORAL DISORDER/STATE FUNDED SPECIAL ED/IND		6.70	
01 E 005 408 000 740 390				EMOTION/BEHAVIORAL DISORDER/STATE FUNDED SPECIAL ED/TUI		592.02	
13626	TEAM LABORATORY CHEMICAL CORP.	08/13/2012	89127	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	390.75	390.75
01 E 005 810 191 000 410						390.75	
13627	TECH CHECK	08/13/2012	K01KQ4222	SUPPORT HOURS TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	0	2,993.90	2,993.90
01 E 200 612 000 302 555						2,993.90	
13628	TEXTBOOK WAREHOUSE	08/13/2012	510168618	PSEO WRITING BOOKS	14	2,421.30	2,421.30
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		2,421.30	
13629	TIME FOR KIDS	08/13/2012	1	ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE	0	221.00	486.20
01 E 100 203 405 000 430						221.00	
01 E 100 203 403 000 430			10	ELEMENTARY GENERAL ED.//SUPPLIES/3RD GRADE	0	265.20	265.20
13630	TJOSVOLD EQUIPMENT	08/13/2012	102564	TORO OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	48.82	48.82
01 E 005 810 191 000 350						48.82	
13631	TREND ENTERPRISES INC	08/13/2012	1770390	ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE	0	41.26	71.92
01 E 100 203 404 000 430						41.26	
01 E 100 201 000 000 430			1773602	KINDERGARTEN//SUPPLIES/	0	30.66	30.66
13632	TRUE VALUE-GF/MONTE	08/13/2012	1	SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/ OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/ OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	550.18	550.18
01 E 005 020 000 000 401						49.99	
01 E 005 810 000 000 410						202.85	
01 E 005 810 191 000 410						297.34	
13633	Vendor Continued Void	08/13/2012					0.00
13634	VISA	08/13/2012	1	UPS- LABELS	0	12.74	805.76
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		12.74	
01 E 300 640 000 307 367			2	MDE WORKSHOP STAFF DEVELOPMENT/STAFF DEV. 25% EX. SITE/TRAVEL-PROFES	0	215.00	215.00
01 E 300 220 000 000 430			3	AMAZON.COM ENGLISH//SUPPLIES/	0	6.08	6.08
01 E 200 612 199 000 320			4	VERIZON TECHNOLOGY//COMMUNICATIONAL SERVICES/KAREN MCCOY	0	120.00	120.00
01 L 230 33			5	VERIZON GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	-60.00	-60.00
01 E 300 296 224 000 401			6	TENNIS UNIVERSAL GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS	0	260.85	260.85
01 E 300 296 224 000 401			7	SHIPPING GIRLS ATHLETICS//GENERAL SUPPLIES/TENNIS	0	2.09	2.09
01 E 005 020 000 000 367			8	REGISTRATION BOSS SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/	0	249.00	249.00
13635	WEST CENTRAL TRIBUNE	08/13/2012	1086886	BOARD OF EDUCATION//PRINTING/ADVERTISING/	0	106.02	106.02
01 E 005 010 000 000 380						106.02	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
13636	WEST MUSIC	08/13/2012	51710568		0	99.85	99.85
01 L	230 36			GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY		99.85	
13637	W.T. COX SUBSCRIPTIONS	08/13/2012	2935152		0	198.79	198.79
01 E	100 620 000 000 401			EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		198.79	
13638	XCEL ENERGY	08/13/2012	1		0	62.24	62.24
01 E	025 810 184 000 330			OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		62.24	
13639	Vendor Continued Void	08/13/2012					0.00
13640	YME SCHOOLS-ADM	08/13/2012	13505	MORGAN SVOBODNY	0	157.50	2,707.63
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		157.50	
			13506	WESTERN FAMILY AQUATIC CENTER	0	205.00	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		205.00	
			13507	PIZZA RANCH	0	307.50	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		307.50	
			13508	MARSHALL WORK FORCE CENTER	0	15.00	
01 E	005 020 000 000 367			SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/		15.00	
			13509	DORENE FRANZMEIER	0	70.00	
04 R	500 000 000 321 050			COMMUNITY EDUCATION/FEES FROM PATRONS/		70.00	
			13510	ACMC-G FALLS	0	108.30	
01 L	215 98			GENERAL FUND/DEDUCTIONS PAYABLE/DED. ADJUSTMENTS		108.30	
			13511	AARP	0	124.00	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		124.00	
			13512	ADVOCATE TRIBUNE	0	89.10	
01 E	300 050 000 000 401			PRINCIPAL'S OFFICE//GENERAL SUPPLIES/		89.10	
			13513	POSTMASTER	0	119.50	
04 E	500 590 000 321 329			OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN		119.50	
			13514	GTS ED EVENTS	0	95.00	
01 E	005 020 000 000 366			SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		95.00	
			13515	GF BANKS	0	1,200.00	
01 E	300 298 216 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		1,200.00	
			13516	MN DEPT OF HEALTH	0	35.00	
01 E	005 010 000 000 899			BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		35.00	
			13517	YME STUDENT PROGRAMS	0	181.73	
01 E	300 298 216 000 899			EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		181.73	
13641	ZEP MANUFACTURING CO	08/13/2012	57456167		0	722.10	722.10
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		722.10	

93 Computer Check(s) For a Total of 283,458.93

	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
	93	Computer	Checks For a Total of	283,458.93
Total For	93	Manual, Wire Tran, ACH & Computer	Checks	283,458.93
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	283,458.93

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	6,238.20	0.00	274,593.00	280,831.20
04	COMMUNITY SERVICE	0.00	70.00	2,547.75	2,617.75
09	TRUST FUND	9.98	0.00	0.00	9.98

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13533	ROBBIN R BENDEL 04 E 500 590 000 321 366	08/13/2012	1	OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH	0	21.84	21.84
13534	BENNETT & BENNETT INC. 01 E 005 760 000 721 361	08/13/2012	1	SUMMER SCHOOL PUPIL TRANSPORTATION/SUMMER SCHOOL TRANSP REG/BUS CONTR	0	2,851.14	2,851.14
13535	CITY OF CLARKFIELD 04 E 500 560 000 321 305	08/13/2012	1	POOL LEVY 6-30-12 RECREATION-SWIM POOL/COMMUNITY EDUCATION/PROFESSIONAL F	0	49,334.80	49,334.80
13536	CITY OF GRANITE FALLS 04 E 500 505 000 321 450	08/13/2012	1	SUMMER REC COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	-1,336.36	3,103.14
			2	SUMMER REC COMMUNITY EDUCATION/FEES FROM PATRONS/	0	4,439.50	4,439.50
13537	CLINICARE CORPORATION 01 E 998 420 000 740 392	08/13/2012	237986	JUNE SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/OUT	0	1,671.72	1,671.72
13538	HEARTLAND AUDIO 01 E 300 211 000 000 899	08/13/2012	1161	SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/	206	1,208.75	1,208.75
13539	KILOWATT COMMUNITY CENTER 01 E 300 211 000 000 370	08/13/2012	1	COOKING CLASS SECONDARY EDUCATION GENERAL//RENTALS AND LEASES/	0	600.00	700.00
			2	TENNIS EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/	0	100.00	100.00
13540	MUSIC MART 01 E 300 258 233 000 350	08/13/2012	1	REPAIRS MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC	0	1,212.16	1,212.16
13541	MUSIC STREET 01 E 300 258 233 000 350	08/13/2012	1	MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC	0	2,355.00	2,355.00
13542	MVCC 01 E 005 420 188 000 220	08/13/2012	12-49	FY12 HEALTH LOA SPECIAL EDUCATIONAL GENERAL//GROUP HOSPITALIZATION/EXTE	0	14,657.31	31,495.33
			12-49-	FY12 TRA-LOA SPECIAL EDUCATIONAL GENERAL//MN SCH DIST - REIMBURSEMEN	0	16,838.02	16,838.02
13543	NEWMIND GROUP INC. 01 E 005 790 735 315 305 01 E 200 612 900 000 401	08/13/2012	104793	CHROMEBOOKS OTHER PUPIL SUPPORT SERVICES/INTEGRATION/PROFESSIONAL F TECHNOLOGY//GENERAL SUPPLIES/ONE TIME	0	12,870.00	12,870.00
13544	RATWICK, ROSZAK & MALONEY, P.A 01 E 005 150 000 000 305	08/13/2012	50774	LEGAL SERVICES//PROFESSIONAL FEES/	0	1,088.90	1,088.90
13545	RICOH USA INC 01 E 300 211 000 000 350	08/13/2012	5023350608	HS OFFICE SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV	0	359.29	359.29
13546	SCHAFFFRAN, JANE 01 E 100 640 000 307 367	08/13/2012	1	MATH WORKSHOP STAFF DEVELOPMENT/STAFF DEV. 25% EX. SITE/TRAVEL-PROFES	0	23.23	23.23
13547	SW/WC SERVICE COOP - MARSHALL 01 E 005 380 000 835 391	08/13/2012	36656	TRANSITION- PROJECT DISCOVERY SPECIAL NEEDS/VOC HANDICAPPED/MN SCH DIST - REIMBURSEME	0	519.70	519.70
13548	YME SCHOOLS-ADM 01 E 025 810 000 000 320	08/13/2012	13504	FRONTEIR TELEPHONE OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/	0	177.33	177.33

16 Computer Check(s) For a Total of 108,992.33

	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
	16	Computer	Checks For a Total of	108,992.33
Total For	16	Manual, Wire Tran, ACH & Computer	Checks	108,992.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	108,992.33

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	56,532.55	56,532.55
04	COMMUNITY SERVICE	0.00	4,439.50	48,020.28	52,459.78

***Our Motto: A Community of Learners Building
a Foundation for Future Success!***

Dear Families,

The Bert Raney Elementary staff and I would like to extend a warm welcome to all new and returning students and families. We look forward to working together this year to build a strong sense of respect, self-worth and confidence in your child. We have high expectations for success and academic achievement of all students and believe each student is unique, important, and capable of learning.

This handbook is provided for your information and outlines procedures that relate to the policies adopted by the YME School Board. This handbook is your reference regarding your child's responsibilities and rights based on the expectations and policies adopted by the school district. It is not intended to cover every situation, but is meant as a guide for all to follow. The YME School board approved this handbook and its contents at their August 2012 Board meeting. This handbook may be changed or amended during the school year. Changes will be posted in the office and on our website.

I look forward to meeting you this year and thank you for entrusting your child to our care.

Together in education,

Melissa Hesch

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FINGER TIP FACTS

SCHOOL	BERT RANEY ELEMENTARY
PHONE NUMBER	320-564-4082 ext. 3
FAX NUMBER	320-564-4427
ADDRESS	555 7TH AVE
INTERNET WEB SITE	http://isd2190.org
MOTTO	A COMMUNITY OF LEARNERS BUILDING A FOUNDATION FOR FUTURE SUCCESS
VISION	SUCCESS FOR ALL LEARNERS
MISSION	TO CREATE OPPORTUNITIES FOR ALL INDIVIDUALS TO BE SUCCESSFUL IN AN INCLUSIVE ENVIRONMENT WHERE LIFELONG LEARNING IS NURTURED.
ELEMENTARY PRINCIPAL	MELISSA HESCH
ELEMENTARY SECRETARIES	KATHY ANDERSON, LIZ DEBLIECK
OFFICE HOURS	7:30 A.M. TO 4:00 P.M.
SCHOOL HOURS	8:15 A.M. TO 3:00 P.M.
SUPERINTENDENT OF SCHOOLS	ALLEN STOECKMAN

YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... GRANT VELDE	VICE CHAIR..... STEVE RUPP
CLERK..... JANE HAGERT	TREAS.....TIM OPDAHL

MEMBERS: DAWN ODEGARD, SHELLY WEIR, STEVE ZUMHOFE

BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN/FIRST	KRISTINA BLACKWELDER, ANGIE JANS, MARY JENSEN, PEGGY KVAM, BECKY LEISETH, KERRI SHACKELFORD
SECOND GRADE	BEV IMS, TRICIA JESSEN, JOANELLE SANNERUD
THIRD GRADE	GINGER BALDWIN, STEVE KOETTER, JULIE RUNIA
FOURTH GRADE	JANE SCHAFFRAN, PETE SCHEFFLER
FIFTH GRADE	CINDY LAVIN, JIM WILLIAMS
AMERICAN INDIAN FAMILY LIAISON	HELEN BLUE-REDNER
ART	KARRIE ANDERSON
CUSTODIANS/MAINTENANCE	TIM KNUTSON, TERRY PAULSON, RON POOLER, TODD REISHUS
ELL/ESL	MELISSA LARSON
HISPANIC FAMILY LIAISON	TBD
INTERGENERATIONAL COORDINATOR	ROBIN HENDERSON
MATH SUCCESS COACH	TBD
MUSIC	BETH JAHN
NURSE	CASSIE SUTER
PHYSICAL EDUCATION	MARY GREY
READING CORPS VOLUNTEER	BRENDA NEGEN
RDG. RECOVERY/TITLE I	AMY HOERNEMANN, MARIT RHEINHEIMER
SOCIAL WORKER	MARGO VANMOER
SPECIAL NEEDS	DANA JOHNSON, KIM KVAM, KEISHA LOUWAGIE MELISSA SCHULTE, AMY STEWART, ANGIE WENINGER
SPEECH CLINICIANS	KATIE KNUTSON, THERESA MORITZ
TAG COORDINATOR	ELAINE HALVERSON
YME/MVCC TEACHER ASSISTANTS	MISSY ARNESON, NAOMI BARBER, MARLENE BERG, BERNADETTE CARSTENSEN, SUE DOOSE, JILL FRY, DAWN HALVORSON, DIANE HOFTEIG, PAULA IVERSON, WANDA JOSEPHSON, CARRIE KNUDSON, DONNA KOSAK, JENNIFER LUEPKE, CHAR MIDTHUN, CAROLYN OLSON, PAULA PANITZKE, LORI SCHINDELE, CONNIE TIMM, NANCY TRUDEL, PAM WEBER

PROCEDURES

ACCESS TO SCHOOL RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents or 18-year-old students have the right to review and inspect school records pertaining to the student. Requests should be made to the Elementary Principal who will arrange for the records to be reviewed.

The district discloses directory information from student records. Directory information may include the following: name, address, phone number, date of birth, place of birth, participation in officially recognized school activities, weight, height, past statistics, and year in school of members of athletic teams, dates of attendance, awards received, previous schools attended, and names of parents and guardians. The district will also publish an honor roll. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the elementary school principal by September 15 of each year.

ARRIVAL/DISMISSAL TIME

If your child does not ride the bus, please time his or her arrival for **8:00 a.m.** The elementary cafeteria and gym will be supervised at this time. All students should report to either location. Breakfast will be served from 7:45 - 8:15. Students who would like breakfast in grades K-5 should go directly to the BRE cafeteria. By 8:15 all students should be in their classroom. Students may go to their classrooms when the first bell rings at 8:00 a.m. Classes will begin at 8:15 a.m. and end at 3:00 p.m.

Students being dismissed early by the request of the parent will be required to meet their parents in the office. Likewise, if you choose to pick up your child after school, you will need to meet them in the east entrance lobby or outside the building. There may be emergency situations that require dismissing students from the classroom, but students will then be released only to parents or others cleared by the office.

We are also asking that students be picked up as soon as possible after school and that those who walk home leave the playground right after school. We have no adult supervision of the playground areas after school.

ATTENDANCE

We believe:

- Students with regular attendance achieve better academically at school
- Students with regular attendance are better adjusted to school
- Learning that is lost due to absence can never be adequately replaced
- Students with regular attendance have an understanding of the purpose and direction of their education

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4082 before 9:30 am and leave a message or give the secretary the following information:

Name of student, grade, name of teacher, length and reason for absence, if you will be picking up homework

A student will be marked tardy if he/she arrives at school any time within one hour of the start of the school day, between 8:15 a.m. and 9:15 a.m. If arrival is after 9:15 a.m. a student will be marked absent ½ day. If the student leaves before 1:30 p.m. for the remainder of the day, the students will be marked absent ½ day.

Excused Absence

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed to receive a grade. The state of Minnesota recognizes the following reasons for absence: illness, serious illness in the immediate family, a death in the family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearance, religious instruction, or inclement weather. To be considered excused, the student's parent/guardian may be asked to verify in writing, the reason for the absence from school. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g. legal appointments, religious activities, travel, family vacations, school activities)

Unexcused Absence

Unexcused absences are for reasons not acceptable by school officials. Parents/guardians should not request permission for absence for personal convenience reasons (e.g. baby-sitting, running errands, oversleeping, missing the bus, etc.) Calls and notes not received within 2 days of the absence will be considered unexcused. A doctor's note verifying consecutive absences of three or more days may be required.

1. **Three unexcused absences in a school year will require a conference/home visit with the school social worker to create a plan for improved attendance.**
2. **Five unexcused absences in a school year will result in a parent/guardian and student meeting with the building principal to discuss continued issues.**
3. **Seven unexcused absences in a school year will result in truancy/educational neglect charges being filed through the County Child Protective Services.**

Tardy

A student will be considered tardy if he/she arrives at school after 8:15. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. **After three tardies, students will be required to make up lost learning time during recess. Each additional tardy will result in an additional recess and three additional tardies will equal one unexcused absence.**
2. **Five tardies in an 18 week period (semester) is considered excessive.**
3. **Whether a child meets the criteria, or at any point when tardiness begins to impact the child's achievement, it can constitute excessive tardiness. A student who is tardy for an excessive number of days may be dealt with in the same manner as truancy.**

Truancy/Educational Neglect

A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. It is considered educational neglect when a child under the age of 12 is absent from school without lawful excuse for seven days in a school year. The school is legally required to report educational neglect to the County Child Protective Services if the parent provides no excuse or an insufficient excuse, the absence is unexcused.

BEHAVIOR EXPECTATIONS/PBIS

PRIDE - "Practicing Respect in all I Do Everyday!"

PBIS sets building-wide expectations and encourages students to make positive behavior choices. Building expectations are modeled by all staff, displayed in all areas of the building, and are to be followed by all students. See the chart below for the specific expectations:

	All Settings	Hallways	Playground	Cafeteria	Bathroom	Bus
Expectations:						
Respect Myself	Be Safe	Walk	Be Active!	Eat own food	Do your business	Stay seated on bottom
	Be Prepared	Stay in own space	Be Safe	Take your time	Flush	Face forward
	Do Your Best			Stay seated	Wash hands	
	Be Kind	Voices off	Play Safe	Use quiet voice	Use quiet voice	Use quiet voice
Respect Others	Hands to self	Hands to self	Play fair	Hands to self	Give others privacy	Hands to self
	Feet to self	Feet to self	Include others	Feet to self		Feet to self
		Walk to the right	Share equipment	Practice good table manners		
Respect	Keep it clean	Keep it clean	Keep it clean	Keep it clean	Keep it clean	Keep it clean

Property						
	Keep school in good condition	Hands to self	Use equipment properly	Keep your food on your tray	Turn water off	Keep bus in good condition
		Feet to self				

The PBIS process supports the “Above the Line” discipline program that has been used at Bert Raney Elementary.

The goal of this plan is to promote a safe, and caring environment where all students are taught the difference between appropriate and inappropriate behavior.

BIKE SAFETY

If parents approve, students may ride their bicycle to school. Children should follow all bicycle safety rules, which include one person on a bike. We also encourage students to wear bicycle helmets. Students should park their bicycles in the appropriate bike racks. We recommend that only children in the third through the sixth grades ride their bicycles to school.

Children are not permitted to ride their bikes during the school day. Bicycles should be locked in the bike rack as it is not possible to guarantee their supervision.

BIRTHDAY TREATS

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, ice cream treats, pencils, stickers, small notepads, etc. Please make sure that enough treats are sent for all classmates. Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.

We celebrate each student's birthday with a monthly birthday treat given at lunchtime.

BOOKS AND EQUIPMENT

Each student is responsible for the good care and return of all books and equipment. He or she should have respect for all school furnishings. When a child has books at home, it is expected that the parent will assist the child in the proper care of the books and in getting them to return the books as soon as possible to the school.

Books and equipment that are lost or destroyed will be valued based on age. An appropriate fine will be charged to the student who has misplaced or misused the material, according to MN Statute 120.74, subd. 1.

BULLYING

Bullying means any written or verbal expression, physical act or gesture, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another's educational benefits, opportunities, or performance.

Upon receipt of a complaint the school district shall undertake or authorize an investigation by district officials or a third party designated by the school district. The district may take immediate steps to protect the complainant, reporter, or other students pending the completion of the investigation. Upon completion of the investigation the district will take appropriate action. Action may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

BUS TRANSPORTATION

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus.

If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on any other than their assigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus.

Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

State law mandates that all students must meet State Bus Training requirements. Students will be provided with training and must meet the basic requirements to be eligible to ride school buses.

The responsibility of a school bus driver is great. They cannot do a good job if there is much distraction and confusion. The cooperation of bus students and their parents is needed for good bus behavior. Children whose behavior jeopardizes their safety and the safety of others by distracting the driver may lose the privilege of riding. Loss of riding privileges also means that students will not be able to be transported during the school day for field trips. Student misconduct will be reported to the parent by the transportation department. A transportation report form is included in this handbook for your information. Please review it with your child/children. Eating, chewing gum, and/or drinking beverages is prohibited on regular bus routes.

Questions or concerns regarding bus transportation can be directed to Bennett and Bennett Transportation at 320-564-4766.

CELL PHONES

Cell phones are not conducive to a safe, effective learning environment. The use of text messaging and digital camera features at school are violations of confidentiality and infringe on the educational atmosphere. YME will not allow the use of cell phones during the school day. Students are encouraged to leave their cell phones at home, but if they are brought to school must be left in their lockers or backpacks. If phones are used, staff members have been instructed to confiscate the phone and turn it in to the school office. Parents will be called to collect it.

If there is an emergency, please call the office and we will make sure that your student receives the message promptly. All rooms are accessible by email, telephone and/or the intercom and we will deliver messages in a timely manner.

COMMUNITY USE OF SCHOOL FACILITIES

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our physical plant and would like you to see and use it. Call the Community Education office to make arrangements to use the building. 564-4084 x110

CONFERENCES AND REPORT CARDS

Parent-teacher conferences are scheduled in the fall and spring. The purpose of the fall conference is to provide an opportunity for the parent/guardian and the teacher to share information about the child. Fall conferences will be held on October 11th & 16th. The spring conference is to inform the parent/guardian of the child's success in school. Spring conferences will be held on April 4th and April 9th. If needed or desired, parents or teachers may request special conferences at any other time of the year.

Report cards are issued to students in grades 2 through 5 at the end of each quarter. K/1 report cards are issued at the end of each semester. This report reflects the student's performance in terms of his or her maturity and ability. Students are assessed in subject areas as well as in student habits and social growth areas. The following will apply to reporting students' progress:

1. Grades should reflect students' daily work, class participation, and test/quiz results.
2. No "F" will be issued unless parent(s) have been informed of academic concerns prior to the end of the grading period.
3. Special needs students may be graded in a manner determined by the special needs instructor and noted in their Individualized Education Plan.

Individual teachers may also correspond with parents in other ways during the course of the school year. This might include reading and math objective sheets or summary sheets in other areas of the curriculum.

DIRECTORY INFORMATION

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information which it has designated as directory information. (See MSBA/MASA Policy Reference Manual - Model

Policy No. 515.) Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

the student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance (Dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status (e.g. undergraduate or graduate; full-time or part-time); degrees; honors and awards received; and the most recent educational agency or institution attended by the student

Directory information may also include the name, address, and telephone number of the student's parent(s). Data on nonpublic school students collected by a public school is private data and may not be designated as directory information unless prior written consent is given by the child's parent or guardian. Minn. Stat 13.32, Subc. 4a

DISCIPLINE

Bert Raney Elementary is continuing the transition to Positive Behavior Intervention Supports (PBIS). The PBIS process encourages students to make positive behavior choices by following building expectations. Building expectations are taught by classroom instructors, modeled and expected by all staff, and should be followed by all students. The chart on the next page explains the process for assisting a student who exhibits an inappropriate behavior.

Classroom Managed Behaviors (Minors)					
<u>Disrespectful</u>	<u>Unsafe</u>	<u>Disruption</u>	<u>Teasing</u>	<u>Exclusion</u>	<u>Physical Contact</u>
Back Talking Name Calling Not listening to adults Eye rolling Interrupting others Entering others lockers Hand gestures Peeking in bathroom	Running Throwing objects Physical aggression Rocking chair Not staying with group Misuse of objects Climbing in bathroom	Blurting Bothering others during work time Tardy Refusal to work Not prepared for class Not using work time wisely Disruptive noises	Name calling Insulting Disrespectful verbal or nonverbal behavior that hurts others' feelings or makes them feel bad about themselves	Starting rumors Telling others not to be friends with someone else Actions that would cause someone to be without friends	Pushing Grabbing Slapping Hitting
<p>Warning: Explicit teaching or demonstration of expected behavior Minor Level 1: Teacher conference with student, Minor ticket Minor Level 2 (3rd /4th Minor ticket): Teacher conferences with student, Minor ticket, Loss of lunch privilege, Teacher calls parent Minor Level 3 (5th Minor ticket): Teacher conferences with student, Minor ticket, Detention, Office calls parent • Clean Slate Quarterly or after Detention is served</p>					
Office Referral Behaviors (Majors)					
<u>Disrespectful</u>	<u>Unsafe</u>	<u>Disruption</u>	<u>Physical Contact</u>	<u>Threats of Violence</u>	<u>Harassment</u>
Defiance Destruction of property	Aggressive play	Continual disruption	Fighting Kicking	Verbal Nonverbal	Racial Ethnic

Dress code violation Physical Harm to others Stealing Swearing	Hurting self or others Serious bathroom offenses Threats Weapons	Meltdowns Refusal to work Refusal to cooperate Repeated loud outbursts	Punching Hitting	Against students Against property	Sexual
<p>Major Level 4: Principal conferences with student, Office Referral Form, Principal selects appropriate consequence, Principal calls parent</p> <p><i>* Office Referral forms are completed by the adult who observes inappropriate behavior or action</i></p> <p><i>* All office referrals will be judged based upon the severity of the behavior or action exhibited</i></p> <p><i>* All office referral behavior consequences will follow the guidelines established in the Bert Raney Elementary Handbook</i></p> <p>* There are some behaviors that are a violation of state law or district policy and will require involvement by the principal, parents, and possibly legal authority.</p>					

DRESS CODE

We believe that there is a positive relationship between dress and attitudes. Students are expected to show good judgment in dress and grooming at all times. We encourage students to dress in a neat and attractive manner that reflects pride in themselves and their school. We urge parents to strongly discourage attention-seeking departures from good taste when children attend school classes. Any appearance that causes adverse comment or undue attention when it detracts from the educational program of the school will not be allowed. When grooming and/or appearance is detrimental to student safety or of questionable taste, this will necessitate a change in appearance and/or grooming. Students will be required to change these items. Students may not wear clothing that advertises for tobacco or alcohol companies or that is sexually suggestive or offensive. Exposed undergarments will not be allowed. No gang related clothing, colors, or symbols will be tolerated. A simple rule is neatness and decency. The atmosphere and general quality of the school is often judged by the action and appearance of students.

Be sure that your children are dressed appropriately for the weather. Children do go out for play and should be dressed each day with this in mind.

DRUG-FREE SCHOOL

It is the goal of District 2190 to maintain a safe and healthful environment for staff and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy. A student who violates this policy shall be subject to discipline in accordance with the district's discipline policy. Such discipline may include suspension or expulsion from school.

EMERGENCY INFORMATION

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them.

It is essential that this record be kept current. A new form should be completed at the beginning of each new school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

EMERGENCY SCHOOL CLOSINGS

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. The following radio stations/TV stations will carry early morning announcements of school closings and also announcements relative to early dismissal because of inclement weather:

Radio Stations: KDMA 1460 AM/KMGM 105.5 /FM - Montevideo/Granite Falls

KMHL 1400 AM - Marshall
WCCO 830 AM - Minneapolis, St. Paul
KLGR 1490 AM - Redwood Falls
KKRC 93.9 FM - Granite Falls
KDJS 95.3 FM - Willmar
K-Q102 102.5 FM- Willmar
KKCK 99.7 FM - Marshall

TV Stations: KARE - Channel 11
KSAX/KSTP - Channel 5 – Alexandria
MVTV - Channel 67 - Granite Falls
WCCO - Channel 4

If your child is to go somewhere other than their normal destination on an early dismissal day, please notify the school in the fall.

ENGLISH LANGUAGE LEARNER PROGRAM

The ELL/ESL program is available to assist students whose first language is one other than English. Students qualify for services based on test scores as well as parent and teacher recommendations. Students who meet the qualifications receive help from a certified English as a Second Language instructor.

FIELD TRIPS

Field trips are planned for each grade level throughout the course of the school year. They are intended to extend the learning that has occurred in the classroom. We believe that it is a privilege that students earn by demonstrating responsible behavior at school on a daily basis. Simply put, this means that the students are responsible for completing their assignments in a timely fashion and have school work up to date at the time of the field trip. It also means that they have demonstrated appropriate behavior both in the classroom and around the school.

According to this policy, students may not be able to attend a scheduled field trip if:

1. Students have assignments that are three or more days past due.
 - They may not be turned in on the morning of the field trip.
 - Parents will be notified three days prior to the field trip that the student's privilege to attend may be denied due to incomplete assignments. They will also be notified the day prior to the field trip if the student will not be allowed to attend.
 - Students not allowed to go on the field trip must be in school or the absence will be recorded as unexcused.

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent. Parents may be asked to assist with these field trips. When trips are made in school buses outside the school district boundaries, parents will be notified.

FOOD SERVICE PROGRAMS

Each family has a food services account and all family members eating in school utilize the same account. Payments can be made to the account on an as needed basis. The program will issue a reminder slip to the student when his/her account has only \$15.00 left in the account. The student should in turn take the reminder slip home to the parents/guardians for additional money to pay on the account the next day at school. Money in the account is used for breakfast and/or lunch payment. Parents must complete an application for reduced/free lunches.

- Costs: *
- * Breakfast for students in grades K-5
 - * Lunch cost is \$2.25 for grades K-4 and \$2.50 for grades 5-12
 - * Reduced lunch price is \$.40
 - * Adult meals cost \$3.50

* K-2 students will be charged a minimal snack fee to cover the cost of snacks for the entire school year. Milk is offered as part of this snack break.

The cost for milk is \$.35 per day or approximately \$7.00 per month, which will be taken directly from your food service account. Even if your child is on the free meal plan, you will be responsible for the cost of the milk. **If you do NOT want your child to have milk during this snack break, please notify the elementary office or your child's teacher.**

FORBIDDEN ITEMS

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, water guns, baseballs (hardballs), bats, or pornography. Students are not allowed to use personal CD/tape players with headsets or MP3/iPods during school hours. These items, plus anything else which causes problems of control at school, will be taken from students. A copy of the district's weapon policy is included at the back of this handbook. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children.

GANG RELATED ITEMS

Our school has a zero tolerance policy relating to gang related paraphernalia. Gang related clothing, colors, or symbols will not be tolerated. Collectible material will be confiscated. Clothing will need to be changed or removed. Students who are not cooperative or continue to wear gang-related clothing or put gang related symbols on clothing, notebooks, and other materials will be removed from school until a conference with parents or guardian occurs to resolve the issue.

GUM POLICY

Our school is a gum free school. Gum is only allowed if given to students by their teacher or other adult.

GYM SHOES/PHY. ED.

It is school policy that children should have tennis shoes for physical education. Shoes should be clean and should not have black soles that mark the floor. We recommend mid-weight shoes with arch supports and cushioned soles.

All students will need a swimsuit and towel for the fall and spring swimming units.

If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

HARASSMENT

The school district prohibits any form of religious, racial, sexual harassment and violence. Any person who believes that he or she has been the victim of such harassment or suspects that such actions have taken place should immediately report the alleged acts to the building principal. Upon receipt of a report, school district officials will conduct an investigation or have one completed by a third party designated by the school district. Upon receipt of a report, the district will take appropriate actions which may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

HEALTH SERVICES

A Health Service Aide is on duty each day to provide health and educational services. The school nurse is available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication, such as an allergy medication or antibiotics, which are administered at home and may affect their attention or behavior at school, please let the nurse and/or teacher know.

Pupils are required to have a certification of their immunizations or the appropriate waiver certificate on file. Students will not be allowed to attend school without proper immunizations.

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician.

The hearing and vision of all children are screened annually. Both can be tested any time by request of the parent or teacher. Health Services will draw the parent's attention to any matters which appear to require professional medical treatment or attention.

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the health service aide so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction.

Children should not return to school unless they have been without a fever for 24 hours after common illnesses such as colds and flu. Guidelines for readmittance to school for the following communicable diseases are:

*Chicken Pox - Readmitted no sooner than 7 days from onset of rash, no fever present and pox must be dry.

*Scarletina and Strep Throat - Readmitted after having been on antibiotics for at least 24 hrs. and no fever present.

*Impetigo - Readmitted after adequate medical treatment or when all lesions are healed.

*Pinkeye (Conjunctivitis) - Readmitted after eyes are clear with no drainage present.

*Head Lice (Pediculosis) - Readmitted after treatment with a pediculocide shampoo and clothes have been laundered. Must be checked by health service on readmission to school.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an appointed staff member. No medication will be given without the written permission from the parent. It must be sent in its original container which is labeled with the child's name.

When a child develops a fever or other symptoms of illness or receives a significant injury, the parent or other person listed on the emergency card will be notified. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

HOMEBOUND OR HOSPITAL INSTRUCTION

Homebound or hospital instruction is available for children who are absent from school due to prolonged illness or disability. A request to the school must be made by the child's physician. After we have that, instruction may be provided by the pupil's regular classroom teacher or other licensed staff. Part-time instruction in the school with part-time instruction in the home is also available to the child who cannot participate in a full time program.

HOMEWORK

Homework policies vary from grade to grade, among teachers, and from subject to subject. Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The general rule is 10 minutes for each grade in school (4th grade = 40 minutes). The amount may vary from day to day.

An at home reading component should also be part of the homework expectation. Students in K/1 should read or be read to nightly. Students in grades 2-5 should read independently every night.

Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

Students having assignments three or more days past due may be required to stay after school until all late work has been completed. Parents will be kept informed and will be notified by the classroom teacher in the event that the student remains after school.

All 3rd, 4th, and 5th graders will be required to have a daily assignment book which is provided by the school. Any questions regarding homework or homework policies should be directed to your child's classroom teacher.

INSURANCE

Information will be sent home prior to the start of school or with your children on the first day of school regarding accident insurance for school age children. This service is provided through a private agency for your convenience. It is completely optional.

The school does not carry insurance for accidents that may occur on the playground or elsewhere. You need to have your own policy in force or purchase accident insurance as described above.

INTERNET ACCEPTABLE USE POLICY

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payment for damages and repairs; suspension, expulsion, or exclusion.

All School District systems equipment and electronic resources must be used for educational or educational related purposes. Unacceptable uses include but are not limited to reviewing, uploading, downloading, storing, printing, posting, transmitting, or distributing:

1. Pornographic, obscene or sexually explicit material
2. Obscene, abusive, vulgar, rude, threatening, disrespectful, or sexually explicit language
3. Materials that use language or images that are inappropriate or disruptive to the educational setting
4. Information that could cause damage or danger of disruption to the educational process
5. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment

KINDERGARTEN REGISTRATION/ORIENTATION

Each spring our school conducts a registration drive for the next year's kindergarten-age classes. Children whose fifth birthdays occur on or before September 1st are eligible for entrance into school. You will need to present a birth certificate at the time of registration. Contact the elementary school office to fill out registration data.

LASER POSSESSION

The Yellow Medicine East school district prohibits the possession of laser lights by students. Students may be suspended from school for up to two days for possessing a laser light in school.

LATEX POLICY

The Yellow Medicine East school board has passed a resolution that no latex products will be allowed in the district school buildings. This resolution was made to address the increasing number of latex allergies to people of all ages. This ban includes balloons, gloves, erasers, or any other product made from latex rubber.

LOCKERS

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of value such as purses, tickets, or money. We request that valuables be left at home. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when we have a reasonable

suspicion that the search will uncover evidence of a violation of law or school rules. As soon as is practical after the search of a student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

All lost articles found at school are kept in a special depository where students or parents may come to claim them.

- * It is a good idea to put your child's name on articles of clothing that may become lost.
- * Encourage your child to check the collection if they are missing something.
- * When an article is lost, don't let time lapse before trying to locate it.
- * Use caution in allowing articles of sentimental or monetary value to be brought to school.

Please call the office with questions. Lost and found articles are usually given to charity prior to the start of a new school year.

MONEY

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. When money is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (Ex. field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

OUTSIDE ACTIVITY AND RECESS

Weather permitting, all students are encouraged and expected to go outdoors during activity and recess periods. We use the following guidelines for requiring students to go outside. Wind chill is the criteria used and is applied as follows:

- * Warmer than 0 degrees -- outside activity/recess for all students.
- * Between 0 degrees and -10 degrees -- activity/recess time shortened.
- * Colder than -10 degrees -- indoor recess for all students.

REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION

The Yellow Medicine East School District believes in the principles of intellectual freedom. Members of the community are welcome to review curriculum and instructional materials. Any parent, guardian, or adult student in District 2190 may express concerns about the content of instructional materials in the district's educational program. Whenever a concern is expressed, the district will respond in accordance with the procedures described in the Procedure for Review of Curriculum Content and Alternative Instruction (copy available in the office) policy. The intent of this procedure is to provide parent and guardians the opportunity to review instructional materials, address concerns and propose alternative instruction for their child. The intent is not to interfere with the rights of others to receive the instruction in question nor does it relieve the student from meeting state and district requirements or essential learner outcomes.

SCHOOL BULLETINS AND NEWSLETTERS

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. These may also be emailed and/or posted on the school web site. You are encouraged to check your email "junk mail" in case some bulletins are blocked by your computer.

SCHOOL PATROL

Students in the fifth and sixth grades serve the school as School Patrol Officers on a volunteer basis. They assist the walking students at the crossings near the school (on 7th Avenue only) both before and after school. All students are asked to respect and obey these officers.

SCHOOL PICTURES/MEMORY BOOK

Our school contracts annually to have pictures taken of the school children during the early part of September. Information regarding prices, times and days will be distributed in a timely fashion. We also publish a Memory Book each spring that contains pictures of all students and a variety of candid shots as well. Information regarding the Memory Book will be sent home with students.

SCHOOL SECURITY

Our district has implemented a proactive security policy in an attempt to make our school a safe place for all our students. The following security procedures have been implemented:

All buildings will be implementing more controlled access. This means that in the morning prior to the start of the school day, only designated doors to our building will be unlocked allowing access into the building.

All other buildings in the district will follow similar procedures. Certain doors will be unlocked and monitored in the morning prior to the start of the school day and will then be locked with limited and controlled access to the building. Signs at each entry door will direct visitors to the doors that are open during the school day.

All visitors to the building will be required to report to the office. Those visitors wishing to visit classrooms or staff outside the office area will be required to sign in and wear a visitor sticker. Visitors entering a classroom or other areas of the school without a sticker will be directed to the office. You are an important part of our school family and we would encourage you to remain active in your child's school life. These policies are meant only to provide increased safety and security.

Although these security measures may be an inconvenience to some degree, it is our belief that the additional security and safety far outweighs the inconvenience. With the various events and incidents around the state and nation, we trust that you will understand why we feel it is important to take extra steps towards building security.

SMOKE FREE ENVIRONMENT

Smoking and the use of tobacco products has been identified as a leading health problem in the United States. Smoking can be hazardous to the health of both smokers and nonsmokers. As a result of concern on the part of the staff, students, citizens, and the Board of Education, smoking and/or the use of tobacco in any form shall be prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Violations to this policy will be handled as outlined in the district's Smoke Free Environment policy.

STUDENT RECORDS

The school has on file the grades, attendance records, standardized test scores and discipline records that have resulted from your child's work since they started school. If your child has attended schools other than Yellow Medicine East, these records will also be on file. The parent or guardian may see the contents of these records by making an appointment with the principal or secretary. You may have copies made of anything in the school record at a cost of \$1.00. You are not permitted to take the original record out of the office. Statements from the parent/guardian may be placed in the student's record if it pertains to school work.

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education.

Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

SUPPLIES

Students are always expected to be prepared for their school work. This includes having work completed and having necessary supplies, especially paper and pencils. Parents are requested periodically to check to make sure their children have all the necessary materials. A school supply list is on the school's website.

TELEPHONE CALLS

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. However, if it is necessary to reach your child's school on a school day between 7:30 a.m. and 4:00 p.m., dial Bert Raney Elementary at 564-4082 ext. 3. The school secretary will relay messages to students.

Student use of the school telephone is discouraged. Students will be allowed to use the phone only in cases of emergency. **After-school plans should be made prior to leaving home in the morning.**

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending meetings at the time your call is made.

TESTING

Students in the second through the fifth grades take standardized ability and scholastic achievement tests in the spring of each year. All 3rd-5th grade students take the Minnesota Comprehensive Assessments. All ESL students take the TEAE or MN-SOLOM test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

TITLE I

The Title I program is available to assist students who are experiencing difficulty in reading and/or math. Any student may qualify for service on test scores and parent and teacher judgments. A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences. Each Yellow Medicine East school will have a Title I program designed for their specific needs and the program will vary between buildings.

VISITORS AND VOLUNTEERS AT SCHOOL

Parents are always welcome at Yellow Medicine East elementary schools. We encourage parents and grandparents or anyone interested, to visit school during the school day. If you wish to visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom might be disruptive to the schedule, such as standardized testing week. Visitors are requested to sign in at the elementary office before visiting other parts of the building. Visiting by children from other schools is discouraged.

We welcome parent volunteers! Each fall a Parent Volunteer form is sent home. If you are interested in some aspect of volunteering, please complete the form and return it to school. You may also contact your child's classroom teacher directly and volunteer your services. Volunteers are an important part of school life and are most welcome and appreciated at Yellow Medicine East elementary schools.

WEAPONS

Yellow Medicine East School District has a Zero Tolerance policy with regard to weapons. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury. Examples of such weapons include, but are not limited to: pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives, fireworks; mace and other propellants; stun guns; ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Consequences for using, possession or distribution of weapons shall include: immediate out-of-school suspension; confiscation of weapon; immediate notification of police; parent or guardian notification; recommendation to the superintendent of dismissal for a period of time not to exceed one year.

**CONTRACT FOR SCHOOL DISTRICT USE IN CONTRACTING WITH THE
MINNESOTA VALLEY COOPERATIVE CENTER FOR THE PURCHASE OF
SERVICES**

THIS CONTRACT, entered into this 1st day of August, 2012, by and between School District #2190, Yellow Medicine East, Granite Falls, Minnesota, (hereinafter referred to as the SCHOOL DISTRICT) and Minnesota Valley Cooperative Center, 450 9th Avenue, Granite Falls, Minnesota, 56241 (hereinafter referred to as the MVCC) witnesses that:

WHEREAS, the Board of Education of Yellow Medicine East, District #2190 is concerned with providing Special Education for youth and adults, and

WHEREAS, cooperation with neighboring districts will result in the greatest efficiency in providing a variety of Special Education programs,

THEREFORE, BE IT RESOLVED: that the Board of Education of Yellow Medicine East, District #2190, desires to purchase Special Education services from the Minnesota Valley Cooperative Center for the 2012-2013 school year.

1. The MVCC shall provide the following services:

A licensed Director of Special Education/Administrative Assistant to work for the Yellow Medicine East School. The Director/Administrative Assistant will provide services in the areas of fiscal management, third party billing, completing applications for State and Federal laws regarding the provision of Special Education services, to insure that Due Process Laws are followed in order to meet compliance with the Office of Monitoring & Compliance, to comply with legal mandates in regard to the Early Intervention Interagency Committee and the Interagency Transition Committee, and to complete other responsibilities as outlined in the Director's Job Description.

Licensed Special Education Instructors/therapists to provide services as determined by identified student needs.

Non-certified paraprofessional staff to provide services as determined by identified student needs.

2. The MVCC shall perform these services at the Yellow Medicine East Schools and out of the MVCC offices housed in Granite Falls.
3. The date the service will begin is August 2012, and shall continue until June 2013, for an estimated cost of \$1,615,311.75. This cost is a budget estimate and may be adjusted at the end of the school year if necessary.
4. The Yellow Medicine East School District shall make payments for the services rendered to MVCC as follows:

The Yellow Medicine East School District will be billed for the cost of Special Education programs through billings, with payments of \$403,827.94 due in August 2012, October, 2012, January, 2013 and March, 2013.

5. The SCHOOL DISTRICT shall monitor the services which the MVCC provides as follows:

To insure that services are being provided on a regular weekly and timely basis. The MVCC will be notified of any deviations in the time allotment.

6. Either party may terminate this Agreement as follows:

Notice must be given to the MVCC and visa versa by March 15th to terminate such service provision.

Signed

YELLOW MEDICINE EAST #2190

By: _____, Chairman

Date: _____, 20____

MINNESOTA VALLEY COOPERATIVE CENTER
450 9TH AVENUE
GRANITE FALLS, MN 56241

By:
Minnesota Valley Cooperative Center

Title: _____

Date: _____, 20____

YELLOW MEDICINE EAST – ISD 2190

Serving the communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run & Upper Sioux

Allen Stoeckman, Superintendent
450 9th Avenue - Granite Falls, MN 56241
Phone: 320-564-4081 - Fax: 320-564-4781



NOTICE

The Yellow Medicine East School Board has designated
Monday, December 10, 2012, at 6:00 p.m.,
for the **2012-2013 Truth in Taxation hearing.**

The hearing will be held in the YME Board Room at
450 9th Avenue in Granite Falls, MN.

YME MIDDLE/HIGH SCHOOL
Michael Meihak, Principal
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4083
Fax: 320-564-4782

BERT RANEY ELEMENTARY
Melissa Hesch, Principal
555 7th Avenue
Granite Falls, MN 56241
Phone: 320-564-4082
Fax: 320-564-4427

ACTIVITIES & COMMUNITY EDUCATION
Tim Knapper, Director
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4084
Fax: 320-564-4781

MVCC - SPECIAL EDUCATION
Cindy Loe, Director
450 9th Avenue
Granite Falls, MN 56241
Phone: 320-564-4084
Fax: 320-564-4781

Dear Parents/Guardians,

YME takes great pride in our students and their families. We provide a positive safe environment for learning and growing. An important part of your child's day is nourishment, which is necessary for children to learn and do their best. We provide a healthy breakfast and lunch for the students and adults of the YME district.

Unfortunately we have been experiencing a problem with overdue accounts that affect our students and the operations of the Food Service. Final billings have been sent out for the school year 2011-2012 and some accounts have been addressed and paid in full, we do appreciate and thank you for your attention to your accounts. Many accounts remain in a negative status and because of this the YME School Board has adopted a new policy for lunch accounts. This policy will become effective immediately, and will affect students with the start of school year 2012-2013.

If you are having difficulty managing a positive account balance, please be sure to fill out and return the "Application for Educational Benefits". Income guidelines change each year, and each year you are required to turn in a new application, even if you have qualified in past years. If an application is not turned in for your family, your status from the previous year will carry over for the first 30 days of school. At the end of the 30 days your family will automatically go to a "Full Pay Status". Applications for Educational Benefits may be obtained on the school web site and will be sent out in the school packets. We can also email them or you can pick them up in the Middle/High School or BRE offices anytime.

Another option that we are offering for those overdue accounts is a payment plan. If you would like to receive forms for payment plans, or if you have questions or concerns about your lunch account you may contact the Food Service Office, by calling 320-564-4081 ext. 174 or by emailing Val Wensauer, Food Service Director @ vwensauer@isd2190.org.

In order for YME to continue with a vital food service department, bills must be paid in a timely manner. Please refer to the policy attached to this mailing.

YME Public Schools
Food & Nutrition Services

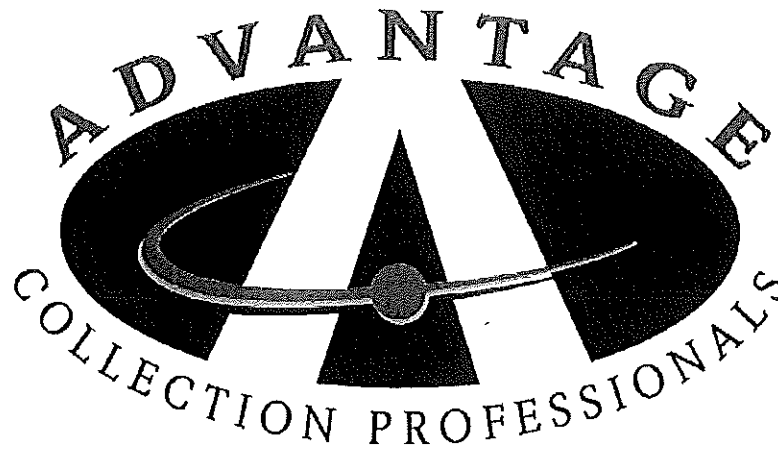
TITLE: Meal Charging Policy

POLICY: It is the policy of Yellow Medicine East Schools to provide nutritious meals to students, staff and visitors. To effectively manage the accounting and assure payment of meals, family account balances must be maintained with a positive balance. The following procedure will be followed consistently for all food service accounts.

PROCEDURE:

1. Food service family account low balance amount is \$10.00
2. When accounts fall below \$10.00 the food service dept. will send out or email a Low Balance notice, at which time payment should be made to keep the account in a positive status.
3. When an account falls into a negative balance the food service will provide the student a sack lunch. A sack lunch will include: cold sandwich, fruit and milk. The student will not be allowed to go through the regular lunch line until the account is back into a positive balance. The student may purchase extra items such as extra milk, or 2nd entrée or breakfast with cash only. For students in the elementary lunch line, the sack lunch will be given at the beginning of the lunch line. For secondary lunch line, the student will be informed at the beginning of the school day that a sack lunch will be provided.
4. Negative account balances that remain for 30 days will be notified that the school will no longer be able to provide meals for their children until the account is addressed with payment to bring it into a positive balance, or notification to Food Service Director and a payment plan is established.
5. Negative account balances that remain for 60 days with no payment or response will be contacted by telephone by school designee and reminded of the households' responsibility to provide meals for their children. The school social worker will also be notified to contact the household.
6. Negative account balances that remain for 90 days will be turned over to a collection agency.

Reminder: Applications for Meal Benefits are sent out to all households with the annual school packet. Please fill out and return your application as soon as possible, your family may qualify for Free or Reduced school meals. Applications for meal benefits may be obtained anytime during the school year by contacting the school office, food service office, or by visiting the school web site. A new application is required each year, even if you have qualified in previous years.



Advantage Collection Professionals, Inc.

Proposal

To:

Yellow Medicine East School District

For:

Account and Check Collection Services

May 22, 2012

Prepared by: Sheri Barnes
Advantage Collection Professionals, Inc.
495 2nd Ave SE
Box 353
Cambridge, MN 55008
763-689-1500-(Main Line)
763-552-5570-(Direct Line)



June 1, 2012

Yellow Medicine East School District
450 9th Ave
Granite Falls, MN 56241

Dear LeAnn:

Thank you for taking the time to speak with me today. Per our conversation I have enclosed some general information about our company and our collection services for you to review you can also visit our website at www.advantagecollections.com for additional information. Our return check collection program is no charge to you! When we collect a check, you receive the face value of the check back plus \$5 of the service fee for each check collected!

As far as regular accounts we would like to offer you a straight 35% contingency rate on all accounts, 45% if the account goes to our Attorneys. We only get paid when we collect for you!

We currently service more than 2500 clients here in Minnesota covering virtually every major industry. Our owners have enjoyed a combined experience of more than 45 years in the collection business.

Frequent client interaction and support, outstanding collection success and very competitive rates help us achieve our goal of total customer satisfaction!

We know that most collection agencies start at the end; therefore, we have developed unique procedures to handle the collection of your accounts. By talking and carefully listening to your customers, we can go back to where the problem began. We reopen communication with customers who have closed their doors to you. We work to eliminate the problems that stand between you and your money. While we are collecting your money, we are also creating an opportunity for individuals to be paying customers again.

I know we can do a great job for you! I would enjoy the opportunity to discuss our services with you. We would also appreciate the opportunity to prove ourselves by working on accounts and checks you may have.

Sincerely,

Mike Walters
Client Development
Advantage Collection Professionals



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Introduction

Advantage Collection Professionals

Prior to opening Advantage, our owners developed and managed the collection department of a well known Law Firm in Hopkins, MN. Their background, knowledge and experience in Minnesota collection law and the collection industry prompted them to open Advantage Collection Professionals. Since then our rapid growth has been driven by their experience and business philosophies, of which number one is Quality Customer Service.

Advantage works with a variety of businesses in an effort to collect their delinquent accounts and bad checks. Our goal is to bring leading edge collection services along with strong customer support philosophies to obtain the best possible collection results.

To us here at Advantage, collection results also include our client's internal success prior to sending accounts over to us! We will share our experiences and strategies with you in an effort to help you collect more internally! That is part of our Quality Customer Service philosophy. One of the ways we do this is through informal meetings, training sessions or conference calls where we share ideas and discuss your internal process, our collections process, what works, and what doesn't! The main idea is to communicate and share ideas with each other to improve collection results both before and after account placement.

Quality Customer Service and excellent collection success is what you get when you team up with Advantage Collection Professionals. We look forward to working with you and your staff very soon!

Firm Characteristics

Summary of Key Employees-

Advantage is owned and operated by Corey Bustrom, Chris Barnes, and Robert Barnes. Corey, Chris, and Bob are responsible for all operations including day-to-day Management, Marketing, Business Development, Sales and Financials.

Corey Bustrom has owned and operated Advantage Collection Professionals since its inception in 1999. His experience includes 4 years at a large collection agency in Minneapolis along with 8 years experience working with two separate collection attorneys here in Minnesota. Corey was the collection manager at each firm and was responsible for implementing new collection programs for both attorneys.

Chris Barnes has also owned and operated Advantage Collection Professionals since its inception in 1999. He has worked as a store manager for an automotive shop located in Fridley, MN. Chris has also worked for a year and a half as a collector at a Minneapolis collection law firm. Chris has experience in management and accounting from previous employment and is responsible for all Human Resource functions, Client Trust reporting, billing, and other accounting issues.

Robert Barnes has 12 years experience in both sales and debt collections as an owner of Advantage Collection Professionals. He has been the Collections Manager for the past 9 years. Robert's past experience includes 25 years as a foreman in a metal fabricating shop where his duties included managing numerous employees, scheduling and coordinating several jobs at one time, and working with other managers and clients regarding all aspects of the business.

Firm Size, Volumes, # of Employees- Advantage operates out of a 3200 square foot office space that is divided among receptionist area, executive offices, collection offices, filing room, and a sales office. Our office is located in a business park in Cambridge, MN.

Advantage is adequately staffed to manage our existing active placements of \$36 million with \$1.5 million in new business monthly. We currently employ 22 people to handle our day to day collection activities. We continue to pursue new client relationships and have a process, and space available, to handle additional future growth as needed.

Our goal is to establish a long lasting professional relationship with our clients strengthened by excellent customer service and communications. We enjoy the opportunity to meet with our clients to discuss our collection success and determine what works for each organization. Our Collectors use our "KIDS GLOVE" approach to collect on delinquent accounts while still maintaining your organizations good name.



Firm Characteristics

Our internal infrastructure is extremely safe, secure, and reliable. We operate our multiple client/server network on a Windows Server platform and have implemented a SonicWall Firewall Appliance to secure and protect our private information. We back up locally using Back Up Exec as well as off site using Storage Guardian in California. Our in-house collection software is 'Collect!' and it is very efficient and reliable. Through Collect we also offer our clients secure online web access to their accounts and reports 24/7. We use a variety of skip tracing websites including Accurint, 411 locate, any who, MN Dept of corrections, MN Nursing Board, Credit Bureaus, Black book online, Google, Freality.com and more. Our collection managers have attended skip tracing seminars offered by the American Collectors Association and continue to work with our staff to improve their skip tracing skills. Our office has taken a paperless approach to filing. We scan any document received from our clients and attach it to the actual collection file. This is very efficient for our staff because they have the information they need for every call at the click of a button.

We continually review and improve our use of resources, hardware, and software technology in an effort to provide the best collections services available.



Uniquely Advantage

Capture more cash from delinquent accounts!

Advantage helps you capture more long term revenue! How? We utilize a number of leading edge resources and internal processes to make this happen including; recruiting and training the right kind of people to handle your customers, utilizing proven technical tools and services to help locate individuals, record payments, and provide feedback to you through the use of flexible reporting capabilities, and ongoing customer support activities to monitor and continually improve our working relationship with you!

In House Training

Advantage will spend time at your location, with your collectors, to discuss current procedures and make any suggestions to help improve your current collection process. We will share our knowledge, expertise and experience with you to help improve your own collection success!

Dedicated Collectors

Our collectors have been trained with our company philosophies in mind. Our unique methods require unique people to handle your accounts. We achieve higher than average success utilizing sensitivity, diplomacy, and state of the art technical tools rather than a heavy-handed approach. Our lower than average collector to client account ratio means our collectors spend more time working on your accounts!

You don't have to lose a customer!

We focus on rehabilitating the customer! We want your customers to come back to you with no hard feelings. Our softer touch and personable attitude helps make this a reality!

We make your customers feel good about the collection process!

We help to educate the customer on the collection process and steps that may occur should the delinquent account remain open. This instills a sense of urgency in the individual to pay the debt in full or begin payment arrangements as soon as possible.

We preserve your good name!

Your good reputation took years to develop. A disgruntled individual can spread bad will very fast. We work to eliminate this by providing a buffer between you and the individual. Our more personable approach with the individual also has a calming effect, which makes the whole process more enjoyable for everyone.



Account Collection Services

Revenue Recovery (Standard Collections)

- Client will be charged no up front fees for this program.
- ACPI will charge no fees on accounts that are not collected.
- Client will be charged 35% for all non-legal accounts and 45% for all authorized legal accounts. **Rates may be lower depending on the volume of placements!**
- ACPI will send Client a Legal Suit Authorization for each account, giving the Client the opportunity to use its discretion to authorize suit on each account.
- ACPI will send letters, make phone calls, report accounts to major credit bureaus, skip-trace, perform asset searches, and use any legal means possible to collect on each individual account.
- ACPI will post all payments received at ACPI's office into a Trust Account and remit funds to the Client at the close of each month.
- ACPI will send accounts to qualified Collection Attorneys upon exhausting all efforts available to ACPI and receiving a signed suit authorization from Client.
- **ACPI will not charge any fees on accounts that are not collected while under the Revenue Recovery Program.**



Bad Check Services

Check Control (Standard Bad Check Collections Program)

This program is free to all clients. Checks less than 2 years old; Clients get back the face amount of the check plus \$5 of the service fee for each check collected!

- No fee program
- Prefer bank authorization, but will accept checks from Client directly
- NSF 1 time if possible
- RCK (Re-deposited check) check is converted to electronic transaction for face amount of check plus service charge of \$30.00 **(no charge to client)**
- Register, Door, and RCK stickers (no charge)
- Client will receive full face value of the check back **plus \$5.00** of the Service Charge for all checks, less than 2 years old, collected by **ACPI**
- On checks 2 years old and older we request a 50% commission of the face value and all of the service fee when collected.



Account Handling Procedures

The activities listed below are minimum requirements based on account size. In most cases there is much more actual activity on each account!

Account Balance under \$10.00

- Accounts under \$10.00 receive 1st letter only, 1 phone attempt and closed after 30 days.
- No Skip-tracing

Account Balance under \$49.99

- Accounts under \$49.99 receive 1st letter, 3 phone attempts (1 in the morning, 1 in the afternoon and 1 in the evening) and sent to legal after 30 days.
- Phase 1 Skip-tracing.

Account Balance \$50.00 to \$99.99

- Accounts \$50.00 to \$99.99 receive 1st letter, 6 phone attempts (2 morning, 2 afternoon, and 2 evening calls) and sent to the legal after 60 days.
- Phase 1 Skip-tracing.

Account Balance \$100.00 to \$299.99

- 1st and 3rd letters
- A minimum of 9 phone attempts (3 mornings, 3 afternoons, and 3 evening calls)
- Phase 1-3 Skip-tracing.
- Send to Legal.

Account Balance \$300.00 to \$999.99

- 1st and 3rd letters
- A minimum of 12 phone attempts (4 mornings, 4 afternoons, and 4 evening calls)
- Phase 1-3 Skip-tracing.
- Send to Legal.

Account Balance \$1000.00 to Infinity

- 1st, 2nd, and 3rd Letters.
- A minimum of 15 phone attempts (5 mornings, 5 afternoons, and 5 evening).
- Phase 1-3 Skip-tracing.
- Send to Legal.



Account Handling Procedures

Checks

- Enter check into system.
- Separate checks that qualify for RCK.
- Verify checks for RCK 2 times (RCK if funds available).
- Run NSF plan if the funds are not available to schedule to a Collector.
- 1st phone attempt after 10 days.
- 2nd phone attempt at 20-30 days.
- Skip-tracing (Public Data, Accurint Directory Assistance, People Search, People at Work, Phone Plus).
- Checks will be forwarded to our attorney for litigation after 31 days if no promise to pay has been made.

Law Firm's Check Handling Procedures

- Receive the check and send a demand letter for the civil penalty
- Call the individual requesting payment on the check
- Skip trace the accounts using multiple internet sites
- Checks are also sent to Accurint for skip tracing
- At 35 days they separate the checks that need to be sued personally (Large balance and multiple check debtors) and the checks that will be served by mail
- At 40 days they send out Summons and Complaint
- Begin assets search on large checks
- They continue to call on the checks that have been sent a summons by mail for a 60 day period
- At 75 days they send another letter so the debtor knows the status of the check
- At 120 days they put the checks into a finalized queue and start the dialer campaign



Client Reports

Client Acknowledgment- Weekly on Mondays

Account Status Reports- Upon request

Trust Statement and Check- Monthly on the first business day

Address Change Notification- Set up upon request (faxed daily)

Close and Return Reports- Upon request

Remote Client Access

Our clients may also access their reports on-line at their own convenience!

Other reports available upon request

Monthly Spin Down Analysis- upon request
(shows collection success for the last 12 months of placements)



Electronic Placements-

Advantage will work with your staff to develop a routine allowing you to place accounts electronically for collection. These electronic placements can be sent to ACPI in many ways including FTP, web page submission, and secure email.

Initiation-

If desirable to the Client, Advantage will meet with your internal collectors to familiarize them with the collection process here at Advantage. This is a great opportunity for us to 'get to know each other' and share collection strategies and successes! Our goal here is to help improve your own success prior to sending it out for collections! We will present our collection processes and philosophies and continually monitor our relationship with you so we always meet, and exceed, your expectations. We will also discuss the electronic placement process between Advantage and your organization.

Collector Staffing-

We pride ourselves on the fact that our Collector to account ratio is much lower than the average agency. We want you to be assured that your accounts are getting the attention they deserve! In order to achieve this, our collectors are working on fewer accounts than at the average agency. This means more attention to your accounts, which means more money for you!

Remote Client Access-

Remote Client Access is a web-based remote access service that offers you a secure connection to your accounts placed at Advantage. It allows you to inquire on accounts by name, social security number, client number and other fields. It also allows you to review account history, create reports, view accounts receivable and statistical information, submit direct payments, and send additional account information.



References

Advantage Collection Professionals, Inc.

Collection References

Available upon request