

Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, March 11, 2013 at 5:30 PM
Regular Meeting
YME Board Room

1. Call to Order	3
2. Approval of Agenda	
3. Approval of February 11, 2013 Meeting Minutes	5
4. Opportunity for Citizens to Speak	
5. Special Reports	
A. Lego League & Robotics Team - A. Hoernemann, A. Holt & Students	
6. Board Committee Reports	
A. Negotiations Committee	
B. Policy Committee	7
C. Buildings & Grounds Committee	
7. Reports	
A. Enrollment Report	9
B. Finance Report	10
C. Bert Raney Elementary Report - M. Hesch	
D. Middle/High School Report - M. Meihak	
E. Superintendent Report - A. Stoeckman	11
8. First Reading - 400 Series Policies	
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B. 402 - Disability Nondiscrimination	14
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9. Action Items	
A. Approval of Bills for Payment	112
B. Amendment of 2012-2013 School Calendar	132
C. Approval of 2013-2014 Integration Budget	133
10. Personnel Items	
A. Part-Time BRE Title Position - C. Michaelson	
B. Leave of Absence Request - Food Service - V. Marthaler	
C. Long Term Substitute - Food Service - C. Kamps	
D. JV Softball Coach - E. Gregoire	
E. Resignation - JH Football & JH Boys Basketball Coach - B. Anderson	
11. Discussion Items	
A. Reproductive Health Meeting	
B. Football Cooperation with RCW	145
12. Upcoming Events	
A. Spring Break - No School for Students - March 28 & 29, 2013 - District	
B. School Board Meeting - April 8, 2013 - YME Board Room - 7:00 pm	
13. Adjourn	

YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: YME School Board Members
From: Allen Stoeckman, Superintendent
Date: March 8, 2013
RE: Board Meeting – March 11, 2013

The agenda notes for the March 11, 2013 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 |
| 3. | Approval of February 11, 2013 Meeting Minutes |
| 4. | Opportunity for Citizens to Speak |
| 5. | Special Reports |
| A. | Lego League & Robotics Teams – A. Holt, A. Hoernemann & Students |
| 6. | Board Committee Reports |
| A. | Negotiations Committee
<i>Met on February 25, March 4, and will after the Board Meeting to discuss Principal contracts.</i> |
| B. | Policy Committee
<i>Met on March 4 to review series 400 policies (Employee) and begin the review of the 500 series policies (Students). My compliments to the committee for their work.</i> |
| C. | Buildings & Grounds Committee
<i>Members met with an ESG representative on March 6 to review the Annual Report energy use.</i> |
| 7. | Reports |
| A. | Enrollment Report
<i>Posted on BoardBook.</i> |
| B. | Finance Report
<i>Posted on BoardBook</i> |
| C. | Bert Raney Elementary Report – M. Hesch |
| D. | YME High School Report – M. Meihak |
| E. | Superintendent Report – A. Stoeckman
<i>Posted on BoardBook.</i> |
| 8. | Policy Update – 400 Series Policies – Employee & Personnel |
| A.–T. | <i>The 400 Series Policies are listed on the agenda and can be found in BoardBook for your review and first reading approval.</i> |
| U. | Removal of Policy 421 – Gifts to Employees |

The Policy Committee feels that this is not a necessary policy and is recommending its removal.

9. Action Items
 - A. Approval of Bills for Payment
List posted on BoardBook.
 - B. Amendment of 2012-2013 School Calendar
The school day missed on February 11 will be made up on March 27 and the school day missed on February 19 will be made up on April 1. The amended calendar is on BoardBook. Recommend approval.
 - C. Approval of 2013-2014 Integration Budget
Robin Henderson has met with Mike Meihak, Melissa Hesch, and me to review the budget. Minor changes are being made from FY13 to meet our integration needs internally and with our partners.

10. Personnel Items
 - A. Part-Time BRE Title Position – C. Michaelson
There are remaining funds in our Title budget that needs to be spent. Cathy Michaelson will work 4-hours/day for 4-days/week for the remainder of the school year. Recommend approval.
 - B. Leave of Absence Request – Food Service - V. Marthaler
Vickie is requesting a leave of absence through the month of March. Recommend approval.
 - C. Long Term Substitute – Food Service – Catherine Kamps
Due to the leave of absence of Vickie Marthaler, Val Wensauer is recommending the employment of Catherine Kamps as a long term substitute. Recommend approval.
 - D. JV Softball Coach – E. Gregoire
Tim Knapper is recommending the approval of Emma Gregoire as the JV softball coach for the 2013 season. Recommend approval.
 - E. Resignation – JH Football & JH Boys Basketball Coach – B. Anderson
Bruce Anderson is resigning his positions as JH football coach and JH boys basketball coach. Bruce has coached in the Clarkfield and YME School Districts for 30 & 24 years respectively. Recommend approval.

11. Discussion Items
 - A. Reproductive Health Meeting Review
A public meeting was held on March 4. The group mentioned getting student input. Char Dahl (Social Worker) and Kristi Anderson (English Teacher) and planning to have students write anonymous letters on the topic of “What information on reproductive health (sex ed) would you like from the school?”
 - B. Football Cooperation with RCW
A meeting was held on March 4 with board members and community members in attendance. Tim Knapper will be in attendance to give an update.

12. Upcoming Events
 - A. Spring Break – No School for Students – March 28 & 29, 2013 – District
 - B. School Board Meeting – April 8, 2013 – YME Board Room – **7:00 pm**

13. Adjourn

**YELLOW MEDICINE EAST ISD #2190
SCHOOL BOARD MEETING MINUTES
MONDAY, FEBRUARY 11, 2013 – 5:30 PM
YME BOARD ROOM**

Board Members Present: Odegard, Opdahl, Rupp, Velde, Zumhofe

Board Members Absent: Hagert, Weir

Community / Staff Members Present: Kathy Anderson, Melissa Hesch, Mary Jensen, Tim Knapper, Peggy Kvam, Karen Norell, Marian Norell, Darrel Refsland, Sharon Rupp, Scott Tedrick, Allen Stoeckman, Denise Streich

Chairman Velde called the meeting to order.

Motion by Zumhofe, second by Odegard and carried to approve the agenda for the meeting – with the addition of an action item and a discussion item.

Motion by Opdahl, second by Rupp and carried to approve the minutes from the January 14, 2013 Board meeting.

Karen Norell addressed the Board regarding a MVCC paraprofessional position at YME.

YME FFA Advisor Darrel Refsland shared the list of students visiting Puerto Rico in March, reviewed their itinerary and a map of their planned adventures.

K-1 Teachers Peggy Kvam and Mary Jensen reviewed a presentation on the Kindergarten-Grade 1 Multiage Program at Bert Raney Elementary and answered questions from Board members.

Tim Opdahl reported on the February 1, 2013 Finance Committee meeting.

Grant Velde reported on the February 1, 2013 Negotiations Committee meeting.

Steve Zumhofe reported on the February 4, 2013 Policy Committee meeting.

Steve Rupp reported on the February 11, 2013 Buildings & Grounds Committee meeting.

Enrollment and fund balance reports were submitted for review.

Bert Raney Elementary Principal Melissa Hesch reported that the reading challenge for the month of February is underway, that guest readers from the YME sports teams have been reading to students, that the PBIS team is meeting to discuss future activities, and that she continues to be involved in the Safe Routes to Schools grant writing process.

YME Middle/High School Principal Mike Meihak submitted a written report.

YME Superintendent Al Stoeckman reviewed his written report and shared that he attended a principal/teacher evaluation workshop with other YME staff members, the possibility of offering a Microsoft Office elective for senior high students, and the additional measures being addressed for building security.

Motion by Rupp, second by Odegard and carried to approve Board bills for payment in the amount of \$533,612.42 with checks numbered 14354 – 14497 and wire transfers in the amount of \$172,645.35 numbered 201200095 – 201200099.

Motion by Zumhofe, second by Rupp and carried unanimously by roll call vote, to adopt a resolution directing administration to make recommendations for reductions.

Motion by Opdahl, second by Odegard and carried to approve the pay equity report, as presented.

Motion by Zumhofe, second by Rupp and carried to increase the homebound teacher pay to \$22.46 per hour, based on BA Step 1.

Motion by Odegard, second by Opdahl and carried to guarantee substitute teachers a half-day pay with increments of an hour thereafter.

Motion by Opdahl, second by Zumhofe and carried to amend the school calendar to hold a full day of school on February 20, 2013 which had previously been designated as a staff development early out for students.

Discussion items included the reproductive health meeting scheduled for March 4 which is open to the public and the creation of a committee to explore options for cooperation of activities with other school districts. Those interested in serving on the committee should contact Tim Knapper.

Upcoming Events

Reproductive Health Meeting – March 4, 2013 – YME Auditorium – 7:00 pm

Board Meeting – March 11, 2013 – YME Board Room – 5:30 pm

The meeting was adjourned by Chairman Velde.

February 4, 2013

<u>Current</u>	<u>MSBA/MASA Review</u>
401 Equal Employment Opportunity (Mandated)	2009, New opening sentence
402 Disability Nondiscrimination (Mandated)	2003, No change
403 Discipline, Suspension, ... District Employees	1999, No change
404 Employment Background Checks	2009, No change
405 Veteran's Preference	2010, Replace
406 Public and Private Personnel Data (Mandated)	2010, One change, added "terms & conditions"
407 Employee Right to Know ... (Mandated)	2009, No change
408 Subpoena of ... District Employee	2008, No change
409 Employee Publications ...	2009, Replace
410 Family and Medical Leave (Mandated)	2010, Replace
412 Expense Reimbursement (Mandated)	2009, Replace
413 Harassment and Violence (Mandated)	2010, Replace
414 Mandated Reporting ... (Mandated)	2010, Replace
416 Drug and Alcohol Testing	2010, No change
417 Chemical Use and Abuse (Mandated)	2008, No change
418 Drug-Free Workplace ... (Mandated)	2008, No change
419 Tobacco Free Environment (Mandated)	2009, Replace
420 Students ... Sexually Transmitted ... (Mandated)	2009, No change
421 Gifts to Employees	Drop
423 Employee-Student Relationships	2009, Replace
424 License Status	2007, No change
425 Staff Development	2009, Under review by SD Committee
501 School Weapons (Mandated)	2008, No change
502 Search of Student Lockers ... (Mandated)	1999, No change
503 Student Attendance	2012, No change
504 Student Dress and Appearance	2009, No change
505 Distribution of Nonschool ...	2008, No change
506 Student Discipline (Mandated)	2008, No change
507 Corporal Punishment	2001, No change
508 Extended School Year ...	2008, No change
509 Enrollment of Nonresident Students	2007, No change
510 School Activities	2000, No change
511 Student Fundraising	2007, No change

March 4, 2013

513 Student Promotion, Retention ...	2010, No change
514 Bullying Prohibition (Mandated)	2010, Add "or group ..."
515 Protection and Privacy ... (Mandated)	2011, Replace
516 Student Medication (Mandated)	2008, No change
517 Student Recruiting	Drop?
518 DNR-DNI Orders	2012, No change
519 Interviews of Students by ...	2003, No change
520 Student Surveys	2010, No change
521 Student Disability Nondiscrimination (Mandated)	2012, Replace
522 Student Sex Nondiscrimination (Mandated)	2003, No change
523 Policies Incorporated ...	2010, No change

524	Internet Acceptable Use ... (Mandated)	2012, Merge local and model policies
525	Violence Prevention ...	2010, No change, ID badges?
526	Hazing Prohibition (Mandated)	2011, Replace
527	Student Use and Parking ...	2002, Use of vehicles during the day?
528	Student Parental, Family, ...	2003, No change
529	Staff Notification of Violent ...	2007, No change
530	Immunization Requirements	2012, Page 3 changes
531	Pledge of Allegiance (Mandated)	2008, No change
532	Use of Peace Officers ... (Mandated)	2012, Replace
533	Wellness (Mandated)	2008, No change

Yearly Review stated in Policy 208

214	Out-of-State Travel
413	Harassment and Violence
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
506	Student Discipline
514	Bullying Prohibition
522	Student Sex Nondiscrimination
524	Internet Use and Safety Policy

YELLOW MEDICINE EAST ENROLLMENT UPDATE 2012-2013

	SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER			JANUARY		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	61			61			60			59			59		
First Grade	59			58			57			57			58		
Second Grade	64			64			64			62			64		
Third Grade	56			57			57			57			57		
Fourth Grade	56			55			55			55			55		
Fifth Grade	51			51			50			49			48		
	347			346			343			339			341		
Sixth Grade		54			54			54			55			55	
Seventh Grade		74			74			73			72			72	
Eighth Grade		64			63			64			63			61	
Ninth Grade		51			51			51			52			53	
Tenth Grade		88			88			86			85			84	
Eleventh Grade		69			69			69			70			69	
Twelfth Grade		69			68			68			68			66	
		469			467			465			465			460	
K-12 TOTAL			816			813			808			804			801

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	FEBRUARY			MARCH			APRIL			MAY			LAST DAY OF SCHOOL		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	59			60											
First Grade	58			57											
Second Grade	65			66											
Third Grade	56			57											
Fourth Grade	56			55											
Fifth Grade	49			49											
	343			344			0			0			0		
Sixth Grade		55			55										
Seventh Grade		71			71										
Eighth Grade		61			61										
Ninth Grade		53			53										
Tenth Grade		83			84										
Eleventh Grade		69			66										
Twelfth Grade		64			63										
		456			453			0			0			0	
K-12 TOTAL			799			797			0			0			0

**Yellow Medicine East #2190
Board Report
Mar-13**

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	5,791,705	3,203,666	64.39%	62.87%
Food Service	404,975	226,516	178,459	55.93%	64.94%
Community Service	342,704	195,131	147,573	56.94%	57.30%
Debt Redemption	77,975	77,475	500	99.36%	99.91%
Debt Red. (Constr. Bonds)	1,061,633	1,060,133	1,501	99.86%	99.91%
OPEB Trust	279,100	109,181	169,919	39.12%	84.52%
OPEB Debt Service	192,645	192,095	550	99.71%	99.71%
Sub-total	11,354,403	7,652,235	3,702,168	67.39%	67.40%
Building Project (Fund 06)	0	0	0		11,386,348
Total	11,354,403	7,652,235	3,702,168		Bldg Expense Includes FY10, FY11, FY12

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

Building Project expended to date: \$11,386,348 (Includes FY12 A/P balance due ESG/Honeywell)

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	66.67%
Contracted August-July	Principals	58.33%
Contracted Sept-August	Teachers/Fd Svc Supv/Nurses	50.00%
12 Month Non-certified	Secretaries	66.67%
12 Month Non-certified	Custodians	61.00%
9 Month non-Certified	Assistants/Cooks	58.00%

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

2/28/2013

Month End Cash Invested	\$2,134,509.83	General Closing Market Value
Contruccion Account (QZABS 8.26 Mil)	\$3,573.63	Facilities Project
Capital/Energy Bonds (QZABS 2.485 Mil)	\$8.12	Facilities Project

Electronic Fund Transfers/LAF Checks

			From	To
2/12/2013	\$ 94.42	RevTrak Fees	LAF	Revtrak
2/13/2013	\$ 250,000.00	Board Accounts Payable (by Check)	LAF	GF Bank
2/22/2013	\$ 2,000.00	Payroll (F&M Bank)	LAF	F&M Bank
2/22/2013	\$ 266,614.14	Payroll (GF Bank direct deposits)	LAF	GF Bank
2/22/2013	\$ 180,000.00	Board Accounts Payable	LAF	GF Bank
2/25/2013	\$ 100,000.00	Board Accounts Payable	LAF	GF Bank
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB **\$1,472,522.91** Ending 2/28/2013

Yellow Medicine East - ISD 2190

Superintendent Report

March 11, 2013

- On February 15, Mike Meihak and I met with Linda Degriselles, Campus Dean of MN West/Granite Falls, to discuss opportunities for YME and MN West to work together on elective offerings for YME students. We want to “invest” in course offerings which will support Science, Technology, Engineering, and Math or STEM.
- On February 20, Elaine Hauger, Kaia Bergeson, Mary Grey, Sheila Koepke, Leanne Carmany, Mike Meihak, and I met to begin the process of drafting a Q Comp plan. Using documents from a webinar we viewed from the Minnesota Department of Education and with phone access to MDE to answer our questions, we were able to begin addressing the 5 components needed in a plan: Career Ladder Advancement, Job-embedded Professional Development, Teacher Observation, Performance Pay, and an Alternative Salary Schedule.
On March 19 the Teacher Evaluation Committee will be meeting to build on the discussion of the Q Comp Committee and combine the needs and expectations of the Teacher Observation component.
- Congratulations to LeeAnn Boushek and the YME District Office staff who complete Financial Reporting in compliance with Minnesota Statutes. YME has been recognized by MDE as a recipient of the **2013 School Finance Award** meeting the criteria of: timely submission, indicators of fiscal health, and accuracy of reporting.

401 EQUAL EMPLOYMENT OPPORTUNITY (Mandatory Policy)

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.
- E. Any person having a question regarding this policy should discuss it with the Superintendent of Schools.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASE Reviewed: 2003

Previous Adoption: March 8, 2010

Reviewed by YME Administrators and Policy Committee: February 2013

First Reading: March 11, 2013

Second Reading: TBD

Adopted: TBD

402 DISABILITY NONDISCRIMINATION POLICY (Mandatory Policy)

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the Superintendent of Schools. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: 29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard

performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure)
Minn. Stat. § 122A.44 (Contracting with Teachers)

Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check.

The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to

provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, school district website, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background
Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of five points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of ten points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran’s preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran’s preference.
- F. The school district’s policy is to use a 100-point hiring system to enable allocation of veteran’s preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran’s preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district’s personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran’s Preference)
 Minn. Stat. § 197.455 (Veteran’s Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

406 PUBLIC AND PRIVATE PERSONNEL DATA (Mandatory Policy)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

IV. PUBLIC PERSONNEL DATA

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

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

§ 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

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

school district in connection with a complaint or charge against an employee.

- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

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

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

- Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

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

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

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent, or infectious agent.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or

serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Training will be provided to all full- and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, or infectious substance as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly-hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be routinely exposed under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The

state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

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Second Reading: TBD

Adopted: TBD

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for 5 years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References:

410 FAMILY AND MEDICAL LEAVE POLICY (Mandatory Policy)

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

C. “Eligible employee” means an employee who has been employed by the school

district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- E. "Outpatient status" means, with respect to a covered servicemember, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- F. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care

provider for oneself, a covered military member, or his/her child;

6. to spend up to five days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member; and
 8. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- G. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- H. “Veteran” has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
 - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to

commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. a "serious injury or illness," in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces) and that manifested itself before or after the member became a veteran.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment,

the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations,

to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Six-week Leave

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a six-week unpaid parenting leave for birth or adoption of a child. The employee may qualify if he or she has worked for the school district for at least 12 consecutive months and has worked an average number of hours per week equal to one-half of the full time equivalent. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and

ends 12 months after that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled

school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)

38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

412 EXPENSE REIMBURSEMENT (Mandatory Policy)

I. PURPOSE

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

II. AUTHORIZATION

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

III. REIMBURSEMENT

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

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

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

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

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

413 HARASSMENT AND VIOLENCE (Mandatory Policy)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school

personnel who is found to have violated this policy.

III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Age” means the person is over the age of 25 years.
 2. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 3. “Familial status” means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
4. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of

substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

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

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of

harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board.

- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

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

human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in

areas accessible to pupils and staff members.

- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety
Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE (Mandatory Law)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C [Child Protection], includes an individual under age 21 who is in foster care.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

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

F. “Nonmaltreatment mistake” means: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required

under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

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

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

Actions which are not reasonable and moderate include, but are not limited to, any of the following that are done in anger or without regard to the safety of the child: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child’s breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child’s behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (9) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (10) in a school facility or school zone, an act by a person responsible for the child’s care that is a violation under Minn. Stat. § 121A.58.

- H. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

- I. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as

defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes threatened sexual abuse.

- J. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- K. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- L. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years to the local welfare agency, police department, county sheriff, or agency responsible for assisting or investigating maltreatment.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.

- D. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- E. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- F. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- G. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or

employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 121A.58 (Corporal Punishment)
 Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 Minn. Stat. § 121A.67 (Aversive and Deprivation Procedures)
 Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
 Minn. Stat. § 260C.007, Subd.4, Clause (5) (Child in Need of Protection)
 Minn. Stat. § 609.02, Subd.6 (Definitions – Dangerous Weapon)
 Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
 Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
 Minn. Stat. § 609.379 (Reasonable Force)
 Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
 Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

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

416 DRUG AND ALCOHOL TESTING

YME contracts with Bennett and Bennett Transportation. This policy has been shared with the busing contractor.

Beginning with Section IV, this policy relates to employees other than bus drivers.

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed is also prohibited throughout the school or work day,

including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle which is designed

to transport 16 or more passengers, including the driver.

5. “Designated Employer Representative” (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the

collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. “Safety-sensitive functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. “Stand Down” means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. “Substance Abuse Professional” (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school

district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, or refusals to be tested (including

verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.

3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal

regulations.

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school

district shall cease attempts to administer the test and state in the record the reasons for not administering the test.

d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

a. A driver or driver applicant may refuse to submit to drug and alcohol testing.

b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.

d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

e. Drivers or driver applicants who refuse to submit to required

testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of

actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.

- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13.

Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

- 1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
- 2. The required records shall be retained for the following minimum periods:

Basic records	5 years
<p>“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.</p>	
Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

- 1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.
- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory

testing, drivers fall within the definition of “other employees” covered by Section IV. of this policy.

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant’s passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and

alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee

or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
4. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
5. "Positive test result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. "Random selection basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.

7. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver’s license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district’s drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the

original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or

rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.

4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon or after hire.
6. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;

3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is

made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

417 CHEMICAL USE AND ABUSE (Mandatory Policy)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.

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

IV. STUDENTS

A. Instruction

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

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program.]

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

3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

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

school location:

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

and proposed for expulsion.

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

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

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

F. School and Community Advisory Team

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

V. EMPLOYEES

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

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

419 TOBACCO-FREE ENVIRONMENT (Mandatory Policy)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked,

absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to

Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Students

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

B. Employees

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

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

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

E. Extracurricular Student Participation

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

F. Precautions

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

pursuant to the school district's employee right to know policy.)

G. Information Sharing

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

H. Reporting

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

I. Prevention

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

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

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

J. Vaccination and Screening

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

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

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

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees)
MSBA/MASA Model Policy 507 (Corporal Punishment)

424 LICENSE STATUS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURE

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

to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

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

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

Cross References:

425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The School Board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a two-year term based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

3. *One Site Professional Development Team will represent Bert Raney Elementary School (PK-5) and one Site Professional Development Team will represent the Middle/High School (6-12).*

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a *Staff Development Plan which will be reviewed and subject to approval annually by the School Board at the August Board meeting.*
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and
 - f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals;
 - d. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will *report to the School Board in January and June* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

1. The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.
 2. The School District will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, Subd. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:
 - a. Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;
 - b. Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;
 - c. Grant application provides for ongoing assessment of professional practice and student performance; and
 - d. Grant application specifies best practices to be addressed.
 3. The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V.A. above.
- C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for the career teacher program.
- D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. *On a yearly basis, the Advisory Staff Development Committee, with the*

assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. *All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. By October 15 of each year, the School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. curriculum development and curriculum training programs;
 - b. staff development training models, workshops, and conferences; and
 - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
14514	ABERDEEN AWARDS	03/11/2013	7315	LETTER PINS	0	200.00	200.00
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		200.00	
14515	ACT	03/11/2013	31258861		0	250.00	250.00
01 E 300 710 000 000 461				COUNSELING/GUIDANCE//STANDARDZED TESTS/		250.00	
14516	ADVOCATE TRIBUNE	03/11/2013	1	LEGALS	0	139.10	1,014.10
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		139.10	
			2	BB PROG.	0	70.00	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		70.00	
			3	PROGRESS EDITION	0	670.00	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		670.00	
			4	PROGRESS EDITION	0	135.00	
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		135.00	
14517	AMERICAN WELDING AND GAS	03/11/2013	1		0	247.13	247.13
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		247.13	
14518	ANOKA-HENNEPIN SCH. DIST. 11	03/11/2013	12057	12-13 READING RECOVERY CONT. CONTRACT	0	1,750.00	1,750.00
01 E 100 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		1,750.00	
14519	APPLE COMPUTER, INC.	03/11/2013	4232265269	ipad	0	499.00	998.00
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		499.00	
			4232265269-	ipad	0	499.00	
04 E 500 582 000 344 430				LEARNING READINESS/LEARNING READINESS/SUPPLIES/		499.00	
14520	AWARD EMBLEM MFG CO	03/11/2013	375351		0	23.32	53.01
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		23.32	
			375351-		0	29.69	
01 E 300 258 233 000 450				MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC		29.69	
14521	BALDWIN, GINGER	03/11/2013	1	EXCEL	0	11.46	11.46
01 E 005 203 733 315 401				ELEMENTARY GENERAL ED./INTEGRATION/GENERAL SUPPLIES/INT		11.46	
14522	Vendor Continued Void	03/11/2013					0.00
14523	Vendor Continued Void	03/11/2013					0.00
14524	Vendor Continued Void	03/11/2013					0.00
14525	BENNETT & BENNETT INC.	03/11/2013	0	BELVIEW RUN	0	2,016.33	82,704.46
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTR. (XWKD TO 36		2,016.33	
			1	REG ROUTES	0	56,221.32	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		56,221.32	
			10	BAND RENT	0	50.70	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		50.70	
			100	3rd grade trip to Dawson	0	133.52	
01 E 005 760 000 714 361				PUPIL TRANSPORTATION/INTEGRATION BUSSING/BUS CONTR. (XW		133.52	
			11	BOWLING	0	30.00	
01 E 005 760 000 725 361				PUPIL TRANSPORTATION/BETWEEN SCHOOLS/BUS CONTR. (XWKD T		30.00	
			111	JH GBB	0	154.40	
01 E 350 296 213 733 361				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR		154.40	
			2	FUEL	0	2,927.04	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		2,927.04	
			20	bbb	0	1,174.15	
01 E 300 294 213 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR.		1,174.15	
			21		0	1,511.45	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 294 221 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR.		1,511.45	
			22	GBB	0	947.01	
01 E 300 294 213 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR.		947.01	
			24		0	491.26	
01 E 300 296 228 733 361				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR		491.26	
			25	ONE ACT PLAY	0	231.53	
01 E 300 298 237 733 361				EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE		231.53	
			27	K. BOWL	0	282.84	
01 E 350 218 000 388 361				GIFTED & TALENTED/TAG (06)/BUS CONTR. (XWKD TO 365 06&0		282.84	
			3	clkfd shuttle	0	1,021.44	
01 E 005 760 000 720 361				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/BUS CON		1,021.44	
			30	MS WRESTLING	0	773.30	
01 E 350 294 221 733 361				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/BUS CONTR.		773.30	
			4	OUT OF DISTRICT	0	7,076.16	
01 E 005 760 000 713 361				PUPIL TRANSPORTATION/OPEN ENROLLMENT/BUS CONTR. (XWKD T		7,076.16	
			40	EXCEL AFTER SCHOOL	0	228.23	
01 E 005 203 733 315 360				ELEMENTARY GENERAL ED./INTEGRATION/CONTRACTORS (NON-BEN		228.23	
			5	ATHLETIC SHUTTLE	0	187.20	
01 E 005 760 000 717 361				PUPIL TRANSPORTATION/LATE ACTIVITY BUS/BUS CONTR. (XWKD		187.20	
			6	SPECIAL ED	0	3,619.04	
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTR. (XWKD TO 36		3,619.04	
			7	SHUTTLE	0	714.00	
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTR. (XWKD TO 36		714.00	
			8	COSMOS RUN	0	2,514.54	
01 E 005 760 000 723 361				PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTR. (XWKD TO 36		2,514.54	
			9	AFTER SCHOOL - 21ST CENTURY	0	399.00	
04 E 500 505 000 882 360				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/CONTRACT		399.00	
14526	LAURA ANNE BRISTLE	03/11/2013	1	TEACHER PARTNERSHIP	0	9.62	9.62
01 E 005 790 000 315 401				OTHER PUPIL SUPPORT SERVICES/INTEGRATION/GENERAL SUPPLI		9.62	
14527	Vendor Continued Void	03/11/2013					0.00
14528	CARL'S BAKERY	03/11/2013	11	CREDIT	0	-130.82	158.14
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		-130.82	
			4740		0	18.24	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		18.24	
			4741		0	14.39	
01 E 005 790 000 315 401				OTHER PUPIL SUPPORT SERVICES/INTEGRATION/GENERAL SUPPLI		14.39	
			4744	ONE ACT PLAY	0	9.60	
01 E 300 298 237 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/ONE ACT PL		9.60	
			4745		0	39.45	
01 E 300 296 213 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		39.45	
			4746	TEACHER MEETING	0	14.06	
01 E 005 790 000 315 401				OTHER PUPIL SUPPORT SERVICES/INTEGRATION/GENERAL SUPPLI		14.06	
			4747	EXCEL	0	58.42	
01 E 005 203 733 315 401				ELEMENTARY GENERAL ED./INTEGRATION/GENERAL SUPPLIES/INT		58.42	
			4748		0	70.11	

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01 E 100 203 362 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ELEM SNAC		70.11	
			9201		0	51.87	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		51.87	
			9202		0	12.82	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		12.82	
14529 LEANNE M CARMANY		03/11/2013	1	BUILDING BRIDGES	0	18.65	106.23
04 E 500 505 000 882 433				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/INDIVIDU		18.65	
			2	SPEECH	0	87.58	
01 E 300 298 237 733 361				EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE		87.58	
14530 CENEX CREDIT CARD		03/11/2013	1	DRIVER'S ED	0	10.36	878.38
04 E 500 505 548 321 442				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GAS & O		10.36	
			2	VEHICLES	0	724.13	
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		724.13	
			3	OUT. MAINT.	0	143.89	
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN		143.89	
14531 CENTURY LINK		03/11/2013	1		0	26.79	216.00
01 E 610 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		26.79	
			22		0	189.21	
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		189.21	
14532 Vendor Continued Void		03/11/2013					0.00
14533 CITY OF GRANITE FALLS		03/11/2013	1	BR WATER/SEWER	0	520.23	12,100.05
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		520.23	
			2	BR ELEC	0	2,694.74	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		2,694.74	
			3	HS WATER/SEWER	0	970.96	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		970.96	
			4	HS ELECTRICITY	0	7,764.63	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		7,764.63	
			5	TRACK	0	24.69	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		24.69	
			6	CARPENTRY	0	12.00	
01 E 300 361 000 000 330				CARPENTRY//UTILITY SERVICES/		12.00	
			8	OUTSIDE MAINTENANCE	0	112.80	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		112.80	
14534 CITY OF GRANITE FALLS		03/11/2013	4133	BUS SERVICE	0	260.40	260.40
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		260.40	
14535 CITY OF GRANITE FALLS		03/11/2013	4137	BB LEASE	0	500.00	500.00
01 E 300 294 215 000 370				BOYS ATHLETICS//RENTALS AND LEASES/BASEBALL		500.00	
14536 COMPVIEW INC		03/11/2013	208441		0	697.96	697.96
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		697.96	
14537 COUNTRYSIDE PUBLIC HEALTH		03/11/2013	1	KITCHEN INSPECTION	0	247.98	247.98
02 E 005 770 000 701 350				FOOD SERVICES/SCHOOL LUNCH/REPAIRS AND MAINTENANCE SVCS		247.98	
14538 DAVE'S ELECTRIC CO		03/11/2013	113767		0	35.30	67.80
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		35.30	
			113929		0	32.50	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		32.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
14539	DEAN FOODS NORTH CENTRAL, INC.	03/11/2013	1		0	2,369.59	2,925.91
02 E	005 770 000 701 495			FOOD SERVICES/SCHOOL LUNCH/MILK/		2,369.59	
			11	BREAKFAST MILK	0	556.32	
02 E	005 770 000 705 495			FOOD SERVICES/BREAKFAST/MILK/		556.32	
14540	DEMCO, INC.	03/11/2013	4895969		0	93.35	93.35
01 E	100 620 000 000 401			EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		93.35	
14541	DIAMOND VOGEL PAINT	03/11/2013	821052914		0	668.36	668.36
01 E	300 255 000 000 450			INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		668.36	
14542	DINN BROS	03/11/2013	16177-14		0	33.00	33.00
01 E	300 258 233 000 430			MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		33.00	
14543	DOLLAR STOP	03/11/2013	1	STATE DANCE	0	70.00	70.00
01 E	300 296 228 000 379			GIRLS ATHLETICS//STATE EXPENSES/DANCELINE		70.00	
14544	EAGLECREST BOOKS	03/11/2013	22785		0	214.50	214.50
01 E	100 203 113 000 401			ELEMENTARY GENERAL ED.//GENERAL SUPPLIES/READING RECOVE		214.50	
14545	EAP CONSULTANTS	03/11/2013	12-13	124 X 1.56	0	193.44	193.44
01 L	230 92			GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		193.44	
14546	Vendor Continued Void	03/11/2013					0.00
14547	ECONOMART	03/11/2013	1	FACS	0	902.53	2,038.39
01 E	300 331 000 830 433			FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA		902.53	
			10	21st century	0	19.92	
04 E	500 505 000 882 433			COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/INDIVIDU		19.92	
			12	science	0	28.09	
01 E	300 260 000 000 430			NATURAL SCIENCES//SUPPLIES/		28.09	
			2	K/1	0	422.71	
01 E	100 203 362 000 899			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/ELEM SNAC		422.71	
			20	ag	0	23.58	
01 E	300 301 501 830 433			AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		23.58	
			21	gbb	0	40.87	
01 E	300 296 213 000 401			GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		40.87	
			25	bbb	0	54.34	
01 E	300 294 213 000 401			BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		54.34	
			3	2ND GRADE	0	293.36	
01 E	100 203 372 000 899			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/SNACKS-2N		293.36	
			4	reading treats	0	37.08	
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		37.08	
			5	integration	0	123.34	
01 E	005 790 000 315 401			OTHER PUPIL SUPPORT SERVICES/INTEGRATION/GENERAL SUPPLI		123.34	
			6	integration	0	16.25	
01 E	005 203 733 315 401			ELEMENTARY GENERAL ED.//INTEGRATION/GENERAL SUPPLIES/INT		16.25	
			8	concessions	0	67.32	
01 L	230 21			GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		67.32	
			9	food service	0	9.00	
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		9.00	
14548	FARM & HOME PUBLISHERS, LTD	03/11/2013	1	CHIPPEWA	0	40.40	80.80
01 E	005 020 000 000 401			SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		40.40	
			2	CHIPPEWA COUNTY	0	40.40	
01 E	005 020 000 000 401			SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		40.40	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
14549	FARMERS UNION OIL CO.	03/11/2013	1		0	160.41	160.41
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		160.41	
14550	FIRST CHOICE FOOD & BEVERAGE S	03/11/2013	10		0	1,335.21	1,324.89
01 L 230 21				GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		1,335.21	
02 E 005 770 000 707 490			2	credit FOOD SERVICES/ALA CARTE/OTHER/FOOD/	0	-53.52	
02 E 005 770 000 707 490			3	ALA CARTE FOOD SERVICES/ALA CARTE/OTHER/FOOD/	0	43.20	
14551	FISHER SCIENTIFIC	03/11/2013	6394118		0	79.50	79.50
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		79.50	
14552	Vendor Continued Void	03/11/2013					0.00
14553	FOOD SERVICES OF AMERICA	03/11/2013	1		0	-56.05	9,979.30
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		-56.05	
01 E 005 110 000 000 899			10	already took credit ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/	0	56.05	
02 E 005 770 000 707 490			2	FOOD SERVICES/ALA CARTE/OTHER/FOOD/	0	113.23	
02 E 005 770 000 701 490			3	FOOD SERVICES/SCHOOL LUNCH/FOOD/	0	8,249.50	
02 E 005 770 000 701 401			4	FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/	0	210.83	
02 E 005 770 000 707 490			5	FOOD SERVICES/ALA CARTE/OTHER/FOOD/	0	321.76	
02 E 005 770 000 707 401			7	FOOD SERVICES/ALA CARTE/OTHER/GENERAL SUPPLIES/	0	29.98	
02 E 005 770 000 705 490			8	FOOD SERVICES/BREAKFAST/FOOD/	0	1,054.00	
14554	GAME ON SPORTS	03/11/2013	OSP301310856	OM	0	27.53	27.53
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		27.53	
14555	GEORGE & GAYLA PROPERTIES LLC.	03/11/2013	1	3RD QTR FY13	0	3,750.00	3,134.89
01 E 025 850 000 000 370				FACILITIES//RENTALS AND LEASES/		3,750.00	
01 E 025 850 000 000 370			2	GAS BILLS FACILITIES//RENTALS AND LEASES/	0	-615.11	
14556	GOOGLE, INC.	03/11/2013	5047853		0	11.92	11.92
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		11.92	
14557	GRANITE FALLS AUTO PARTS	03/11/2013	1	om	0	95.76	205.98
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		95.76	
01 E 005 810 000 000 410			2	new gym air handlers OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	110.22	
14558	GRANITE FALLS OFFICIALS ASSOC.	03/11/2013	1		0	1,215.00	3,135.00
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		1,215.00	
01 E 350 294 213 000 319			2	BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL	0	360.00	
01 E 300 296 213 000 319			3	GIRLS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL	0	1,200.00	
			4		0	360.00	

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01 E 350 296 213 000 319				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		360.00	
14559	GRANITE FLORAL & GREENHOUSE	03/11/2013	88483		0	45.00	134.00
01 E 300 294 221 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/WRESTLING		45.00	
			89286		0	18.00	
01 E 300 296 213 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		18.00	
			89470		0	50.00	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		50.00	
			90028		0	21.00	
01 E 300 294 213 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		21.00	
14560	GREAT PLAINS NATURAL GAS CO	03/11/2013	1	CLARKFIELD	0	20.00	8,579.72
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		20.00	
			10		0	615.11	
01 E 025 810 000 000 370				OPERATIONS AND MAINTENANCE//RENTALS AND LEASES/		615.11	
			20	HS	0	5,725.06	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		5,725.06	
			22	HS	0	2,109.78	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		2,109.78	
			3	O MAINT.	0	109.77	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/OUTSIDE		109.77	
14561	HEARTLAND WOOD PRODUCTS	03/11/2013	198941		0	78.30	78.30
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		78.30	
14562	XIONG HERR	03/11/2013	1	INTERPRETING	0	226.16	226.16
01 E 200 420 000 419 358				SPECIAL EDUCATIONAL GENERAL/94-142 FEDERAL/INTERPRETERS		226.16	
14563	KELLY HESCH	03/11/2013	1	SPED KITCHEN	0	2,103.00	2,103.00
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		2,103.00	
14564	HILLYARD/HUTCHINSON	03/11/2013	600570759		0	2,485.28	3,132.54
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		2,485.28	
			600588243		0	647.26	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		647.26	
14565	INNOVATIVE OFFICE SOLUTIONS	03/11/2013	IN0214700		174	178.90	1,034.35
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		178.90	
			IN0221193		184	106.57	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		106.57	
			IN0230621		196	17.97	
01 E 005 212 732 315 433				ART/INTEGRATION/INDIVIDUAL INST SUPPLIES/INTEGRATION GO		17.97	
			IN0233482		0	730.91	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		730.91	
14566	INTERNATIONAL ACADEMY OF SCIEN	03/11/2013	5780	STUDENT LICENSES	0	39.90	119.70
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		39.90	
			5885	student licenses	0	79.80	
01 E 300 200 000 000 433				POST SECONDARY OPTIONS ENROLL//INDIVIDUAL INST SUPPLIES		79.80	
14567	ISCORP	03/11/2013	656676	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
14568	JEFFREY IVERSON	03/11/2013	1	VOCAL MUSIC	0	7.36	7.36
01 E 300 298 236 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/MUSICAL		7.36	
14569	JMC COMPUTER SERVICE INC	03/11/2013	40937	FY14 MAINT.	0	2,394.76	2,935.96
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		2,394.76	

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01 A	131 00		40938	FY14 LUNCH	0	541.20	
				GENERAL FUND/PREPAID EXPENSE		541.20	
14570	JOSTEN'S	03/11/2013	15541746		0	489.97	489.97
01 E	300 211 165 000 899			SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		489.97	
14571	KDMA - AM	03/11/2013	5535-1	STATE DANCE	0	59.00	248.00
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		59.00	
			5554-1	SEC. 3AA WRESTLING	0	99.00	
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		99.00	
			5559-1	STATE WRESTLING	0	90.00	
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		90.00	
14572	KILOWATT COMMUNITY CENTER	03/11/2013	1	WRESTLING	0	45.00	1,554.00
01 E	300 298 000 000 370			EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		45.00	
			2	BBB-JAN	0	1,200.00	
01 E	300 298 000 000 370			EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		1,200.00	
			3	SPEC. NEEDS	0	34.00	
01 E	005 420 000 000 370			SPECIAL EDUCATIONAL GENERAL//RENTALS AND LEASES/		34.00	
			4	K-1 POOL	0	275.00	
01 E	100 203 000 000 370			ELEMENTARY GENERAL ED.//RENTALS AND LEASES/		275.00	
14573	KLOCKIT	03/11/2013	676387		0	52.08	52.08
01 E	300 255 000 000 430			INDUSTRIAL EDUCATION//SUPPLIES/		52.08	
14574	KNAPPER, TIMOTHY	03/11/2013	1	state danceline rooms	0	1,770.12	1,770.12
01 E	300 296 228 000 379			GIRLS ATHLETICS//STATE EXPENSES/DANCELINE		1,770.12	
14575	KOEPKE, SHEILA	03/11/2013	1	GOOD NEWS CARDS	0	147.99	147.99
01 L	230 09			GENERAL FUND/DEFERRED REVENUE/HIGH SCHOOL CCC (STDNT TC		147.99	
14576	KRANZ CONSTRUCTION	03/11/2013	2050	WRESTLING ROOM	0	5,300.00	5,375.00
01 E	005 850 000 302 522			FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		5,300.00	
			2050-	KITCHEN	0	75.00	
01 E	005 850 000 302 522			FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		75.00	
14577	LAC QUI PARLE COUNTY AUD.	03/11/2013	1	election	0	38.17	38.17
01 E	005 199 000 000 401			SCHOOL ELECTIONS//GENERAL SUPPLIES/		38.17	
14578	SHEILA LAVOIE	03/11/2013	1	FEB. TRANSPORTATION	0	1,012.48	1,012.48
01 E	005 760 723 723 361			PUPIL TRANSPORTATION/HANDICAPPED/BUS CONTR. (XWKD TO 36		1,012.48	
14579	LUTHERAN SOCIAL SERVICE	03/11/2013	208	foster grandparent	0	150.00	150.00
01 L	215 98			GENERAL FUND/DEDUCTIONS PAYABLE/DED. ADJUSTMENTS		150.00	
14580	MACKIN LIBRARY MEDIA	03/11/2013	346116		0	161.83	301.14
01 E	300 620 000 000 470			EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		161.83	
			348112		0	139.31	
01 E	300 620 000 000 470			EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		139.31	
14581	MACMH	03/11/2013	1	CONFERENCE REG.	0	330.00	330.00
01 E	300 640 000 306 367			STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		330.00	
14582	MADD	03/11/2013	1-YME	YME YOUTH JAM	0	90.00	90.00
01 E	300 211 000 000 899			SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/		90.00	
14583	MAXWELL MEDALS & AWARDS	03/11/2013	3091596	gbb	0	69.73	69.73
01 E	300 296 213 000 401			GIRLS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		69.73	

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14584	LONDGREN, KAREN	03/11/2013	1		0	148.52	148.52
01 E 200 612 199 000 366				TECHNOLOGY//TRAVEL-SCHOOL BUSINESS/KAREN MCCOY		148.52	
14585	MECA SPORTSWEAR	03/11/2013	SIP44865		0	163.00	163.00
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		163.00	
14586	MID-AMERICA SPORTS ADVANTAGE	03/11/2013	276725-00		0	152.45	423.80
01 E 300 296 210 000 401				GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL		152.45	
01 E 350 296 210 000 401			276725-00-	GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL	0	200.00	200.00
01 E 300 296 210 000 401			276725-02	LEG GUARDS GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL	0	71.35	71.35
14587	MIDWEST TECHNOLOGY	03/11/2013	2045722-00		0	30.12	30.12
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		30.12	
14588	MN CLAY USA	03/11/2013	74140		0	264.95	264.95
01 E 300 212 000 000 430				ART//SUPPLIES/		264.95	
14589	MINNESOTA ELEVATOR, INC.	03/11/2013	270967		0	319.84	319.84
01 E 005 860 000 347 590				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		319.84	
14590	MN FEED DISTRIBUTORS	03/11/2013	9048	SALT	0	135.00	135.00
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		135.00	
14591	MUSIC MART	03/11/2013	753452		0	29.95	72.17
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		29.95	
01 E 300 258 233 000 430			753854	MUSIC//SUPPLIES/INSTRUMENTAL MUSIC	0	9.00	9.00
01 E 300 258 233 000 450			754533	MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC	0	14.66	14.66
01 E 300 258 233 000 450			756971	MUSIC//MATERIALS PURCH FOR RESALE/INSTRUMENTAL MUSIC	0	18.56	18.56
14592	MVCC	03/11/2013	13-04	SPECIAL ED SERVICES	0	180,000.00	180,000.00
01 E 200 420 000 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		180,000.00	
14593	MVTV	03/11/2013	1	maint. internet	0	47.95	52.95
01 E 200 612 199 000 305				TECHNOLOGY//PROFESSIONAL FEES/KAREN MCCOY		47.95	
01 E 200 612 199 000 305			10	TECHNOLOGY//PROFESSIONAL FEES/KAREN MCCOY	0	5.00	5.00
14594	NASCO	03/11/2013	252998		0	25.80	25.80
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		25.80	
14595	NCS PEARSON, INC.	03/11/2013	3919513		0	212.42	212.42
04 E 500 583 000 354 401				PRE-SCHOOL SCREENING/EARLY CHILDHOOD SCREENING/GENERAL		212.42	
14596	NELSEN'S CLEANERS & LAUNDERERS	03/11/2013	1		0	31.65	31.65
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		31.65	
14597	NORTHWEST CANOE	03/11/2013	1177		0	415.05	415.05
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		415.05	
14598	OFFICE MAX CONTRACT INC.	03/11/2013	64828663		0	24.96	24.96
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		24.96	
14599	OLSON SANITATION INC.	03/11/2013	2097	gf	0	965.96	965.96
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		965.96	
14600	PAN-O-GOLD BAKING CO.	03/11/2013	1		0	518.35	518.35
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		426.75	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		91.60	

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14601	PC MALLGOV	03/11/2013	16466765		0	3,027.20	3,027.20
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		3,027.20	
14602	PITNEY BOWES INC.	03/11/2013	5502140995		51	87.54	87.54
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		87.54	
14603	PRIMARY CONCEPTS	03/11/2013	0200172		0	35.90	35.90
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		35.90	
14604	PROF. BINDING PRODUCTS	03/11/2013	PS10156144		202	93.95	93.95
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		93.95	
14605	QUILL CORPORATION	03/11/2013	9596952		0	91.25	153.09
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		91.25	
			9659819		0	61.84	
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		61.84	
14606	RATWICK, ROSZAK & MALONEY, P.A	03/11/2013	52157	LAWSUIT	0	1,840.25	1,840.25
01 E 005 150 000 000 305				LEGAL SERVICES//PROFESSIONAL FEES/		1,840.25	
14607	DARREL REFSLAND	03/11/2013	1	STATE WRESTLING EXPENSE	0	512.44	512.44
01 E 300 294 221 000 379				BOYS ATHLETICS//STATE EXPENSES/WRESTLING		512.44	
14608	AL RESZEL	03/11/2013	1		0	47.50	204.91
04 E 500 505 000 882 433				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/INDIVIDU		47.50	
			2		0	157.41	
04 E 500 505 000 882 369				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/PARTICIP		157.41	
14609	RICOH USA INC	03/11/2013	88595778	3-13-13 to 6-12-13	0	1,406.91	1,406.91
01 E 100 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		1,406.91	
14610	RICOH-CH	03/11/2013	1038491622		0	300.00	10,164.06
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		300.00	
			1038508805		0	280.00	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		280.00	
			5024928793	1-25-13 to 4-24-13	0	1,193.61	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		1,193.61	
			5025091832	2-1-13 to 1-31-14	0	8,390.45	
01 E 005 020 000 000 350				SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		1,301.93	
01 E 100 203 000 000 350				ELEMENTARY GENERAL ED.//REPAIRS AND MAINTENANCE SVCS/		2,901.93	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		4,186.59	
14611	RILEY BUS SERVICE, INC.	03/11/2013	9178	TARGET CENTER	0	813.25	813.25
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		813.25	
14612	RTS	03/11/2013	1		0	131.68	131.68
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		131.68	
14613	SAWMILL	03/11/2013	1		0	369.02	732.83
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		369.02	
			2		0	11.52	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		11.52	
			3		0	17.97	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		17.97	
			566039	grant (Koepke)	0	102.90	
01 E 300 790 149 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/MISCELLA		102.90	
			566227		0	231.42	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		231.42	

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14614	SCHOLASTIC BOOK FAIRS	03/11/2013	170-1017		0	343.60	999.86
01 E 300 220 000 000 430			ENGLISH//SUPPLIES/			343.60	
			170-1018		0	89.84	
01 E 300 220 000 000 430			ENGLISH//SUPPLIES/			89.84	
			170-1019		0	285.23	
01 E 300 220 000 000 430			ENGLISH//SUPPLIES/			285.23	
			170-1020		0	281.19	
01 E 300 220 000 000 430			ENGLISH//SUPPLIES/			281.19	
14615	SCHOOL HEALTH CORPORATION	03/11/2013	2649122-00		0	273.07	273.07
01 E 200 720 000 000 401			HEALTH SERVICES/NURSE//GENERAL SUPPLIES/			273.07	
14616	SCHOOL NURSE SUPPLY, INC.	03/11/2013	0423600-IN		0	248.92	248.92
01 E 200 720 000 000 401			HEALTH SERVICES/NURSE//GENERAL SUPPLIES/			248.92	
14617	SCHOOL SPECIALTY SUPPLY, INC.	03/11/2013	20810994178		0	37.42	119.61
01 E 100 203 000 000 899			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/			37.42	
			308101534690		0	82.19	
01 E 100 203 000 000 899			ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/			82.19	
14618	SHOPK12, INC.	03/11/2013	1806		0	75.00	287.55
01 E 100 203 404 000 430			ELEMENTARY GENERAL ED.//SUPPLIES/4TH GRADE			75.00	
			1806-		0	64.05	
01 E 100 203 405 000 430			ELEMENTARY GENERAL ED.//SUPPLIES/5TH GRADE			64.05	
			1806--		0	148.50	
01 E 350 203 406 000 430			ELEMENTARY GENERAL ED.//SUPPLIES/6TH GRADE			148.50	
14619	SIMPLEXGRINNELL	03/11/2013	68698486	SUPPRESSION MATERIAL	0	45.00	195.00
01 E 005 860 000 363 305			HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/			45.00	
			75971970	HS KITCHEN	0	150.00	
01 E 005 860 000 363 305			HEALTH & SAFETY EQUIP/FIRE SAFETY/PROFESSIONAL FEES/			150.00	
14620	JEN SNELLER	03/11/2013	1	sb	0	76.91	76.91
01 E 300 296 210 000 401			GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL			76.91	
14621	SOUTHWEST WHOLESALE	03/11/2013	1		0	2,145.95	3,433.06
02 E 005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/			2,145.95	
			2		0	393.17	
02 E 005 770 000 701 401			FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/			393.17	
			3	ALA CARTE	0	80.94	
02 E 005 770 000 707 490			FOOD SERVICES/ALA CARTE/OTHER/FOOD/			80.94	
			4	BREAKFAST FOOD	0	813.00	
02 E 005 770 000 705 490			FOOD SERVICES/BREAKFAST/FOOD/			813.00	
14622	ROBYN J SPEH	03/11/2013	1	FAFSA NIGHT	0	84.77	107.06
01 E 005 790 000 315 401			OTHER PUPIL SUPPORT SERVICES/INTEGRATION/GENERAL SUPPLI			84.77	
			2	FAFSA	0	22.29	
01 E 005 790 000 315 401			OTHER PUPIL SUPPORT SERVICES/INTEGRATION/GENERAL SUPPLI			22.29	
14623	SPORTDECALS INC	03/11/2013	295932	state dance	0	155.85	155.85
01 E 300 296 228 000 379			GIRLS ATHLETICS//STATE EXPENSES/DANCELINE			155.85	
14624	STATE INDUSTRIAL PRODUCTS	03/11/2013	96113949		0	195.94	195.94
01 E 005 810 000 000 410			OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/			195.94	
14625	ALLEN L STOECKMAN	03/11/2013	1		0	101.84	131.74
01 E 005 020 000 000 366			SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/			101.84	

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			2		0	29.90	
01 E 005 610 000 308 401				CURRICULUM CONSULTANT & DEVELOP/STAFF DEV. 25% DIST. WID		29.90	
14626 SW MN PRIVATE INDUSTRY COUNCIL		03/11/2013	1	COLLEGE EXP. DAY	0	435.67	435.67
01 E 005 211 731 315 305				SECONDARY EDUCATION GENERAL/INTEGRATION/PROFESSIONAL FE		435.67	
14627 SW/WC SERVICE COOP - MARSHALL		03/11/2013	38715	WELDING (DR)	0	10.00	10.00
01 E 300 640 000 306 367				STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		10.00	
14628 TAMRAY TECHNOLOGIES		03/11/2013	70060	IT SERVICES	0	1,164.45	1,500.00
01 E 200 612 149 000 530				TECHNOLOGY//EQUIPMENT PURCHASES/MISCELLANEOUS GRANTS		1,164.45	
			70060-	IT SERVICES	0	335.55	
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		335.55	
14629 TAYLOR SALES		03/11/2013	133539		0	88.04	88.04
02 E 005 770 000 707 401				FOOD SERVICES/ALA CARTE/OTHER/GENERAL SUPPLIES/		88.04	
14630 TEACHING STRATEGIES		03/11/2013	188991		0	136.42	2,478.83
04 E 500 582 000 344 430				LEARNING READINESS/LEARNING READINESS/SUPPLIES/		136.42	
			189635		0	2,342.41	
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		2,342.41	
14631 TECH CHECK		03/11/2013	0022288	POWER SUPPLY	0	199.00	199.00
01 E 200 612 199 000 401				TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		199.00	
14632 TECHNICAL SOLUTIONS OF MADISON		03/11/2013	4247	DOOR ACCESS	0	7,348.87	8,779.87
01 E 005 850 000 342 530				FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		7,348.87	
			4248	DOOR ACCESS	0	1,150.00	
01 E 005 850 000 342 530				FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		1,150.00	
			4249	DOOR ACCESS	0	281.00	
01 E 005 850 000 342 530				FACILITIES/SAFE SCHOOLS/EQUIPMENT PURCHASES/		281.00	
14633 THRIFTY WHITE DRUG		03/11/2013	1190835		0	26.68	26.68
01 L 230 38				GENERAL FUND/DEFERRED REVENUE/KIWANIS DONATIONS		26.68	
14634 Vendor Continued Void		03/11/2013					0.00
14635 TRUE VALUE-GF/MONTE		03/11/2013	1		0	78.40	218.05
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		78.40	
			2		0	12.56	
01 E 300 298 236 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/MUSICAL		12.56	
			20	ROBOTICS	0	38.58	
01 E 300 298 194 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/ROBOTICS (38.58	
			3		0	9.99	
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		9.99	
			4		0	35.61	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		35.61	
			5		0	9.98	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		9.98	
			6		0	17.45	
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		17.45	
			8		0	15.48	
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		15.48	
14636 VIKING COCA-COLA		03/11/2013	1		0	910.00	745.00
01 L 230 21				GENERAL FUND/DEFERRED REVENUE/CONCESSIONS		910.00	
			2		0	-165.00	
01 L 230 20				GENERAL FUND/DEFERRED REVENUE/ACTIVITIES/ATHLETIC (COKE		-165.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
14637	Vendor Continued Void	03/11/2013					0.00
14638	Vendor Continued Void	03/11/2013					0.00
14639	VISA	03/11/2013	1	MN TWINS	0	516.00	4,063.99
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		516.00	
			10	VERIZON	0	60.00	
01 E	200 612 199 000 320			TECHNOLOGY//COMMUNICATIONAL SERVICES/KAREN MCCOY		60.00	
			12	AMAZON.COM	0	15.54	
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		15.54	
			13	STAPLES	0	70.53	
04 E	500 590 000 321 401			OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		70.53	
			172	AMAZON	0	18.56	
01 E	100 620 000 000 401			EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		18.56	
			18	TARGET CENTER-DISNEY	0	393.75	
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		393.75	
			19	MASA	0	350.00	
01 E	005 020 000 000 367			SUPERINTENDENT'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/		350.00	
			20	PLASTIC PERFECTION	0	780.00	
01 E	200 612 199 000 401			TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		780.00	
			22	AMAZON	0	270.34	
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		270.34	
			23	amazon	0	320.00	
01 L	230 38			GENERAL FUND/DEFERRED REVENUE/KIWANIS DONATIONS		320.00	
			24	hobbly lobby	0	117.43	
01 E	005 212 732 315 433			ART/INTEGRATION/INDIVIDUAL INST SUPPLIES/INTEGRATION GO		117.43	
			25	doubletree	0	428.52	
01 E	100 640 000 306 367			STAFF DEVELOPMENT/STAFF DEV. 50% SITE/TRAVEL-PROFESS DE		428.52	
			3	HOLIDAY INN (LEGO LEAGUE)	0	338.52	
01 E	300 298 194 000 379			EXTRACURRICULAR ACTIVITIES//STATE EXPENSES/ROBOTICS (FY		338.52	
			4	AMERICINN (WRESTLING)	0	171.64	
01 E	300 294 221 000 401			BOYS ATHLETICS//GENERAL SUPPLIES/WRESTLING		171.64	
			5	MCKENZIE TAXEDERMY	0	109.50	
01 E	300 301 501 830 433			AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		109.50	
			6	AMAZON.COM	0	12.06	
01 E	350 790 149 000 899			OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/MIS		12.06	
			7	AMAZON.COM	0	25.65	
01 E	300 255 000 000 430			INDUSTRIAL EDUCATION//SUPPLIES/		25.65	
			8	NEWEGG.COM	0	17.99	
01 E	200 612 199 000 401			TECHNOLOGY//GENERAL SUPPLIES/KAREN MCCOY		17.99	
			9	AMAZON.COM	0	47.96	
01 E	100 640 000 306 401			STAFF DEVELOPMENT/STAFF DEV. 50% SITE/GENERAL SUPPLIES/		47.96	
14640	WEST CENTRAL TAE KWON DO	03/11/2013	1	FEB - TKD	0	728.00	1,360.00
04 E	500 505 000 321 305			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		728.00	
			2	MARCH- TKD	0	632.00	
04 E	500 505 000 321 305			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		632.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
14641	WEST CENTRAL PETROLINK	03/11/2013	1	STORAGE RENT	0	50.00	50.00
01 E 005 810 000 000 370				OPERATIONS AND MAINTENANCE//RENTALS AND LEASES/		50.00	
14642	WEST CENTRAL TROPHIES	03/11/2013	17487	boys bb	0	55.25	55.25
01 E 300 294 213 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASKETBALL		55.25	
14643	WILLMAR BUS SERVICE	03/11/2013	13-0039	state dance	0	875.00	875.00
01 E 300 296 228 000 379				GIRLS ATHLETICS//STATE EXPENSES/DANCELINE		875.00	
14644	DAVID WINGERT	03/11/2013	11	STATE EXPENSES	0	60.11	60.11
01 E 300 294 221 000 379				BOYS ATHLETICS//STATE EXPENSES/WRESTLING		60.11	
14645	WRIST-BAND.COM	03/11/2013	100226656	WRIST BANDS	193	75.99	75.99
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		75.99	
14646	XCEL ENERGY	03/11/2013	1		0	9.40	35.86
04 E 500 560 000 321 305				RECREATION-SWIM POOL/COMMUNITY EDUCATION/PROFESSIONAL F		9.40	
			11		0	11.54	
04 E 500 560 000 321 305				RECREATION-SWIM POOL/COMMUNITY EDUCATION/PROFESSIONAL F		11.54	
			3		0	14.92	
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		14.92	
14647	YME SCHOOL ACTIVITY ACCOUNT	03/11/2013	1		0	64.25	319.32
01 E 300 620 000 000 470				EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/		64.25	
			11	ROBOTICS	0	124.25	
01 E 300 298 194 000 401				SUPPLIES-HOLT			
				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/ROBOTICS (124.25	
			14	FB-CARL'S BAKERY	0	130.82	
01 E 300 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		130.82	
14648	Vendor Continued Void	03/11/2013					0.00
14649	Vendor Continued Void	03/11/2013					0.00
14650	Vendor Continued Void	03/11/2013					0.00
14651	Vendor Continued Void	03/11/2013					0.00
14652	Vendor Continued Void	03/11/2013					0.00
14653	Vendor Continued Void	03/11/2013					0.00
14654	YME SCHOOLS-ADM	03/11/2013	13713	CASEY FIELD	0	90.00	12,775.18
01 E 300 294 221 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/WRESTLING		90.00	
			13714	GSL HS	0	40.00	
01 E 300 218 000 388 369				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/		40.00	
			13715	JOHN SAUNDERS	0	225.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		225.00	
			13716	CHRIS NERDAHL	0	825.00	
01 E 300 296 228 000 379				GIRLS ATHLETICS//STATE EXPENSES/DANCELINE		825.00	
			13717	POSTMASTER	0	124.25	
04 E 500 590 000 321 329				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN		124.25	
			13718	PIPESTONE ARROW	0	18.00	
01 E 300 298 238 000 369				SPEECH			
				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/SPEECH		18.00	
			13719	ADELA ESPINOZA	0	250.00	
01 E 300 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		250.00	
			13720	SCIENCE MUSEUM	0	756.00	
01 E 005 211 731 315 305				SECONDARY EDUCATION GENERAL/INTEGRATION/PROFESSIONAL FE		756.00	
			13721	BARN THEATRE	0	378.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		378.00	
			13722	PARK SQUARE	0	70.00	
				THEATRE			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 211 731 315 305				SECONDARY EDUCATION GENERAL/INTEGRATION/PROFESSIONAL FE		70.00	
			13723	XCEL ENERGY	0	42.48	
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		42.48	
			13724	BRENT WHERRY	0	225.00	
01 E 300 296 213 000 319				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		225.00	
			13727	MARSHALL INDEPENDENT	0	156.00	
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		156.00	
			13728	NICOLE RUFF	0	352.00	
01 E 300 296 213 000 187				GIRLS ATHLETICS//CERTIFIED EVENT WKRS/BASKETBALL		224.00	
01 E 300 294 213 000 187				BOYS ATHLETICS//CERTIFIED EVENT WKRS/BASKETBALL		128.00	
			13729	MARC CRAIGMILE	0	225.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		225.00	
			13730	PAYNESVILLE SPEECH INVITE	0	25.00	
01 E 300 298 238 000 369				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/SPEECH		25.00	
			13731	MARSHALL JH SPEECH TOURNAMENT	0	8.00	
01 E 300 298 238 000 369				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/SPEECH		8.00	
			13732	JIM SOPLAND	0	70.00	
01 E 005 810 000 000 170				OPERATIONS AND MAINTENANCE//SECRETARIAL,CLERICAL,OTHER/		70.00	
			13733	KIRBY WINSON	0	40.00	
01 E 300 294 221 000 379				BOYS ATHLETICS//STATE EXPENSES/WRESTLING		40.00	
			13734	RITCHIE VOORHES	0	225.00	
01 E 300 294 213 000 319				BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASKETBALL		225.00	
			13735	DARLENE SANTJER	0	35.00	
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		35.00	
			13736	ADRIN SPEECH	0	24.00	
01 E 300 298 238 000 369				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/SPEECH		24.00	
			13737	LYNNE AUSTIN	0	1.80	
02 R 005 000 000 701 601				SCHOOL LUNCH/SALES TO PUPILS/		1.80	
			13738	ALI ATOR	0	80.00	
01 E 300 294 221 000 188				BOYS ATHLETICS//NON CERT EVENT WORKERS/WRESTLING		80.00	
			13739	DANA BALDRY	0	116.00	
01 E 300 294 221 000 188				BOYS ATHLETICS//NON CERT EVENT WORKERS/WRESTLING		16.00	
01 E 300 296 213 000 188				GIRLS ATHLETICS//NON CERT EVENT WORKERS/BASKETBALL		100.00	
			13740	KENDAL BORNING	0	116.00	
01 E 300 294 221 000 188				BOYS ATHLETICS//NON CERT EVENT WORKERS/WRESTLING		116.00	
			13741	LINDA HALVORSON	0	32.00	
01 E 300 294 213 000 188				BOYS ATHLETICS//NON CERT EVENT WORKERS/BASKETBALL		32.00	
			13742	KRISTI KLASSEN	0	304.00	
01 E 300 296 213 000 188				GIRLS ATHLETICS//NON CERT EVENT WORKERS/BASKETBALL		304.00	
			13743	ADAM RANEY	0	96.00	
01 E 350 294 213 000 188				BOYS ATHLETICS//NON CERT EVENT WORKERS/BASKETBALL		16.00	
01 E 350 296 213 000 188				GIRLS ATHLETICS//NON CERT EVENT WORKERS/BASKETBALL		80.00	
			13744	JEFF WILKE	0	104.00	
01 E 300 294 221 000 188				BOYS ATHLETICS//NON CERT EVENT WORKERS/WRESTLING		104.00	
			13745	GREEN MILL RESTAURANT	0	424.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		424.65	
			13746	PLYMOUTH PLAYHOUSE	0	635.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		635.00	
			13747	SUE HOLIEN	0	32.00	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		32.00	
			13748	DARLENE KNUTSON	0	79.00	
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		79.00	
			13749	SUE HOLIEN	0	79.00	
04 R 500 000 000 321 050				COMMUNITY EDUCATION/FEES FROM PATRONS/		79.00	
			13750	MORRIS SPEECH INVITATIONAL	0	8.00	
01 E 300 298 238 000 369				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/SPEECH		8.00	
			13751	MONTEVIDEO SPEECH INVITATIONAL	0	24.00	
01 E 300 298 238 000 369				EXTRACURRICULAR ACTIVITIES//PARTICIPATION FEES/SPEECH		24.00	
			13752	smsu	0	20.00	
09 L 230 75				TRUST FUND/DEFERRED REVENUE/MUSIC ENDOWMENT FUND		20.00	
			13753	paul hoernemann	0	600.00	
01 E 300 298 194 000 379				EXTRACURRICULAR ACTIVITIES//STATE EXPENSES/ROBOTICS (FY		600.00	
			13754	prairie fire theatre	0	160.00	
01 L 230 01				GENERAL FUND/DEFERRED REVENUE/ARTS COUNCIL		160.00	
			13755	MARGIE FLAATA- M. THERAPY (WELLNESS)	0	150.00	
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		150.00	
			13756	REGION 3A	0	5,510.00	
01 E 300 298 216 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		5,510.00	
14655 YME-FOOD SERVICE		03/11/2013	1	BIRTHDAY TREATS	0	13.20	590.71
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		13.20	
			2	N. LINDQUIST	0	21.00	
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		21.00	
			3	WELLNESS - VEGGIE TRAYS	0	70.00	
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		70.00	
			4	KDGTN. KICK OFF	0	382.96	
01 E 100 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		382.96	
			5	2ND GRADE REWARDS	0	103.55	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		103.55	
14656 ZEP MANUFACTURING CO		03/11/2013	9000111261		0	316.87	316.87
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		316.87	

143 Computer Check(s) For a Total of 401,315.70

	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
	143	Computer	Checks For a Total of	401,315.70
Total For	143	Manual, Wire Tran, ACH & Computer	Checks	401,315.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	401,315.70

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	7,435.17	0.00	367,073.28	374,508.45
02	FOOD SERVICE	0.00	1.80	17,258.27	17,260.07
04	COMMUNITY SERVICE	0.00	193.00	9,334.18	9,527.18
09	TRUST FUND	20.00	0.00	0.00	20.00

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
201200108	20130222	ING SERVICE CENTER	20,653.03
201200109		FEDERAL TAX WITHHOLDING	90,171.77
201200110		MN TEACHERS RETIREMENT ASSOC.	35,462.22
201200111		PUBLIC EMPLOYEES RETIREMENT	15,471.24
201200112		STATE TAX WITHHOLDING	14,546.63
	20130222		176,304.89
000014498	20130226	AMERICAN FAMILY LIFE ASSURANCE	300.90
000014499		AMERITAS LIFE INSURANCE CORP.	411.17
000014500		DELTA DENTAL	4,945.30
000014501		GAFFANEY MIKE	626.37
000014502		INTERNAL REVENUE SERVICE	187.00
000014503		MADISON NATIONAL LIFE	2,369.55
000014504		MCDOWELL AGENCY, INC.	8.00
000014505		MN CHILD SUPPORT PAYMENT CTR.	1,321.00
000014506		MSEA	939.23
000014507		154200 NCPERS MN	80.00
000014508		RICHTER, LINDA	849.49
000014509		SCHULTE, TREVOR	400.00
000014510		SELECT ACCOUNT	2,545.00
000014511		SW/WC SVC. COOP - HEALTH INS.	54,594.57
000014512		VERIZON	35.67
000014513		Y.M.E.E.A.	3,199.59
	20130226		72,812.84
000014514	20130311	ABERDEEN AWARDS	200.00
000014515		ACT	250.00
000014516		ADVOCATE TRIBUNE	1,014.10
000014517		AMERICAN WELDING AND GAS	247.13
000014518		ANOKA-HENNEPIN SCH. DIST. 11	1,750.00
000014519		APPLE COMPUTER, INC.	998.00
000014520		AWARD EMBLEM MFG CO	53.01
000014521		BALDWIN, GINGER	11.46
000014525		BENNETT & BENNETT INC.	82,704.46
000014526		BRISTLE, LAURA	9.62
000014528		CARL'S BAKERY	158.14
000014529		CARMANY, LEANNE	106.23
000014530		CENEX CREDIT CARD	878.38
000014531		CENTURY LINK	216.00
000014533		CITY OF GRANITE FALLS	12,100.05
000014534		CITY OF GRANITE FALLS	260.40
000014535		CITY OF GRANITE FALLS	500.00
000014536		COMPVIEW INC	697.96
000014537		COUNTRYSIDE PUBLIC HEALTH	247.98
000014538		DAVE'S ELECTRIC CO	67.80
000014539		DEAN FOODS NORTH CENTRAL, INC.	2,925.91
000014540		DEMCO, INC.	93.35
000014541		DIAMOND VOGEL PAINT	668.36
000014542		DINN BROS	33.00
000014543		DOLLAR STOP	70.00
000014544		EAGLECREST BOOKS	214.50
000014545		EAP CONSULTANTS	193.44
000014547		ECONOMART	2,038.39
000014548		FARM & HOME PUBLISHERS, LTD	80.80
000014549		FARMERS UNION OIL CO.	160.41
000014550		FIRST CHOICE FOOD & BEVERAGE SOLUTIONS	1,324.89

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
000014551	20130311	FISHER SCIENTIFIC	79.50
000014553		FOOD SERVICES OF AMERICA	9,979.30
000014554		GAME ON SPORTS	27.53
000014555		GEORGE & GAYLA PROPERTIES LLC.	3,134.89
000014556		GOOGLE, INC.	11.92
000014557		GRANITE FALLS AUTO PARTS	205.98
000014558		GRANITE FALLS OFFICIALS ASSOC.	3,135.00
000014559		GRANITE FLORAL & GREENHOUSE	134.00
000014560		GREAT PLAINS NATURAL GAS CO	8,579.72
000014561		HEARTLAND WOOD PRODUCTS	78.30
000014562		HERR, XIONG	226.16
000014563		HESCH, KELLY	2,103.00
000014564		HILLYARD/HUTCHINSON	3,132.54
000014565		INNOVATIVE OFFICE SOLUTIONS	1,034.35
000014566		INTERNATIONAL ACADEMY OF SCIENCE	119.70
000014567		ISCORP	195.50
000014568		IVERSON, JEFFREY	7.36
000014569		JMC COMPUTER SERVICE INC	2,935.96
000014570		JOSTEN'S	489.97
000014571		KDMA - AM	248.00
000014572		KILOWATT COMMUNITY CENTER	1,554.00
000014573		KLOCKIT	52.08
000014574		KNAPPER, TIMOTHY	1,770.12
000014575		KOEPKE, SHEILA	147.99
000014576		KRANZ CONSTRUCTION	5,375.00
000014577		LAC QUI PARLE COUNTY AUD.	38.17
000014578		LAVOIE, SHEILA	1,012.48
000014579		LUTHERAN SOCIAL SERVICE	150.00
000014580		MACKIN LIBRARY MEDIA	301.14
000014581		MACMH	330.00
000014582		MADD	90.00
000014583		MAXWELL MEDALS & AWARDS	69.73
000014584		LONDGREN, KAREN	148.52
000014585		MECA SPORTSWEAR	163.00
000014586		MID-AMERICA SPORTS ADVANTAGE	423.80
000014587		MIDWEST TECHNOLOGY	30.12
000014588		MN CLAY USA	264.95
000014589		MINNESOTA ELEVATOR, INC.	319.84
000014590		MN FEED DISTRIBUTORS	135.00
000014591		MUSIC MART	72.17
000014592		MVCC	180,000.00
000014593		MVTV	52.95
000014594		NASCO	25.80
000014595		NCS PEARSON, INC.	212.42
000014596		NELSEN'S CLEANERS & LAUNDERERS	31.65
000014597		NORTHWEST CANOE	415.05
000014598		OFFICE MAX CONTRACT INC.	24.96
000014599		OLSON SANITATION INC.	965.96
000014600		PAN-O-GOLD BAKING CO.	518.35
000014601		PC MALLGOV	3,027.20
000014602		PITNEY BOWES INC.	87.54
000014603		PRIMARY CONCEPTS	35.90
000014604		PROF. BINDING PRODUCTS	93.95
000014605		QUILL CORPORATION	153.09
000014606		RATWICK, ROSZAK & MALONEY, P.A	1,840.25
000014607		REFSLAND, DARREL	512.44

CHECK CHECK			
NUMBER	DATE	VENDOR	AMOUNT SB
000014608	20130311	RESZEL, AL	204.91
000014609		RICOH USA INC	1,406.91
000014610		RICOH-CH	10,164.06
000014611		RILEY BUS SERVICE, INC.	813.25
000014612		RTS	131.68
000014613		SAWMILL	732.83
000014614		SCHOLASTIC BOOK FAIRS	999.86
000014615		SCHOOL HEALTH CORPORATION	273.07
000014616		SCHOOL NURSE SUPPLY, INC.	248.92
000014617		SCHOOL SPECIALTY SUPPLY, INC.	119.61
000014618		SHOPK12, INC.	287.55
000014619		SIMPLEXGRINNELL	195.00
000014620		SNELLER, JEN	76.91
000014621		SOUTHWEST WHOLESAL	3,433.06
000014622		SPEH, ROBYN	107.06
000014623		SPORTDECALS INC	155.85
000014624		STATE INDUSTRIAL PRODUCTS	195.94
000014625		STOECKMAN, ALLEN	131.74
000014626		SW MN PRIVATE INDUSTRY COUNCIL	435.67
000014627		SW/WC SERVICE COOP - MARSHALL	10.00
000014628		TAMRAY TECHNOLOGIES	1,500.00
000014629		TAYLOR SALES	88.04
000014630		TEACHING STRATEGIES	2,478.83
000014631		TECH CHECK	199.00
000014632		TECHNICAL SOLUTIONS OF MADISON LAKE INC.	8,779.87
000014633		THRIFTY WHITE DRUG	26.68
000014635		TRUE VALUE-GF/MONTE	218.05
000014636		VIKING COCA-COLA	745.00
000014639		VISA	4,063.99
000014640		WEST CENTRAL TAE KWON DO	1,360.00
000014641		WEST CENTRAL PETROLINK	50.00
000014642		WEST CENTRAL TROPHIES	55.25
000014643		WILLMAR BUS SERVICE	875.00
000014644		WINGERT, DAVID	60.11
000014645		WRIST-BAND.COM	75.99
000014646		XCEL ENERGY	35.86
000014647		YME SCHOOL ACTIVITY ACCOUNT	319.32
000014654		YME SCHOOLS-ADM	12,775.18
000014655		YME-FOOD SERVICE	590.71
000014656		ZEP MANUFACTURING CO	316.87
	20130311		401,315.70
Totals for BNK05			650,433.43
Totals for checks			650,433.43

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	230,044.63	0.00	367,149.00	597,193.63
02	FOOD SERVICE	6,173.71	1.80	17,258.27	23,433.78
04	COMMUNITY SERVICE	9,211.20	193.00	9,334.18	18,738.38
09	TRUST FUND	20.00	0.00	0.00	20.00
25	REVOCABLE TRUST (FY10)	0.00	0.00	11,047.64	11,047.64
*** Fund Summary Totals ***		245,449.54	194.80	404,789.09	650,433.43

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

Yellow Medicine East 2012-2013 School Calendar



The school day begins at 8:15 am and ends at 3:00 pm.

171 Student Contact Days - 184 Teacher Contract Days

July 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Up to two days (16 hours) will be used for Parent-Teacher Conferences and scheduled by the administrators. The board reserves the right to amend or adjust the calendar.

School Board Meeting	July 9
School Board Meeting	August 13
Work/Staff Development Days	August 28 & 30
Staff Development Day (MRVED)	August 29
Labor Day	September 3
First Day of School	September 4
School Board Meeting	September 10
Early Out	September 19
School Board Meeting	October 8
Staff Development Day (MRVED)	October 17
Education MN Break	October 18-19
End of 1 st Quarter	November 1 (40 Days)
Work/Staff Development Day	November 2
School Board Meeting	November 13
Early Out	November 21
Thanksgiving Break	November 22 & 23
School Board Meeting	December 10
Winter Break	December 24-January 1
New Years Day	January 1
School Board Meeting	January 14
End of 2 nd Quarter	January 17 (45 Days)
Work/Staff Development Day	January 18
Staff Development Day (MRVED)	January 21
School Board Meeting	February 11
Staff Development Day	February 15
Presidents Day	February 18
Early Out	February 20
School Board Meeting	March 11
End of 3 rd Quarter	March 27 (45 Days)
Work/Staff Development Day	March 28
Spring Break for Students	March 28 & 29
School Board Meeting	April 8
Early Out	April 17
Prom	May 4
School Board Meeting	May 13
Memorial Day	May 27
End of 4 th Quarter	May 30 (43 Days)
Staff Work Day	May 31
Graduation	May 31
School Board Meeting	June 10

February 18 1st Makeup Day (not used)
 March 27 2nd Makeup Day (for Feb. 11)
 April 1 3rd Makeup Day (for Feb. 19)

January 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Board Approved: 3/12/2012
 Board Amended: 3/11/2013

- First/Last Day of School
- Work Day and/or Staff Development Day
- Early Out - Dismiss at 12:30 - Staff Development
- Holiday and/or Break
- End of Quarter
- School Board Meeting

GOAL 1

Provide opportunities to develop and practice integration

Cultural Partnership Projects
Cultural Awareness
Cultural Competency

Inter-district learning activities are the core of accomplishing this goal. Inter-district field trips, collaborative summer programming, and events where students from the various schools can interact while learning are some examples. Mini-grants will be available in each community to encourage creative responses to meeting this goal.

Classroom Partnerships:

Classroom partnerships will pair classrooms from YME with other Yellow Medicine Integration Collaborative (hereafter referred to as **YMIC**) partner schools. Students will share some common curriculum units. They will come together across district lines regularly via technology, virtual field trips, or traditional field trips for project-based learning that is interactive enough and frequent enough for the students to form friendships. Each of the YMIC collaborating districts will annually participate in **a minimum of five Classroom Partnership Projects (CPPs) with Yellow Medicine East (the collaborative's racially isolated district)**. These CPPs will bring together the students from the participating districts to learn academic standards, while promoting opportunities for students to develop and practice cultural competency, reduce cultural barriers, and build relationships. Below are 3 examples of planned FY14 integration projects.

YMIC 8th Grade English classes will all read *The Diary of Anne Frank* and complete a variety of shared projects on the book. The students create book reports on this book and will share them through technology with other schools. Additionally, these students attend a performance of the play together in the Twin Cities. These events will be preceded with a staff day for English teachers from YMIC to plan pre and post activities built around this integration event.

YMIC 9th Grade will participate in Career & College Readiness activities. These will include visits to SMSU for a Career Expo (Sept.) and a Career Day hosted by our YMIC partner MN West. (March). YMIC 9th graders will also participate in a Youth Frontiers leadership day at YME. (Jan.)

YMIC 4th Graders will study the Dakota Indians culture and traditions as part of their school curriculum. We have also used Skype to have YME and YMIC partners participate in classroom discussions. All YMIC 4th grades are invited to be guests at the Upper Sioux Agency State Park in May for a Dakota History Day. This has been an ongoing YMIC activity that has been a part of our integration model for 3 years. This day helps our younger students understand the rich history and traditions of the Upper Sioux people that reside in Yellow Medicine County and whose children make up 17% of the Yellow Medicine East school student population.

Goal 2

Inter-District Cultural Competency

Activities promoting communities of students learning together
Sports & Art

Classroom Partnerships

An anticipated CPP event is an annual Festival of Nations trip with the Spanish classes, ESL groups, and other relevant groups (from YME, Dawson-Boyd, and Canby districts). The Festival of Nations is an event that showcases the cultural heritages of a large number of cultures, with art, music, food, and other elements of a culture on display.

Art

Elementary art was added at both Lakeview (integration funding) and YME (fully funded by a local donation) as a venue to learn about and celebrate the diversity found in the various cultures. This program also connects to academic standards through the rewriting of the art standards to assure the inclusion of the American Indian standards. All districts also have art enrichment projects as a part of their CPPs. Art fairs will be held to showcase art and connect students from participating districts.

The YMIC partner high schools (FY14) will host an art extravaganza, wherein high school art classes have each been given a portion of a multi-paneled, multi-cultural mural. The mural will be designed so as to allow it to travel between each of the partner schools and be featured in a community art fair. This will be followed by a day of “Art” where 10-11 local artists are asked to each teach a workshop using their area of art expertise. The workshops serve 150-170 YMIC art students.

The YMIC art collaboration is an extraordinary part of the overall YMIC integration collaboration. The events of 2012-13 were extraordinary as the YMIC art teachers used the 150th Anniversary of the Dakota Conflict as their focus and built curriculum and integration events around that theme. This team of YMIC art teachers embraces the ideals of integration and does an outstanding job of planning and creating activities to integrate all YMIC students. It is integration at it’s best.

Sports (Soccer)

Extra-curricular activities promote teamwork and working together. Soccer is not a school-sponsored sport in any of the YMIC districts, but it is a sport that many of the Hispanic students are familiar with and enjoy. It is also a sport that intrigues many of the Caucasian students. By bringing students together in a new sport, they learn about the sport together and build relationships that can carry over into daily life. Furthermore, academic standards are learned as students participate.

Lakeview will host a YMIC soccer mini-camp for K-6 and the SMSU girl’s soccer team will be providing leadership in health, wellness, and nutrition awareness.

Goal 3

Elementary Programs to Address Language and Cultural Barriers

Elementary and junior high foreign language programs
After school programs
Youth leadership

Youth Leadership

Empowering our youth today is essential towards creating a population that is culturally competent and aware. We intend to offer opportunities to learn about new cultures and languages as part of this initiative. Anticipated offerings include Youth Frontiers, Climb Theater, intercommunity theater productions, inter school/district discussions on topics relevant to our member communities. Inviting a group of students from each district will encourage inter-district involvement.

YMIC History Classroom Partnerships

Elementary and/or junior high Spanish and Dakota language experience is a goal for our districts. These programs will allow our students to learn both how to speak Spanish and about Spanish speaking cultures or speak Dakota and about the local Dakota culture. Native Spanish and Dakota speakers will have the opportunity to mentor and support, through the classroom partnerships, English speakers as they learn. As a part of the 150th anniversary of the Dakota Conflict in the 2013-14 academic year, an effort will be made to help support the resolution that 2013 will be declared as “The Year of the Dakota: Remembering, Honoring and Truth-Telling.” Working with a variety of partners and all of our YMIC partner schools and their American history teachers we hope to find ways to understand and learn more about what it means to be Dakota and the impact that the war had on the Dakota as well as the white immigrants that settled in the Minnesota River Valley in and around Granite Falls.

Interactive interviews with Dakota elders, videotaped interviews/presentations and other learning activities will be a part of this opportunity. There are only four remaining Dakota elders who are fluent in the Dakota language. We hope to use technology to capture and sustain the project for use in years to come, as the Minnesota Education Standards have now expanded to require more American Indian coverage in schools’ curriculum.

After school Programs – Spanish (Lakeview) and Academic (YME)

In order to introduce a new culture and language to elementary students, Lakeview will offer a series of after school sessions designed to teach students how to speak Spanish and provide opportunities to learn about Spanish-speaking cultures.

Yellow Medicine East offers an after school program that blends after school tutoring with fun activities. This after school program is designed to meet the needs of students who are struggling with academics. The fun activities include learning hobbies and participating in other enrichment activities. Transportation and healthy snacks are provided. Since a high percentage of minority students participate, and many of those are Spanish speakers, the Lakeview and YME after school programs will meet on an ongoing basis via technology or special events.

Goal 4

Supporting a Welcoming and Respectful Environment

Cultural Family Liaisons

Parents of protected students in the Yellow Medicine East school district indicate that the single most important resource for them is to have liaisons available to help them navigate the school system. These liaisons can help all students and parents to understand what it takes to be successful in school. The liaisons can assist in bridging cultural differences and, if needed, translation.

The liaisons are responsible for connecting parents to the school community and vice versa. Their role includes facilitating communication between families and the school, providing educational support to students, monitoring grades and attendance. They will also address student engagement and motivation, and encourage participation in extracurricular activities. Interpretation services are provided by some liaisons and home visits are provided as needed. Another role of the liaisons is to be a resource for the YMIC partner schools on community issues within their realm of expertise. Our liaisons play a vital role in engaging the students from our protected populations and keeping these students engaged in our integration program offerings. They will assist the YMIC Coordinator in developing and coordinating Classroom Partnership Projects as well as assisting the Success Coaches to coordinate inter-district college visits, college prep activities and parent involvement activities.

Parental Involvement

The research says that students have better grades, test scores, better attendance, and more homework done, higher graduation rates and greater enrollment in postsecondary education when parents are involved with their child's school. (*The Family is Critical to Student Achievement*)

Our goal at YME will be to engage more of our parents, to actively seek their involvement in their children's education and host a variety of "Family" events at the school and in the outlying communities that makeup our school district.

Staff Development

To create a welcoming and respectful environment, it is essential that there is professional development for school staff. These opportunities include training in individual school districts as well as jointly as a collaborative. Professional development will include providing resources and materials that will help to make sure that the instructional staff in the YMIC districts have access to and use instructional materials that are multi-cultural, accurate, inclusive, bias-free and research-based. These districts adhere to the standards of the National Staff Development Council, which indicate that professional development must be on going.

Goal 4 Continued

Staff development is necessary to provide teachers with the skills, knowledge and understanding necessary to implement integration projects. Staff development may involve planning time for teachers to collaboratively develop and implement CPP and other initiatives. It may include curriculum writing to incorporate integration projects into the curriculum. It also may include specific training and workshops for staff to help develop their own cultural competency, reduce cultural barriers, create a welcoming environment, and/or reduce the achievement gap. It may also include hiring substitute teachers so that the instructor can accompany their class in a CPP activity.

YME will host a Staff Development Day on October 16, 2013. Our YMIC partner schools will be invited to bring a team of staff to participate alongside of our staff to better understand what it means to be “Racially Isolated.” Although we are in the planning stages we are currently researching these workshop ideas. Integration, reducing the achievement gap, culture, poverty, parent involvement, family friendly schools, college and career readiness, responsive classroom, and school connectedness.

Goal 5

Academic Success

Prepare student for the future
Career Exploration
Address Achievement Gap

Many of the protected students will potentially be the first generation to attend post-secondary education. These students have not had the chance to learn about financial aid, scholarships, colleges, or even potential careers. Part of this goal will be to offer college planning and preparation assistance for students in the Yellow Medicine East school district. An example of an event we intend to offer is the SMSU College Experience Day, at which juniors from all the YMIC partner schools will participate in a variety of sessions covering life skills, financial literacy, and exposure to a college campus setting. There will also be inter-district field trips to 2- and 4-year colleges for all YMIC partner schools, which will provide opportunities for integration between districts and will be facilitated by our success coaches.

Success Coaches

The Success Coaches are responsible for working with targeted populations of students to help ensure school success and graduation. The success coach will meet with students and families to provide post-secondary and career planning information. Additionally, the success coach will monitor grades and attendance, provide links to community resources, and coordinate services with other agencies. Broadening students' outlook for the future and addressing barriers to success will also be a part of this position. Examples of our Success Coaches' program offerings include, but are not limited to, the coordination of the YMIC SMSU College Experience Day, the YMIC college campus visits for collaborative students, and programming intended to help close the achievement gap in our YMIC student populations

The Elementary Success coach position will work with targeted populations of students to help close the achievement gap in mathematics. Additionally the coach will also be a part of our EXCEL after school programming and part of the parent involvement team and the planning of the parent involvement activities for the elementary school.

YMIC 11th Grade students will participate in “The College Experience” day a YMIC event held at Southwest Minnesota State University in Marshall, MN. (April 2014) These students will also participate in a College Fair at SMSU (Oct 2013).

Use this worksheet to provide budget data needed to calculate FY13 integration revenue.
 Address general questions on Integration Revenue budget submission to the Education Innovation Team,
 651-582-8280. Return the completed worksheet by March 15th, 2012 to mde.integration@state.mn.us.
Electronic submission is required. Delete additional pages or those that do not pertain to your budget.

District Name: Yellow Medicine East
District Number: 2190
Superintendent: Allen Stoeckman
Collaborative: Yellow Medicine East Integration Collaborative
District Contact: Robin Henderson
Phone: 320-564-4082 # 116
E-mail: rhenderson@isd2190.org

Partner Districts:

Canby	Dawson-Boyd	
Lakeview	Minneota	
Ivanhoe		

List all Racially Identifiable school sites in your district:

Integration Revenue	\$121,000.00
Alternative Attendance Revenue	
TOTAL REVENUE	\$121,000.00
Integration Revenue Contributed to Collaborative	\$ 12,100.00

Notes or Comments:

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2013 Integration Revenue budget that was approved by the school board.

Board Approval Date _____

School Board Chair	_____	Date	_____
Superintendent	_____	Date	_____

MDE Approval: _____ **Amount:** _____ **Date:** _____

District Number:

2190

District Name:

Yellow Medicine East

Please insert Inter-district integration goal #1 from your district's desegregation plan:

Provide opportunities to develop and practice integration

- a. Classroom Partnership Projects
- b. Cultural Awareness
- c. Cultural Competency

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
Collaborative Coordinator Salary	005		315	110	\$9,000.00	
Collaborative Coordinator FICA	005		315	210	\$689.00	
Collaborative Coordinator PERA	005		315	214	\$652.00	
Collaborative Coordinator Supplies	005		315	401	\$1,000.00	
Collaborative Coordinator Travel	005		315	366	\$759.00	
YMIC- HS Classroom Partnerships	005		315	305	\$5,000.00	
YMIC -Bert Raney Classroom Partnerships	005		315	305	\$4,000.00	
Busing Project Respect	005		315	360	\$500.00	
TOTAL					\$21,600.00	\$ -

PARTICIPATION INFORMATION

Participation from Racially Isolated District (RI):
Participation from Your District (if not the RI):
Participation from Other Member Districts:

Projected (7/1/12)		Actual	
Students	Staff	Students	Staff
848	81		
2359	279		
3207	360		

Total Program Participation:

Notes or Comments:

**Integration Revenue Budget Worksheet
FY13
Inter-District Budget: Goal 2**

District Number:

2190

District Name:

Yellow Medicine East

Please insert Inter-district integration goal #2 from your district's desegregation plan:

Inter-District Cultural Competency

- a. Activities promoting communities of students learning together
 - i. Sports (Soccer)
 - ii. Art

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure					Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
YMIC - Art Experience	005		315	305	\$800.00	
YMIC- Art Supplies	005		315	430	\$200.00	
YMIC-Community Soccer	005		315	305	\$600.00	
TOTAL					\$1,600.00	\$ -

PARTICIPATION INFORMATION

Participation from Racially Isolated District (RI):
 Participation from Your District (if not the RI):
 Participation from Other Member Districts:

Projected (7/1/12)		Actual	
Students	Staff	Students	Staff
100	10		
300	20		
Total Program Participation:	400	30	

Notes or Comments:

**Integration Revenue Budget Worksheet
FY14
Inter-District Budget: Goal 3**

District Number:

2190

District Name:

Yellow Medicine East

Please insert Inter-District integration goal #3 from your district's desegregation plan:

Educational Programs to Address Language and Cultural Barriers

- a. Elementary and junior high foreign language programs and After School Programs
- b. Youth Leadership

Line Item Description Provide a short description of the expenditure.	UFARS Code (Required)				Budgeted Amount	Actual Expenditures Resubmit this form with the actual FY13 expenditures by 12/1/13.
	ORG	PROG	FIN	OBJ		
YMIC Youth Leadership- Youth Frontiers	005		315	305	\$1,000.00	
YMIC- History Classroom Partnership	005		315	305	\$1,000.00	
After School Staff	005		315	185	\$2,000.00	
After School Staff FICA	005		315	210	\$153.00	
After School Staff PERA	005		315	214	\$145.00	
After School Busing	005		315	360	\$2,000.00	
After School Supplies	005		315	401	\$1,500.00	
TOTAL					\$7,798.00	\$ -

PARTICIPATION INFORMATION

Participation from Racially Isolated District (RI):

Participation from Your District (if not the RI):

Participation from Other Member Districts:

Total Program Participation:

Projected (7/1/12)		Actual	
Students	Staff	Students	Staff
848	81		
2359	279		
3207	360		

Notes or Comments:

District Number:

2190

District Name:

Yellow Medicine East

Please insert Inter-District integration goal #4 from your district's desegregation plan:

Supporting a Welcoming and Respectful Environment

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
YME Cultural Liaison	005		315	144	\$22,000.00	
\$15.56 x 8hrs/day x 176 days						
Liaison FICA	005		315	210	\$1,700.00	
Liaison PERA	005		315	214	\$1,600.00	
HS Advisory/Parent Involvement					\$3,000.00	
BRE/Parent Involvement					\$3,000.00	
Staff Development					\$8,000.00	
16-Oct-13						
YME Day with YMIC						
Staff Teams Invited						
TOTAL					\$39,300.00	\$ -

PARTICIPATION INFORMATION

Participation from Racially Isolated District (RI):
Participation from Your District (if not the RI):
Participation from Other Member Districts:

Projected (7/1/12)		Actual	
Students	Staff	Students	Staff
848	2		
500	30		
Total Program Participation:	1348	32	

Notes or Comments:

District Number:

District Name:

Academic Success
 a. Prepare students for the future
 b. Career Exploration
 c. Address Achievement Gap

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
HS Success Coach	005		315	185	\$22,950.00	
\$17/hr x 7.5 hrs/day x 180 day Career and College Readiness						
Success Coach FICA	005		315	210	\$1,755.00	
Success Coach PERA	005		315	214	\$1,663.00	
YMIC- College Exp. SMSU			315	305	\$1,014.00	
BRE Success Coach	005		315	185	\$17,250.00 .5 fte	
Success Coach FICA	005		315	210	\$1,320.00	
Success Coach TRA	005		315	218	\$1,200.00	
Success Coach Health	005		315	220	\$3,200.00	
Success Coach Dental	005		315	235	\$240.00	
Success Coach Life	005		315	230	\$40.00	
Success Coach LTD	005		315	199	\$70.00	
TOTAL					\$50,702.00	\$ -

PARTICIPATION INFORMATION

	Projected (7/1/12)		Actual	
	Students	Staff	Students	Staff
Participation from the Racially Isolated School	848	81		
Participation from your district if not the RI				
Participation from other Member Districts	2359	279		
Total Program Participation:	3207	360		

Notes or Comments:



Home of the 'Sting'

YELLOW MEDICINE EAST

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

Success For All Learners

Potential Paring Committee Meeting Monday, March 4th 2013 YME H.S. Library 5:00 pm

Notes:

1. **Committee members present:** Wayne DeBlieck, Amy Richter, Cori Dahlager, Mike Gaffaney, Darrel Refsland, Dean Baldry, Jake Suter, Grant Velde, Steve Rupp and Tim Knapper.
2. **Background information shared:**
 - a. RCW's football situation, last years request, reason we didn't consider it
 - b. New appeal process to potentially stay in Class AA football
 - c. Possibility of Section Football schedules in future
 - d. RCW having similar discussions with MACCRAY and BOLD
3. **Considerable discussion on whether any pairing(s) would be good for YME.** Discussions ranged from all sports or nothing at all; to exploring other options YME may have with or without a pairing in place. We also talked about the pros and cons of pairing. The main pro's listed were the additional kids in each sport and how that would affect competition at practice and potential success in games. Also, the additional facilities and potential coaches that RCW would provide. Con's listed included the possibility of being in Class AAA football, and any loss of identity for YME.
4. We reviewed the current proposal sent by RCW. General concusses was that there were not enough potential pairings offered, and too many concessions would have to be made by YME to accept as is.
5. Committee members shared thoughts ranging from either an "all or nothing" agreement to no pairing at all. There was also conversation about academic pairings and what YME may look like five to ten years from now if we were to do nothing at this time. Many felt strongly about there being no name change regardless if it was a football only agreement, or if it was in all sports. There was some discussion on number of coaches, practice facilities, etc... should an agreement be reached, but those are details that would need to dealt with when/if we get further into the process.
6. Where do we go from here?
 - a. no response sent to RCW as of yet