

Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, May 12, 2014 at 6:00 PM
Regular Meeting
YME Board Room

1. Call to Order	4
2. Reading of the YME Mission Statement	
3. Approval of Agenda	
4. Approval of April 14, 2014 Meeting Minutes	7
5. Opportunity for Citizens to Speak	
6. Special Reports	
A. Indian Policies & Procedures Hearing - R. Bjerkeset	9
7. Board Committee Reports	
A. Finance Committee	
B. Policy Committee	
C. Negotiation Committee	
8. Reports	
A. Enrollment Report	12
B. Finance Report	13
C. YME MS/HS Report - M. Meihak	14
D. Bert Raney Elementary Report - M. Hesch	15
E. Superintendent Report - A. Stoeckman	16
9. Policy Update	
A. Second Reading & Adoption - 700 Series Policies - Non-instructional Operations & Business Services	
1. Policy 702.1 - Electronic Fund Transfers	26
2. Policy 702 - Accounting	27
3. Policy 704 - Fixed Asset Accounting System	29
4. Policy 706 - Acceptance of Gifts	30
5. Policy 707 - Transportation of Non-Public School Students	31
6. Policy 708 - Transportation of Public School Students	40
7. Policy 709 - Student Transportation & Safety	43

8. Policy 711 - Video Surveillance on School Buses	60
9. Policy 712 - Video Surveillance other than on Buses	62
10. Policy 714 - Fund Balances	64
B. First Reading - 800 Series Policies - Buildings & Sites	
1. Policy 801 - Equal Access to School Facilities	67
2. Policy 802 - Disposition of Obsolete Equipment	71
3. Policy 805 - Waste Reduction & Recycling	75
4. Policy 806 - Crisis Management & Policy	83
5. Policy 807 - Health & Safety Policy	92
10. Action Items	
A. Approval of Bills for Payment	96
B. Request from the YME Graduating Class of 2014	113
C. Request to Post for Media Integrationist	
D. Adoption of Indian Policies and Procedures	114
E. Approval to Apply to Join the Camden Conference in the Fall of 2015	
F. Approval to Sell Fromm Property	117
G. Proposal to Contract with Technology Analyst to assist with Greenhouse/Renewable Energy Classroom	120
H. Authorize Membership in the MN State High School League - 2014-2015	121
11. Personnel Items	
A. Middle/High School Principal - R. Luft	
B. ECFE/School Readiness Coordinator/Teacher - E. Balfany	
C. Social Studies Instructor - A. Baumgartner	
D. Custodian - C. Fedorenko	
E. Custodian - T. Hansen	
F. Termination - Spanish Paraprofessional - C. Runck	
G. Retirement - Bert Raney Paraprofessional - W. Josephson	122
12. Discussion Items	
13. Upcoming Events	
A. Last Day of School – May 29, 2013	
B. Graduation Services – May 30, 2013 – Espeland Gym – 7:00 pm	
C. Board Meeting - June 9, 2014 - 6:00 pm - YME Board Room	
14. Closed Meeting	
A. Negotiation Discussion	
15. Adjourn	

YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

To: YME School Board Members
From: Allen Stoeckman, Superintendent
Date: May 9, 2014
RE: Board Meeting – May 12, 2014

The agenda notes for the May 12, 2014 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. | Reading of the YME Mission Statement |
| 3. | Approval of Agenda |
| 4. | Approval of April 14, 2014 Meeting Minutes |
| 5. | Opportunity for Citizens to Speak |
| 6. | Special Reports |
| A. | Indian Policies & Procedures Hearing – R. Bjerkeset
<i>To meet the requirements of Title VII funding, Upper Sioux parents are invited to attend and give input regarding Indian Policies and Procedures.</i> |
| 7. | Board Committee Reports |
| A. | Finance Committee
<i>Met April 28.</i> |
| B. | Negotiation Committee
<i>Met April 28 with MSEA Negotiators to hear their proposal. Next meeting is scheduled for April 19.</i> |
| C. | Policy Committee
<i>Met May 7 to review the 800 series policies and begin the review of 900 series.</i> |
| 8. | 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 Middle/High School Report – M. Meihak |
| E. | Superintendent Report – A. Stoeckman
<i>Posted on BoardBook which includes the Community Survey results and initial architect drawing for the office and parking lot changes.</i> |

9. Policy Update

All policies are posted on BoardBook for review.

A. Second Reading and Adoption of 700 Series Policies – Non-instructional Operations & Business Services

1. Policy 702.1 – Electronic Fund Transfers
2. Policy 702 – Accounting
3. Policy 704 – Fixed Asset Accounting System
4. Policy 706 – Acceptance of Gifts
5. Policy 707 – Transportation of Non-Public School Students

B. First Reading – 800 Series Policies – Buildings & Sites

1. Policy 801 – Equal Access to School Facilities
2. Policy 802 – Disposition of Obsolete Equipment
3. Policy 805 – Waste Reduction & Recycling
4. Policy 806 – Crisis Management & Policy
5. Policy 807 – Health & Safety Policy

10. Action Items

A. Approval of Bills for Payment

B. Request from the YME Graduating Class of 2014

The Senior Class requests their last school day to be May 23. This has been past practice. Recommend approval.

C. Request to Post for Media Integrationist

Concern has been raised by students, teachers, and parents regarding access to the MS/HS Media Center. Having more interest in using the resources available is great. This position would not be a teaching position, but paid along the scale of a Non Non. Not replacing the Non Non position vacated by Helen Blue-Redner, and having Berta Bjerkeset become the K-12 American Indian Liaison, there should be funding to cover the position. Recommend approval.

D. Adoption of Indian Policies and Procedures

Recommend approval.

E. Approval to Apply to Join the Camden Conference in the Fall of 2015

Recommend approval.

F. Approval to Sell Fromm Property

The buyers, Lee and Karla Olson, will pay \$200 plus all closing costs. Resolution and Warranty Deed are posted on BoardBook. Recommend approval.

G. Proposal to Contract with Technology Analyst to assist with the Greenhouse/Renewable Energy Classroom

With the vision being to be “cutting edge”; advice from an expert would help in designing a “green” facility. Mr. Arvind Auluck-Wilson has assisted New London Spicer with their greenhouse and would support the vision of AG Bush to be innovative in the construction of our renewable energy classroom. Recommend approval to hire analyst for \$2,000 paid from the \$100,000 grant from the Bush Foundation.

H. Authorize membership in the MN State High School League – 2014-2015

Recommend approval.

11. Personnel Items
 - A. Middle/High School Principal – R. Luft
Recommend approval.
 - B. ECFE/School Readiness Coordinator/Teacher – E. Balfany
Mr. Knapper is recommending the employment of Emily Balfany. Recommend approval.
 - C. Social Studies Instructor – A. Baumgartner
Three candidates were interviewed. Andrew comes from BOLD as an experienced teacher and coach. Recommend approval.
 - D. Custodian – C. Fedorenko
Francis is recommending the employment of Craig Fedorenko. Recommend approval.
 - E. Custodian – T. Hansen
Francis is recommending the employment of Tom Hansen. Recommend approval.
 - F. Termination – Spanish Paraprofessional – C. Runck
With the addition of an onsite Spanish Teacher, there is not a need for a para to assist with an online program. Recommend approval.
 - G. Retirement – Bert Raney Paraprofessional – W. Josephson
After 24 years as a para at Bert Raney, Wanda Josephson has submitted her letter of resignation, which is posted onBoardBook. Recommend approval.
12. Discussion Items
13. Upcoming Events
 - A. YME School Board Meeting – June 9, 2014 – YME Board Room – 6:00 pm
14. Closed Meeting
 - A. Negotiations
15. Adjourn

**YELLOW MEDICINE EAST ISD #2190
SCHOOL BOARD MEETING MINUTES
MONDAY, APRIL 14, 2014 – 6:00 PM
YME BOARD ROOM**

Board Members Present: Hagert, Odegard, Rupp, Velde, Weir, Zumhofe

Board Members Absent: Opdahl

Community / Staff Members Present: Jack Anderson, Kathy Anderson, Danny Bartels, Deb Beckler, Ethan Beckler, LeeAnn Boushek, Morgan Busack, Billy Eckstrom, Ethan Groothius, Robin Henderson, Melissa Hesch, Tim Knapper, Sarah LeBlanc, Sam Lecy, Mike Meihak, Jordan Odegard, Darrel Refsland, Allen Stoeckman, Denise Streich

Chairman Velde called the meeting to order.

The YME Mission Statement was read by Board Member Shelly Weir.

Motion by Hagert, second by Odegard and carried to approve the agenda for the meeting.

Motion by Zumhofe, second by Rupp and carried to approve the minutes from the March 10, 2014 Board meeting.

The opportunity for citizens to speak received no response.

Darrel Refsland & YME FFA members who traveled to St. Louis, MO in March reported on their journey.

Robin Henderson reviewed the Integration & Achievement Budget for FY2015.

Tim Knapper reported on the April 1 community meeting held regarding extra-curricular activities.

Board Member Steve Rupp reported on the March 28 Buildings & Grounds Committee meeting.

Board Member Hagert reported that the Negotiation Committee met March 17 and April 7.

Board Member Shelly Weir reported on the April 9 Policy Committee meeting.

Enrollment and fund balance reports were submitted for review.

Principal's Hesch & Meihak reported on their respective buildings.

Superintendent Stoeckman submitted a written report.

Motion by Weir, second by Zumhofe and carried to approve the first reading of the 700 Series Policies – Business Operations.

Motion by Hagert, second by Odegard and carried to approve bills for payment in the amount of \$485,703.16 numbered 17182 – 17339; and wire transfers in the amount of \$166,109.77 numbered 201300106 – 201300111.

Motion by Odegard, second by Hagert and carried to approve the FY15 YME Integration & Achievement Budget, as presented.

Motion by Zumhofe, second by Weir and carried to enter into agreement with Hildi, Inc. to conduct an actuarial study.

Motion by Rupp, second by Weir and carried to approve the 2014-15 YME School Calendar, as presented - No June Days version.

Motion by Weir, second by Odegard and carried to approve the designation of Friday, May 23, 2014 as Walk/Bike to School Day.

Motion by Zumhofe, second by Rupp, and carried unanimously by roll call vote, to approve the contract termination and nonrenewal for Karrie Anderson, a probationary teacher.

Motion by Rupp, second by Weir, and carried unanimously by roll call vote, to approve the contract termination and nonrenewal for Randy Haakenson, a probationary teacher.

Motion by Odegard, second by Hagert, and carried unanimously by roll call vote, to approve the contract termination and nonrenewal for Deidra Lecy, a probationary teacher.

Motion by Zumhofe, second by Rupp and carried unanimously by roll call vote, to approve the contract termination and nonrenewal for Danette Hendrickson, a probationary teacher.

Motion by Odegard, second by Weir and carried to approve the employment of Pamela Dahl, 0.5 FTE Spanish instructor for the 2014-2015 school year.

Motion by Weir, second by Rupp and carried to accept the resignation of Helen Blue-Redner, American Indian liaison, effective March 27, 2014

Motion by Hagert, second by Odegard and carried to approve the employment of Laurie Blue-Pooler, long-term American Indian liaison substitute, as needed, for the remainder of the 2013-2014 school year.

Motion by Zumhofe, second by Odegard and carried to accept the resignation of Mike Meihak, YME MS/HS principal, effective June 30, 2014.

Motion by Odegard, second by Weir and carried to accept the resignation of Melilssa Hesch, Bert Raney Elementary principal, effective June 20, 2014

Motion by Zumhofe, second by Hagert and carried to accept the resignation of Helen Stukel, ECFE/SR coordinator, effective June 30, 2014.

Motion by Rupp, second by Hagert and carried to accept the resignation of Elaine Hauger, social studies instructor, effective at the close of the 2013-2014 school year.

Motion by Odegard, second by Hagert and carried to accept the resignation of Keith Koerlin, custodian, effective May 2, 2014.

Motion by Weir, second by Rupp and carried to accept the resignation of Christina Kolbasuk, custodian, effective April 25, 2014.

Motion by Hagert, second by Odegard and carried, with Zumhofe opposed, to accept the resignation of Jeff Iverson, one-act play advisor.

Motion by Rupp, second by Hagert and carried to approve the employment of Robb Miller, JH softball coach.

Mr. Stoeckman was directed to post for the elementary principal position.

Upcoming Events - Board Meeting – May 12, 2014 – 6:00 pm – YME Board Room

The meeting was closed for negotiation discussion.

The meeting was re-opened and adjourned by Chairman Velde.

INDIAN POLICIES AND PROCEDURES

Yellow Medicine East Independent School District 2190

It is the intent of the Yellow Medicine East Independent School District 2190 that all American Indian children of school age have equal access to all programs, services and activities offered in the school district

It is the intent of Yellow Medicine East Independent School District 2190, to fully comply with all requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act of 1965 (formerly Public Law 81-874), and to that end, the Governing Board has adopted as policy these Indian Policies and Procedures (IPP's). The IPP's by intent and by Board action supersede all previous Board action and are intended to bind the Board of Education, administration, and staff of the District.

POLICIES AND PROCEDURES:

1. POLICY

Tribal officials and parents of Indian children shall be provided an opportunity to comment on the participation of Indian children on an equal basis in all programs and activities offered by the Yellow Medicine East Independent School District 2190 [34CFR222.94 (a)(I)]

PROCEDURES

1.1 The Yellow Medicine East Independent School Superintendent and/or principal and/or Title VII Indian Education Parent Committee will meet two times annually with Tribal officials and parents of Indian children. The purpose of these meetings shall be to inform and to address comments and concerns regarding Indian children's equal participation in the educational programs of the District.

Generally, at least the following meetings will occur annually:

1. Yellow Medicine East Indian Education Parent Advisory Committee and General Membership in the fall of the year.
2. Board of Education public hearing on Title VIII (Impact Aid) Indian policies and procedures
3. Board of Education public hearing on the new or continuing Title VIII and Title VII programs.
4. Other meetings may be organized by the Parent Advisory Committee and/or requested by Tribal officials and/or parents of Indian children.

2. POLICY

The District will annually assess the extent to which Indian students are participating on an equal basis in the educational programs and activities of the District. [34 CFR 222.94(a)(2)]

PROCEDURES

2.1 The Superintendent and/or principal, in conjunction with the Parent Advisory Committee and/or the IPP Committee, will review school data and comments the Tribal officials, Indian

Education Parent Committee, Indian community, and staff regarding the assessment and extent of Indian student's participation and progress in the educational programs and services of the District.

3. POLICY

The District shall seek input from the Parent Advisory Committee when necessary, in order to modify educational programs and services when progress is not being made, or there appears to be a lack of equal participation for Indian students. 34 CFR 222.94(a)(3)]

PROCEDURES

3.1 When assessment data indicate Indian students do not participate on an equal basis with non-Indian students, or make appropriate progress, the Parent Advisory Committee will be asked to recommend a plan or suggestions to modify the educational programs or services in order to attain equal participation or appropriate progress. Recommendations will be presented to the Yellow Medicine East Independent School District Board for action.

4. POLICY

The following materials will annually be disseminated to Tribal officials.

- Title VIII application
- Evaluation of programs assisted with Title VII and Title VIII funds
- Program plans and information related to the education programs of the school district.
- Assessment data for Indian students and non-Indian students in the District

Adequate time and opportunity will be provided Tribal Officials and/or the Parent Advisory Committee and Indian parents to present views and comments regarding the disseminated documents. [34 CFR 222.94(a)(4)]

PROCEDURES

4.1 The complete Title VIII application will be sent to Tribal officials, review of new or continuing programs is an on-going process of the Board of Education. Agendas will be regularly forwarded to Tribal officials. An annual summary will be provided. Additional information is available upon request.

4.2 A Board meeting will be held for the discussion of the disseminated material as part of a regular Board of Education agenda. Tribal officials and Indian parents and staff will be notified of the meeting. Notice will be posted on the school board agenda and will be sent to the Tribal Board of Trustees.

5. POLICY

The District shall solicit information from Tribal officials and Indian parents on Indian views, including those regarding the frequency, location and time of meetings. [34 CFR 222.94 (a)(5)]

PROCEDURES

5.1 At the board meeting described Procedure 4.2 above, members of the Indian community will be afforded the opportunity to comment and suggest alternatives to the regularly scheduled times, locations and frequency of pertinent meetings.

6. POLICY

The District shall notify Tribal officials and Indian parents of the locations and times of meetings. [34CFR 222.94(a)(6)]

PROCEDURES

6.1 Tribal officials , Indian parents, the Parent Advisory Committee, will be notified as to the location and times of meetings in the same manner that provided the Board meeting. Notice will be posted on the District website, and will be sent to the Tribal Board of Trustees for posting.

7. POLICY

The District shall actively consult and regularly involve the Parent Advisory Committee, as well as interested Tribal officials and Indian parents in the planning and development of educational programs assisted with Title VII and Title VIII funds. [34 CFR 222.94(a)(7)]

PROCEDURES

7.1 The Title VII and VIII application will be made available for review by the Parent Advisory Committee and other interested members of the Indian community prior to the Board of Education meeting set to discuss equal participation of Indian students.

Members of the Indian community, Tribal officials, members of Parent Advisory Committee and staff will be notified of modifications to programs or services as stipulated in procedure 4.1

8. POLICY

The District shall provide specific procedures for assessing the effectiveness of Indian community input regarding the participation of Indian children in the District's education programs and activities and the development and implementation of the IPP's and for modifying the Districts IPP's based on the input. [34 CFR 222.94(a)(8)]

PROCEDURES

8.1 The Parent Advisory Committee and District staff will review parent and student input prior to the preparation of the Title VII and VIII program grant. Information regarding this input will be discussed at the public hearing for the new Title VII and VIII grant and or at the public hearing regarding Title VII and VIII.

YELLOW MEDICINE EAST ENROLLMENT UPDATE

2013-2014

	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	71			72			70			70			70		
First Grade	57			57			57			57			59		
Second Grade	55			55			55			55			57		
Third Grade	59			59			59			59			58		
Fourth Grade	59			59			59			59			58		
Fifth Grade	61			62			62			62			63		
	362			364			362			362			365		
Sixth Grade		51			50			50			50			50	
Seventh Grade		56			56			57			57			56	
Eighth Grade		71			70			67			67			66	
Ninth Grade		60			60			60			60			58	
Tenth Grade		51			50			51			51			51	
Eleventh Grade		87			86			84			84			84	
Twelfth Grade		65			65			65			65			63	
		441			437			434			434			428	
K-12 TOTAL			803			801			796			796			793

12

	FEBRUARY			MARCH			APRIL			MAY			END OF THE YEAR		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	70			71			70			73					
First Grade	59			59			57			58					
Second Grade	57			57			57			58					
Third Grade	58			58			59			58					
Fourth Grade	58			57			57			57					
Fifth Grade	63			63			62			61					
	365			365			362			365				0	
Sixth Grade		50			51			50			52				
Seventh Grade		57			57			57			57				
Eighth Grade		67			68			67			67				
Ninth Grade		58			58			56			56				
Tenth Grade		52			52			52			52				
Eleventh Grade		83			82			79			79				
Twelfth Grade		63			63			63			62				
		430			431			424			425			0	
K-12 TOTAL			795			796			786			790			0

**Yellow Medicine East #2190
Board Report
May-14**

2013-14 By Fund	Original 2013-14	Year to Date Expenditures	Budget Balance	Percent Expended	2012-13 YTD Expended On Original Budget
General	9,069,617	7,176,714	1,892,903	79.13%	81.29%
Food Service	391,126	319,391	71,735	81.66%	73.22%
Community Service	375,769	269,781	105,988	71.79%	74.70%
Debt Red.	1,199,488	1,197,988	1,501	99.87%	99.82%
OPEB Trust	295,800	133,667	162,133	45.19%	46.98%
OPEB Debt Service	194,895	194,345	550	99.72%	99.71%
Sub-total	11,526,695	9,291,886	2,234,809	80.61%	73.67%
Building Project (Fund 06)	0	25,444	-25,444		0
Total	11,526,695	9,317,330	2,209,365		

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

Building Project expended to date: \$11,411,792

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	83.33%
Contracted August-July	Principals/Fd Svc Director	75.00%
Contracted Sept-August	Teachers/Nurse	66.67%
12 Month Non-certified	Secretaries	85.00%
12 Month Non-certified	Custodians	78.00%
9 Month non-Certified	Assistants/Cooks	80.00%

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

4/30/2014

Month End Cash Invested \$2,561,860.60 General Closing Market Value
\$6,070.04 Building Fund (Bond)

Electronic Fund Transfers/LAF Checks

			From	To
4/9/2014	\$ 193.18	RevTrak Fees	LAF	Revtrak
4/17/2014	\$ 350,000.00	Board Accounts Payable	LAF	Citizens Alliance
		Board Accounts Payable	LAF	Citizens Alliance
4/22/2014	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
4/22/2014	\$ 266,237.89	Payroll (GF Bank direct deposits)	LAF	Granite Falls Bank
	\$ -	Board Accounts Payable	LAF	Citizens Alliance
		2013 Mn Sales Tax	LAF	Mn Dept. of Reven
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB \$1,258,799.30 Ending 4/30/2014

**Report to YME School Board May 12, 2014
YME High School / Principal Michael Meihak**

1. YME High School will strive to improve upon the educational programs offered to our students.

- * Life Science bus visits YME schools.
- * 8th graders attend “Diary of Anne Frank”
- * Chamber Choir sings at local churches on May 18.
- * National Honor Society inducted 15 new members. The students cleaned roadside ditches for the Adopt-a-Highway program on May 7.

2. YME High School will provide opportunity for staff development and maintaining the best possible staff.

- * Teacher evaluation meeting was held on May 7
- * Ramp Up meeting attended by two committee members

3. YME High School will continually seek to improve tools for instruction.

- * Science Fair was held May 2
- * The Academy is coming together, meetings are scheduled for later this month, June, and August.

4. YME High School will continue to maintain a positive school environment.

- * May 14 Honors Banquet
- * May 21 Baccalaureate
- * May 23 USC Banquet
- * May 28 Music Banquet

5. YME student accolades:

* Congratulations YME writers!! Cherveny Brynn received 1st place in grades 7/8 for her non-fiction selection and Madison Hinz received 2nd place in grades 5/6 for her fiction selection.

*The Horticulture class will be having its **Annual Vegetable Sale** starting on May 12th. We will be selling tomatoes and peppers mainly. These are all plants that the students started from seed and transplanted into bigger pots for our sale. The students get an opportunity to learn about soil management, fertility rates, growing degree days, and plant science. They also get to work on their people and sales skills while we have our plant sale. They need to learn all the different types of tomatoes and peppers so they can tell the customers that would fit best for them.

Creating a community of learners building a foundation for success!

May 12, 2014 - School Board presentation
Bert Raney Elementary



Assessments:

MCAs for grades 3-5 are completed in Reading and Math. 5th Grade students will complete the science MCA tomorrow and Wednesday.

Students are currently being evaluated using NWEA, DRA assessments for reading fluency and comprehension, and MobyMath for math and language.

Student Events:

Many grade levels have had the opportunity to travel off-site for field trips recently: 4th grade Dakota History Day and Prairie Woods, 2nd to WWII Museum and Heritage Village, 5th Grade to Ordway

Upcoming events:

This week 2nd Grade and 5th Grade will be going to WWII Museum. Thursday the School Patrol and Student Council will be attending the Twins game.

Next week the K/1 classes travel to the zoo.

Walk and Roll to School and BRE Fun Day on May 24th

May 29th - End of Year Awards and Recognition Ceremony from 8:30 - 9:30
and 5th Grade Graduation from 9:30 - 9:45

Staff events:

Staff are currently reviewing Math standards and different math curriculums in PLCs during the month of May.

Several staff traveled to Centers for Excellence and MDE training last Thursday on the ELA standards and implementation of the standards using the literacy team.

May 19 - 22 Elisa Brent-Fair will be here to work with staff literacy lesson plans and literacy block expectations.

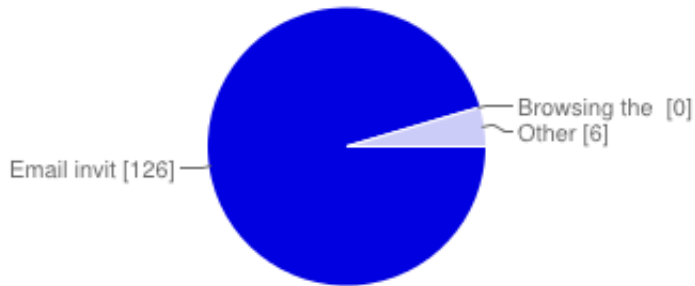
May 29 - Math and Literacy Teams will meet with Center for Excellence Staff to discuss goals and critical practices for next year's School Improvement Plan.

May 30 - Cathy Mrla and Amy Hoernemann will be presenting to staff on RtI (Response to Intervention for BRE) and specifically how it looks at Bert Raney.

June 5 - Leadership Team will meet from 9 - noon to draft goals and SIP for 2014-2015 school year

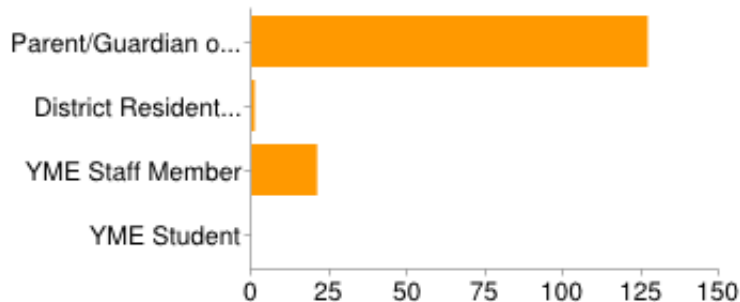
Summary

I learned about this survey from:



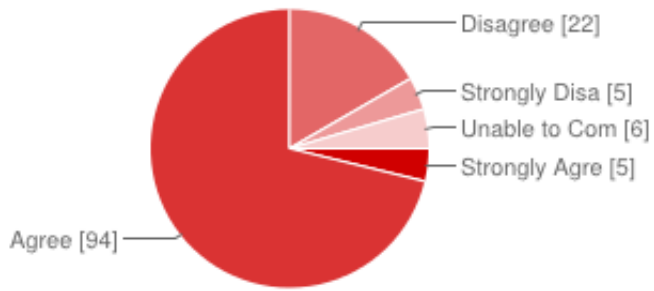
Email invitation from YME	126	95%
Browsing the YME Website	0	0%
Other	6	5%

What is your relationship to the YME School District?



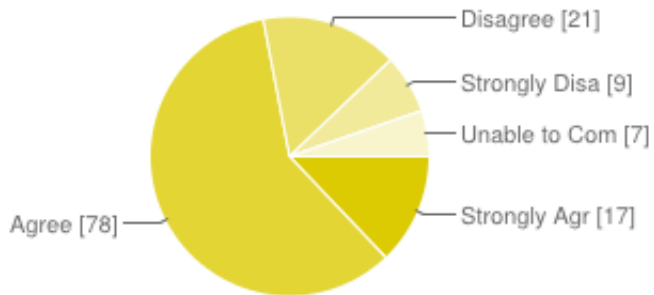
Parent/Guardian of a YME Student	127	85%
District Resident without a YME Student	1	1%
YME Staff Member	21	14%
YME Student	0	0%

YME is well organized and runs smoothly.



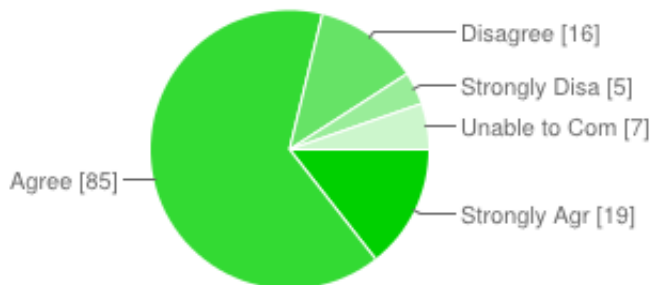
Strongly Agree	5	4%
Agree	94	71%
Disagree	22	17%
Strongly Disagree	5	4%
Unable to Comment	6	5%

YME encourages a sense of pride in achievement and a sense of self-worth.



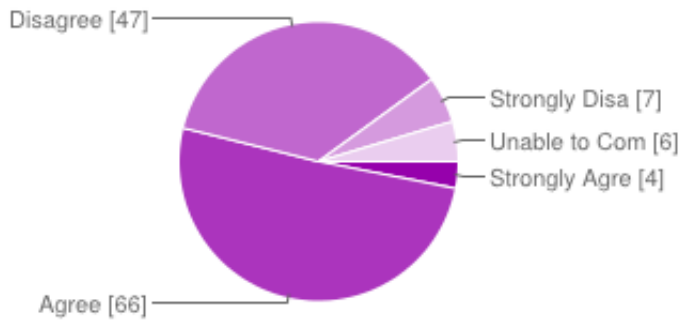
Strongly Agree	17	13%
Agree	78	59%
Disagree	21	16%
Strongly Disagree	9	7%
Unable to Comment	7	5%

Teachers and students at YME care about each other.



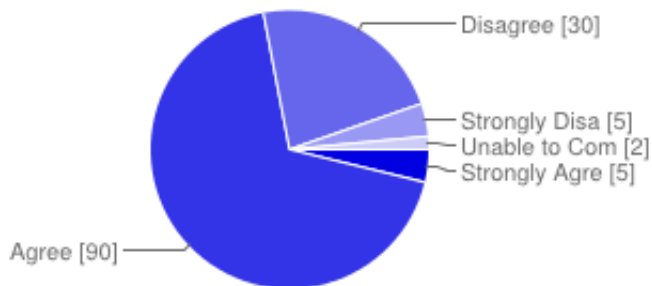
Strongly Agree	19	14%
Agree	85	64%
Disagree	16	12%
Strongly Disagree	5	4%
Unable to Comment	7	5%

YME has clear goals and a positive school identity.



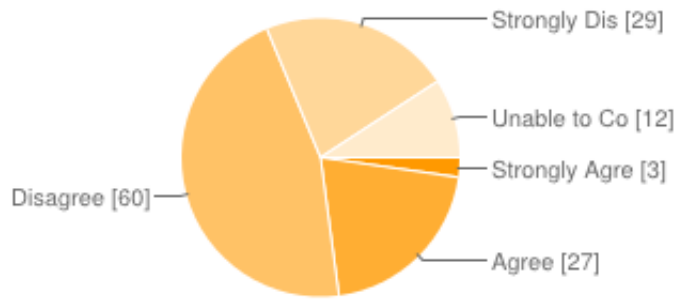
Strongly Agree	4	3%
Agree	66	51%
Disagree	47	36%
Strongly Disagree	7	5%
Unable to Comment	6	5%

YME is a safe and secure school.



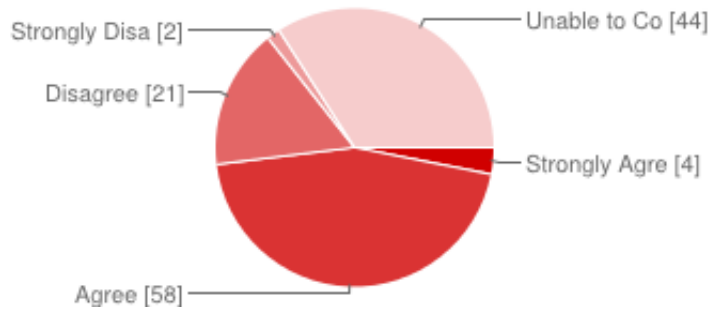
Strongly Agree	5	4%
Agree	90	68%
Disagree	30	23%
Strongly Disagree	5	4%
Unable to Comment	2	2%

YME does not have a bullying problem.



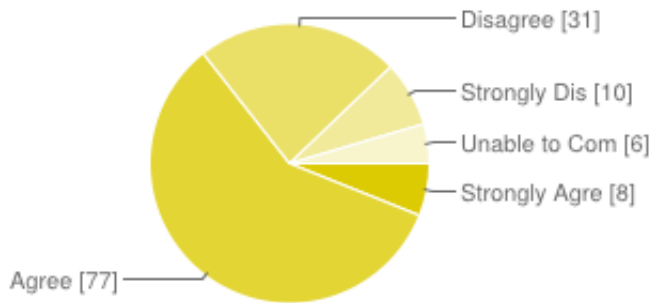
Strongly Agree	3	2%
Agree	27	21%
Disagree	60	46%
Strongly Disagree	29	22%
Unable to Comment	12	9%

YME responds to issues of racism.



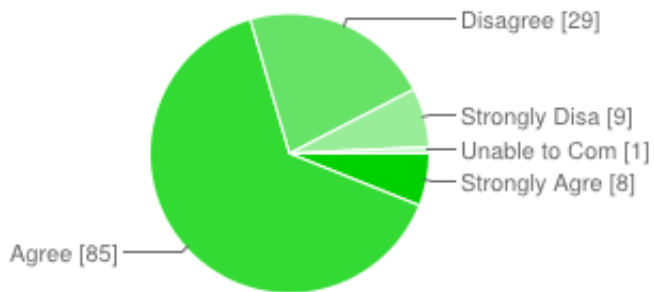
Strongly Agree	4	3%
Agree	58	45%
Disagree	21	16%
Strongly Disagree	2	2%
Unable to Comment	44	34%

YME has high standards of student behavior.



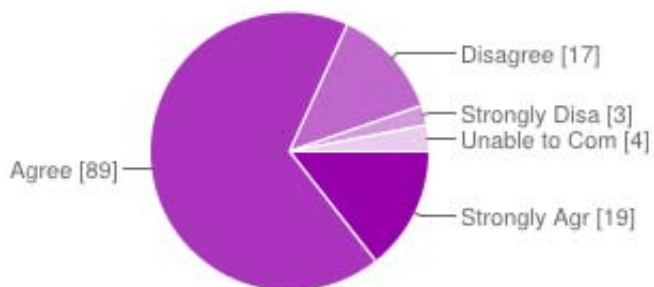
Strongly Agree	8	6%
Agree	77	58%
Disagree	31	23%
Strongly Disagree	10	8%
Unable to Comment	6	5%

YME strives for high academic standards.



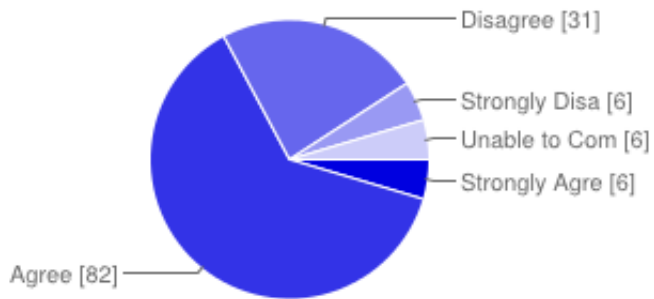
Strongly Agree	8	6%
Agree	85	64%
Disagree	29	22%
Strongly Disagree	9	7%
Unable to Comment	1	1%

Teachers at YME are professional, committed, and enthusiastic.



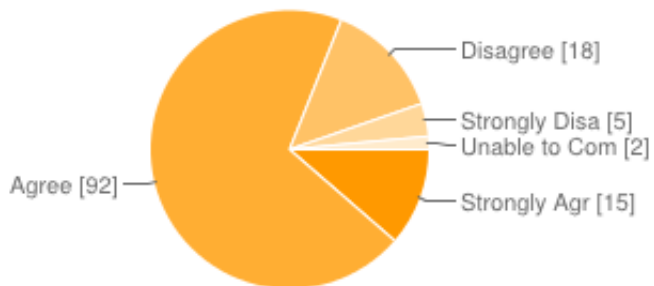
Strongly Agree	19	14%
Agree	89	67%
Disagree	17	13%
Strongly Disagree	3	2%
Unable to Comment	4	3%

The staff and students at YME respect each other.



Strongly Agree	6	5%
Agree	82	63%
Disagree	31	24%
Strongly Disagree	6	5%
Unable to Comment	6	5%

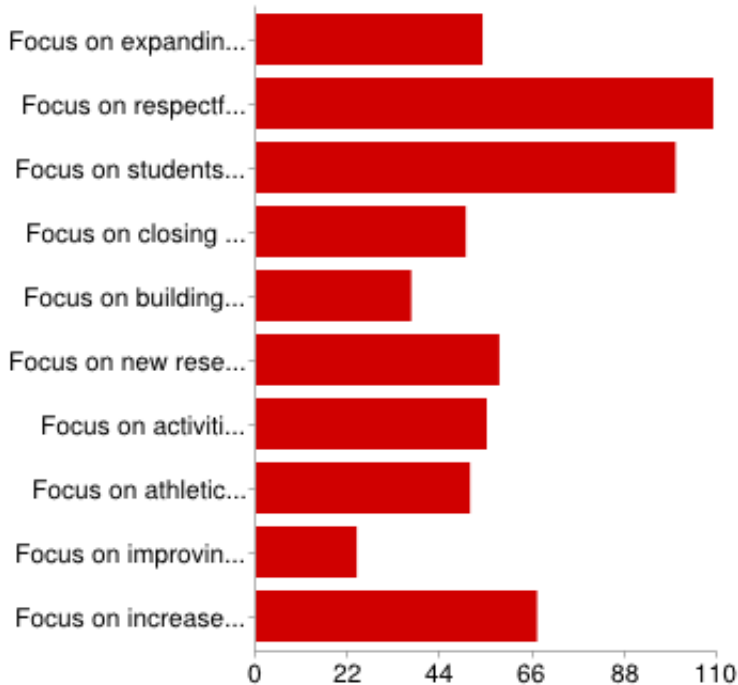
I feel well informed about the activities of YME and its students.



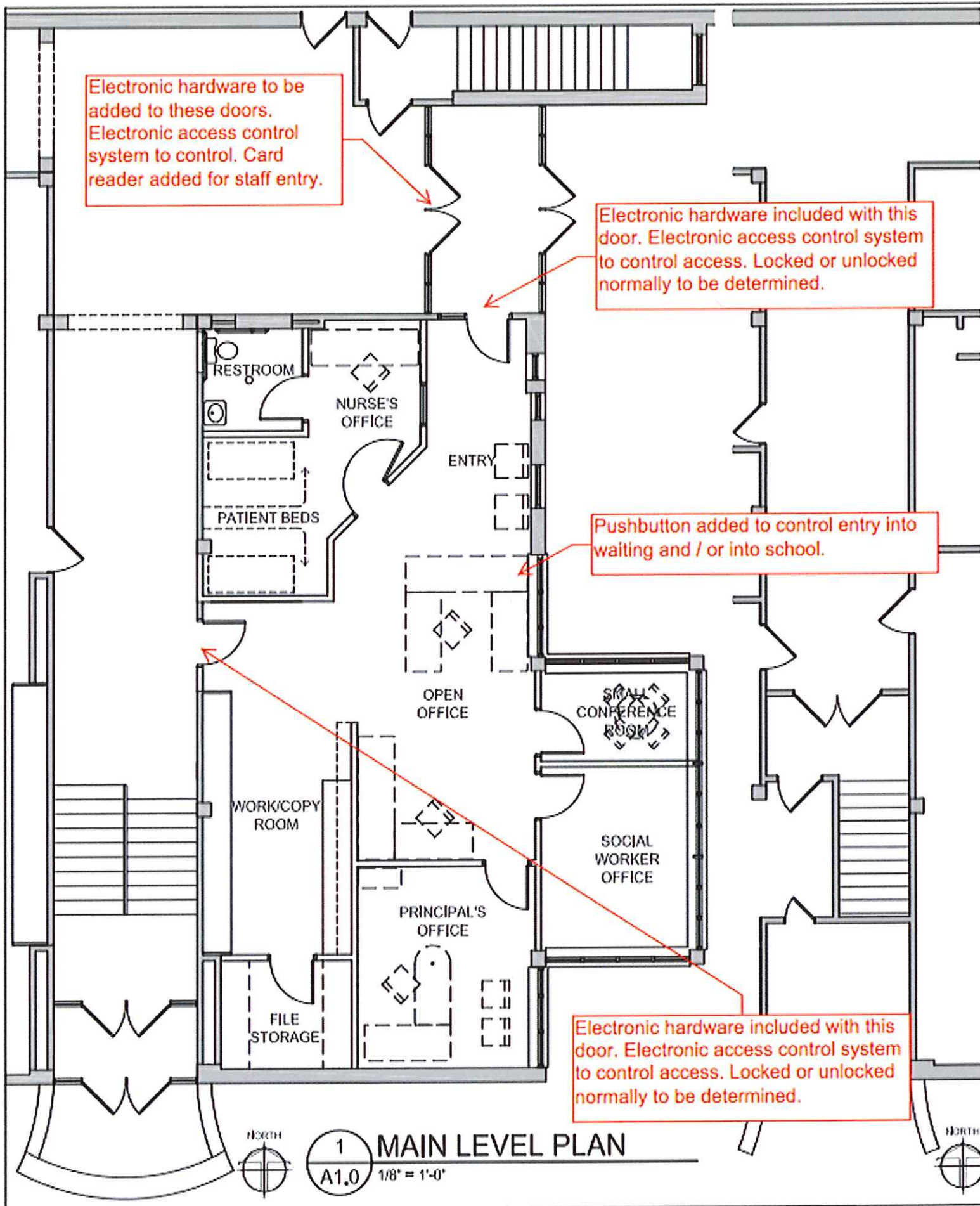
Strongly Agree	15	11%
Agree	92	70%
Disagree	18	14%
Strongly Disagree	5	4%
Unable to Comment	2	2%

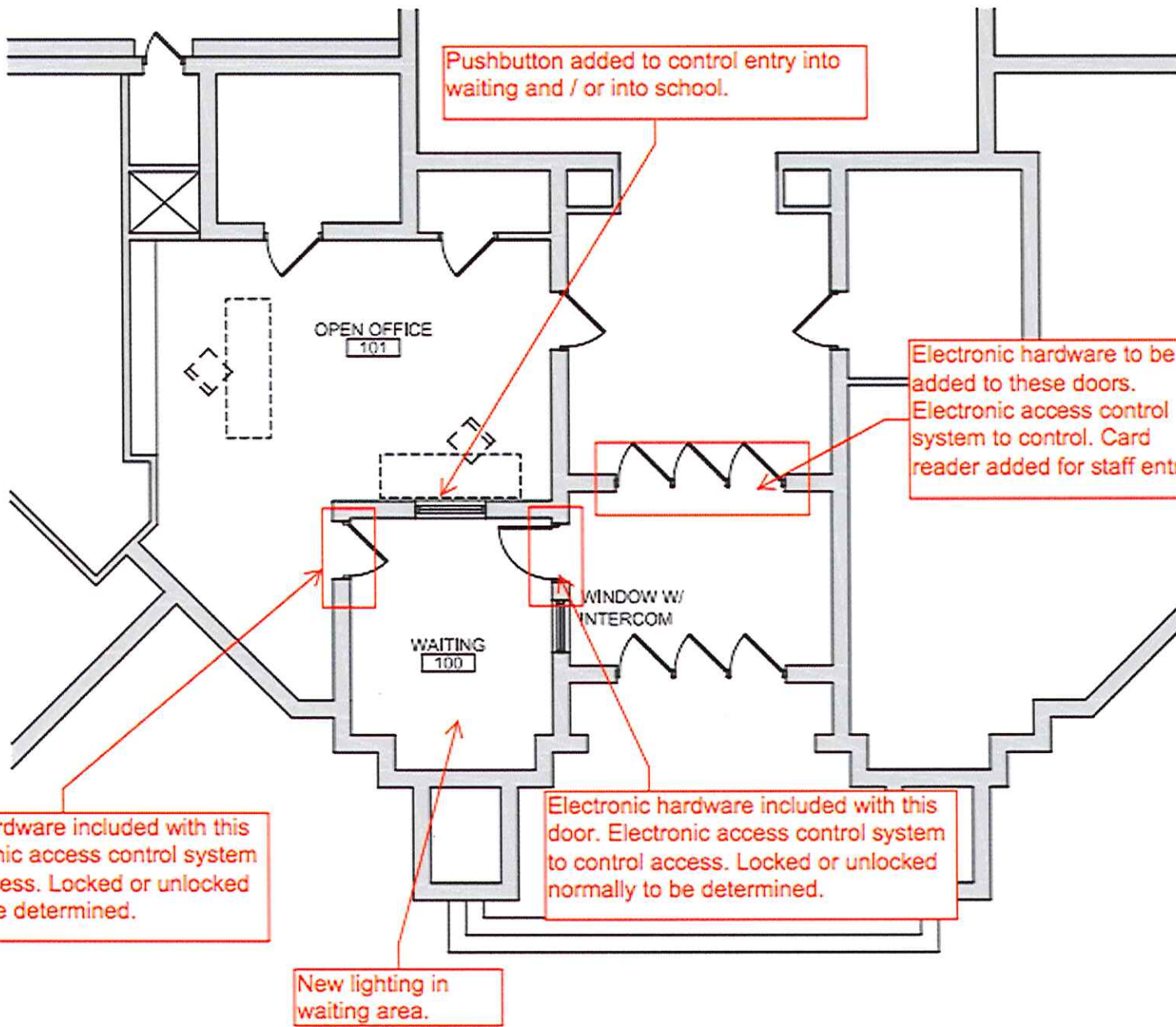
Survey

From the list below, please check the 5 topics you feel are most important to improving Yellow Medicine East.



Focus on expanding school readiness opportunities (early childhood).	54	9%
Focus on respectful, responsible student behavior.	109	18%
Focus on students being career and college ready.	100	17%
Focus on closing the achievement gap among our demographic subgroups.	50	8%
Focus on building security and screening visitors to our campus.	37	6%
Focus on new research based teaching strategies.	58	10%
Focus on activities (fine arts, knowledge bowl, etc.)	55	9%
Focus on athletics (sports).	51	8%
Focus on improving the appearance of the building and campus.	24	4%
Focus on increased use of technology for instruction and communication.	67	11%





Electronic hardware included with this door. Electronic access control system to control access. Locked or unlocked normally to be determined.

Pushbutton added to control entry into waiting and / or into school.

Electronic hardware to be added to these doors. Electronic access control system to control. Card reader added for staff entry.

Electronic hardware included with this door. Electronic access control system to control access. Locked or unlocked normally to be determined.

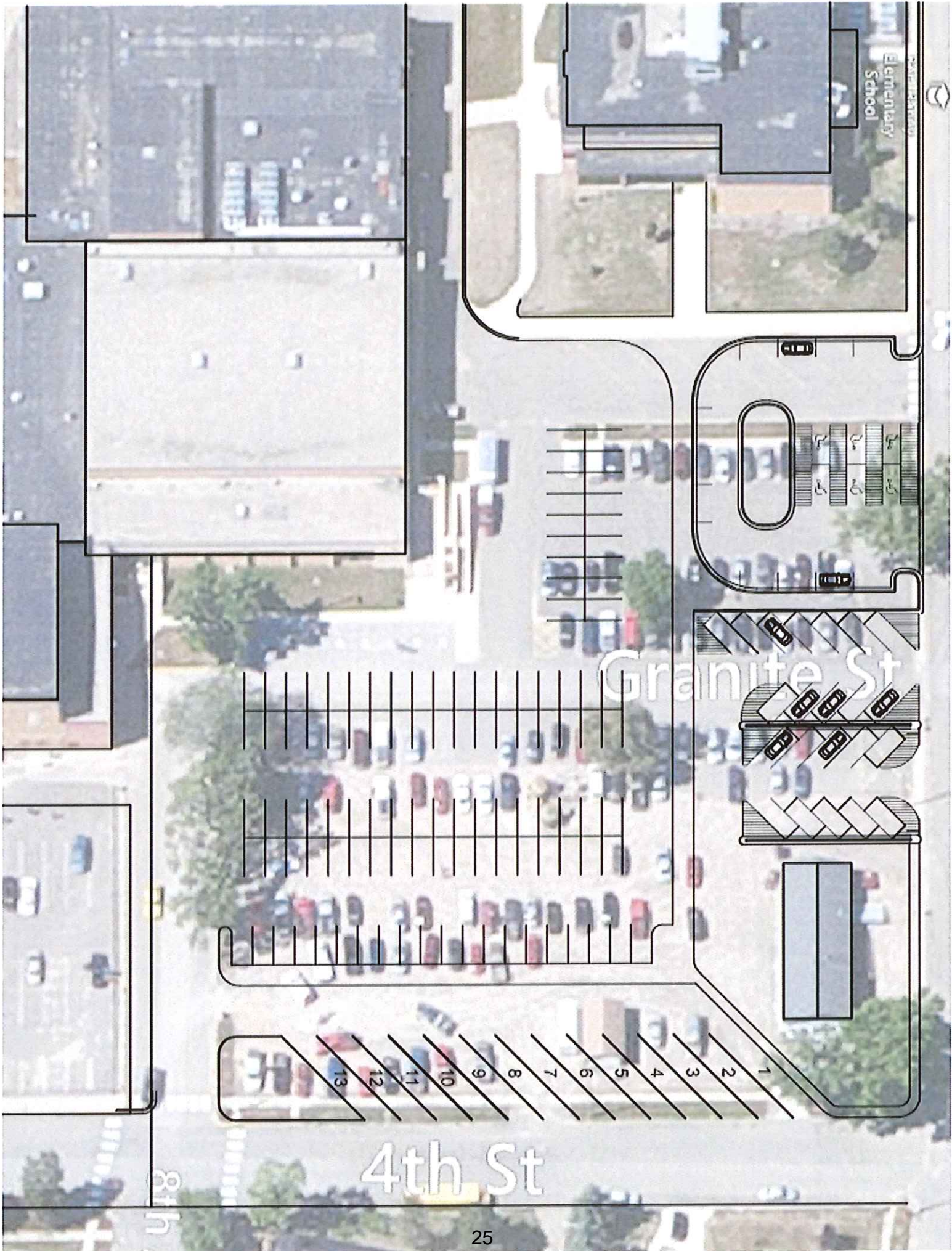
New lighting in waiting area.



1
A1.0

MAIN LEVEL PLAN

1/8" = 1'-0"



Elementary School

Granite St

4th St

Auditor Reviewed and Recommended: 2008

*Previous Adoption: May 9, 2011
Reviewed by Policy Committee: March & April 2014
First Reading: April 14, 2014
Second Reading: May 12, 2014
Adopted: May 12, 2014*

702.1 ELECTRONIC FUNDS TRANFERS

I. PURPOSE

The purpose of this policy is to provide procedures for the authorization of electronic fund transfers for business operations.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with laws regarding electronic fund transfers for school districts.

III. REQUIEMENT

- A. The school board shall annually delegate the authority to make electronic fund transfers to the designated business administrators.
- B. The disbursing bank shall keep on file a certified copy of the delegation of authority.
- C. The initiator of the electronic funds transfer shall be identified.
- D. The initiator shall document the request and obtain an approval from a business administrator before initiating the transfer.
- E. A list of all transactions made by electronic funds transfer shall be submitted to the school board at its next regular meeting after the transaction.

Legal References: Minn. Stat. 471.38 Subd. 3a

702 ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue)
Minn. Stat. § 123B.76 (Expenditures)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an

afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as

provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents

shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, a resident student with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement. (Minn. Stat. § 123B.88, Subd. 1)

- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education

students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has

served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)

- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.02 (Children With a Disability, Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132, *et seq.* (Americans With Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)
MSBA Service Manual, Chapter 2, Transportation

708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.88, Subd. 1; Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/DISABLED STUDENTS

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)
- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist

students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

- D. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

- Legal References:** Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)
- Cross References:** MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

709 STUDENT TRANSPORTATION SAFETY POLICY (Mandatory Policy)

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades Pre-kindergarten through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades PreK through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades PreK through 10 who enroll in a school after

the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades PreK through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least twice during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades PreK through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. **Riding the school bus is a privilege, not a right.** The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs, and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road, or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself.
 - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (PreK-5)

- 1st offense – warning
- 2nd offense – 3 school-day suspension from riding the bus/**meeting with parent(s)**
- 3rd offense – 5 school-day suspension from riding the bus
- 4th offense – 10 school-day suspension from riding the bus
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (6-12)

- 1st offense – warning
- 2nd offense – 5 school-day suspension from riding the bus/**meeting with parent(s)**
- 3rd offense – 10 school-day suspension from riding the bus
- 4th offense – 20 school-day suspension from riding the bus
- 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes **30** transportation days without a report, the student’s consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school

bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days

from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer’s rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.

7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a

school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a

designated turn lane;

- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
 - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another

state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
- 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

- 1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.

- c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for

their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated **the Superintendent** to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school

district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.

3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
MSBA Service Manual, Chapter 2, Transportation

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.

3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

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 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA Service Manual, Chapter 2, Transportation

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

I. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

I. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- A. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- A. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- A. “Fund balance” means the arithmetic difference between the assets and liabilities

reported in a school district fund.

- A. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- A. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- A. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- A. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

IV. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 12 percent of the annual budget.

IV. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

IV. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

IV. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent, Business Manager, or the Finance Committee. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IV. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;

6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students

meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.

- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or

4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “F” (School District Contract and Bidding Procedures)

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)
- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a

battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)

- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, and source-separated compostable materials. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility; and
 - 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
1. determine the potential liability to the school district and its taxpayers for

managing waste in this manner;

2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
1. in a solid waste processing facility; or
 2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

- J. The school district may not place yard waste:
1. in mixed municipal solid waste;
 2. in a disposal facility;
 3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
 4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

- K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16B.122, Subd.3(a))

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16B.122, Subd. 3(b))

C. Whenever practicable, the school district will:

1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
2. purchase recycled content paper with at least ten percent postconsumer material by weight;
3. purchase paper which has not been dyed with colors, excluding pastel

colors;

4. purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
5. use no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;
6. use reusable binding materials or staples and bind documents by methods that do not use glue;
7. use soy-based inks;
8. produce reports, publications, and periodicals that are readily recyclable;
9. print documents on both sides of the paper where commonly accepted publishing practices allow; and
10. purchase copier paper that contains at least ten percent post-consumer material by fiber content.

(Minn. Stat. § 16B.122, Subd. 2)

- D. After July 1, 1998, the school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16B.122, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16B.122, Subd. 3(b))

VI. OTHER

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § 16B.122 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)

Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

806 CRISIS MANAGEMENT POLICY (Mandatory Policy)

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The school district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Emergency Planning and Procedures Guide for Schools to assist in the development of building-specific crisis management plans. Finally, all general crisis procedures will address specific procedures for children with special needs such as physical, sensory, motor, developmental, and mental health challenges.
 - a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
 - b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
 2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
 3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
 - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to

emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion.
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.

It shall be the responsibility of the building administrator to inform students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Grief-Counseling Procedures

Grief-counseling procedures will set forth the procedure for initiating grief-counseling plans. The procedures will utilize available resources including the

school psychologist, counselor, community grief counselors, or others in the community. Grief-counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. 6. Resume normal school routines as soon as possible.

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage

- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a ten (10) mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

807 HEALTH AND SAFETY POLICY (Mandatory Policy)

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste

19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including

current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
17354	A&B BUSINESS SOLUTIONS	05/12/2014	78166	COPIER LEASE	0	1,492.50	2,098.50
01 E 005 020 000 302 580				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		200.00	
01 E 100 203 000 302 580				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI		450.00	
01 E 300 211 000 302 580				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		842.50	
			78166-	COPIER MAINTENANCE	0	606.00	
01 E 005 020 000 000 350				SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/		110.00	
01 E 100 203 000 000 350				ELEMENTARY GENERAL ED./REPAIRS AND MAINTENANCE SVCS/		200.00	
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		296.00	
17355	ACME TOOLS	05/12/2014	2552726		0	178.00	178.00
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		178.00	
17356	ADVOCATE TRIBUNE	05/12/2014	1	LEGALS	0	17.10	833.88
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		17.10	
			2	CUSTODIAL ADS	0	119.20	
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		119.20	
			3	EC DISPLAY AD	0	38.50	
04 E 500 580 000 325 380				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		38.50	
			4	HEALTH FAIR BROCHURES	0	602.08	
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		602.08	
			5	SUBSCRIPTION	0	57.00	
04 E 500 590 157 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		57.00	
17357	AMERICAN WELDING AND GAS, INC.	05/12/2014	2697209	CONTACT TIP	0	15.50	178.52
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		15.50	
			2703631	ELECTRODE	0	114.70	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		114.70	
			2709115	HEAD TUBE	0	22.52	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		22.52	
			2719442	ACETYLENE	0	25.80	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		25.80	
17358	ARAMARK CAMPUS DINING	05/12/2014	1	SMSU COLLEGE EXP.	0	440.94	440.94
01 E 005 211 731 313 305				SECONDARY EDUCATION GENERAL/ACHIEVEMENT & INTEGRATION A		440.94	
17359	AUS FLOORS & MORE INC.	05/12/2014	1	REPLACE CHECK #GF14680	0	2,174.50	2,174.50
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		2,174.50	
17360	AVENUES FOR CARE	05/12/2014	1	2-24 TO 4-6	0	1,552.20	1,552.20
01 E 998 416 000 740 394				MULTIPLE DISABILITIES/STATE FUNDED SPECIAL ED/PAYMENTS		1,552.20	
17361	AWARD EMBLEM MFG CO	05/12/2014	382339		0	61.75	61.75
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		61.75	
17362	Vendor Continued Void	05/12/2014					0.00
17363	Vendor Continued Void	05/12/2014					0.00
17364	Vendor Continued Void	05/12/2014					0.00
17365	Vendor Continued Void	05/12/2014					0.00
17366	BENNETT & BENNETT INC.	05/12/2014	1	REG ROUTES	0	54,846.61	80,024.60
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		54,846.61	
			10	RENT BAND	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			100	SMSU - JUNIORS	0	156.52	
01 E 005 760 000 714 360				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		156.52	
			101	ENV. SCIENCE	0	471.39	
01 E 300 211 000 733 360				SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		471.39	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 211 000 733 360			102	CREATVIE FOODS	0	172.41	
				SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		172.41	
01 E 005 760 000 723 360			13	am shuttle	0	364.14	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		364.14	
01 E 005 760 000 723 360			15	WILLMAR	0	1,541.18	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		1,541.18	
01 E 005 203 733 313 360			16	EXCEL	0	555.39	
				ELEMENTARY GENERAL ED./ACHIEVEMENT & INTEGRATION AID/TR		555.39	
01 E 005 760 000 720 360			2	FUEL	0	5,095.04	
				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		5,095.04	
01 E 005 760 000 723 360			20	COSMOS RUN	0	2,511.87	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		2,511.87	
01 E 300 292 219 733 360			21	TRACK	0	643.63	
				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN		643.63	
01 E 300 294 215 733 360			22	BASEBALL	0	483.43	
				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		483.43	
01 E 300 294 224 733 360			23	BOYS TENNIS	0	250.59	
				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		250.59	
01 E 300 296 210 733 360			24	SOFTBALL	0	85.87	
				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		85.87	
01 E 300 298 501 733 360			26	FFA SDSU	0	350.96	
				EXTRACURRICULAR ACTIVITIES/TRANSPORTATION/NON-AUTHORIZE		350.96	
01 E 005 760 000 725 360			27	BOWLING	0	206.88	
				PUPIL TRANSPORTATION/BETWEEN SCHOOLS/TRANSPORTATION CON		206.88	
01 E 005 760 000 714 360			28	ART INTEGRATION	0	173.95	
				DAY			
				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		173.95	
01 E 005 760 000 720 360			3	CLKFD SHUTTLE	0	708.40	
				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		708.40	
01 E 350 292 219 733 360			30	MS TRACK	0	141.69	
				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN		141.69	
01 E 350 294 215 733 360			33	MS BASEBALL	0	109.70	
				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		109.70	
01 E 005 760 000 713 360			4	OUT OF DISTRICT	0	3,481.94	
				PUPIL TRANSPORTATION/OPEN ENROLLMENT/TRANSPORTATION CON		3,481.94	
01 E 350 292 225 733 360			42	MS GOLF	0	282.53	
				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN		282.53	
01 E 350 296 210 733 360			45	MS SB	0	91.69	
				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		91.69	
01 E 005 760 000 717 360			5	ATHLETIC SHUTTLE	0	685.44	
				PUPIL TRANSPORTATION/LATE ACTIVITY BUS/TRANSPORTATION C		685.44	
01 E 005 760 000 723 360			6	SPECIAL NEEDS	0	3,691.42	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		3,691.42	
01 E 005 760 000 723 360			7	belview run	0	2,204.47	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		2,204.47	
01 E 005 760 000 723 360			8	BELVIEW RUN	0	208.08	
				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		208.08	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			9	AFTER SCHOOL (21ST CENT.)	0	479.38	
04 E 500 505 000 882 360				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/TRANSPOR		479.38	
17367 BENSON LAUNDRY		05/12/2014	1		0	37.87	37.87
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		37.87	
17368 LAURA ANNE BRISTLE		05/12/2014	1	STUDENT MEALS- ANNE FRANK	0	40.00	40.00
01 E 005 211 731 313 305				SECONDARY EDUCATION GENERAL/ACHIEVEMENT & INTEGRATION A		40.00	
17369 CENEX CREDIT CARD		05/12/2014	1	VEHICLES	0	482.05	700.77
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		482.05	
			2	OM	0	218.72	
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN		218.72	
17370 Vendor Continued Void		05/12/2014					0.00
17371 CITY OF GRANITE FALLS		05/12/2014	1	BR WATER/SEWER	0	702.47	12,360.03
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		702.47	
			2	BR ELECTRICITY	0	3,283.30	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		3,283.30	
			3	HS WATER-SEWER	0	616.65	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE		616.65	
			4	HS ELECTRICITY	0	7,602.52	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		7,602.52	
			5	TRACK	0	25.11	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		25.11	
			6	CARPENTRY	0	37.73	
01 E 300 361 000 000 330				VOCATIONAL WEIDAUER//UTILITY SERVICES/		37.73	
			7	OUTSIDE MAINTENANCE	0	92.25	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA		92.25	
17372 CITY OF GRANITE FALLS		05/12/2014	10	BUS- MN WEST	0	20.00	20.00
04 E 500 582 000 344 430				LEARNING READINESS/LEARNING READINESS/SUPPLIES/		20.00	
17373 CONSUMERS COOPERATIVE OIL CO.		05/12/2014	100		0	35.38	35.38
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		35.38	
17374 COOLE SCHOOL		05/12/2014	141025	PLANNERS	0	745.47	745.47
01 E 100 216 000 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/		745.47	
17375 COUNTRYSIDE PUBLIC HEALTH		05/12/2014	1	LICENSE FEE	0	630.00	630.00
02 E 005 770 000 701 899				FOOD SERVICES/SCHOOL LUNCH/MISCELLANEOUS EXPENSE/		630.00	
17376 CHAR DAHL		05/12/2014	1		0	59.80	59.80
01 E 005 640 734 313 305				STAFF DEVELOPMENT/ACHIEVEMENT & INTEGRATION AID/PROFESS		59.80	
17377 DAVE'S ELECTRIC CO		05/12/2014	1		0	114.00	114.00
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		114.00	
17378 DEAN FOODS NORTH CENTRAL, INC.		05/12/2014	1		0	3,445.49	4,346.07
02 E 005 770 000 701 495				FOOD SERVICES/SCHOOL LUNCH/MILK/		3,445.49	
			2		0	900.58	
02 E 005 770 000 705 495				FOOD SERVICES/BREAKFAST/MILK/		900.58	
17379 DEMCO, INC.		05/12/2014	5273396		0	205.32	480.15
01 E 300 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		205.32	
			5285200		0	85.40	
01 E 300 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		85.40	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			5288342		0	189.43	
01 E 100 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		189.43	
17380 DINN BROS		05/12/2014	22953-4		0	51.75	51.75
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		51.75	
17381 EAP CONSULTANTS		05/12/2014	FY14		0	193.44	193.44
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		193.44	
17382 Vendor Continued Void		05/12/2014					0.00
17383 Vendor Continued Void		05/12/2014					0.00
17384 ECONOMART		05/12/2014	1		0	34.71	2,579.75
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		34.71	
			10	AFTER SCHOOL PROGRAM	0	28.59	
04 E 500 505 030 882 430				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/SUPPLIES		28.59	
			100	INTEGRATION	0	10.95	
01 E 005 211 734 313 305				SECONDARY EDUCATION GENERAL/ACHIEVEMENT & INTEGRATION A		10.95	
			11	FACS	0	1,505.01	
01 E 300 331 000 830 433				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA		1,505.01	
			12	STAFF MEETING SUPPLIES	0	20.12	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		20.12	
			13	KIWANIS	0	10.76	
01 L 230 38				GENERAL FUND/DEFERRED REVENUE/KIWANIS DONATIONS		10.76	
			15	K/1	0	380.49	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE/ELEM SNAC		380.49	
			16	2ND GRADE	0	143.10	
01 E 100 203 372 000 899				ELEMENTARY GENERAL ED./MISCELLANEOUS EXPENSE/SNACKS-2N		143.10	
			17	R TANNER	0	153.66	
01 E 005 203 731 313 305				ELEMENTARY GENERAL ED./ACHIEVEMENT & INTEGRATION AID/PR		153.66	
			18	HS PRINCIPAL INTERVIEWS	0	42.72	
01 E 005 010 000 000 899				BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/		42.72	
			19	SCIENCE	0	11.36	
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		11.36	
			21	AG SCIENCES	0	98.97	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		98.97	
			22	AM LEGION APPLES	0	110.00	
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		110.00	
			23		0	65.82	
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		65.82	
			24		0	-36.51	
01 E 005 110 000 000 899				ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		-36.51	
17385 FARGO PUBLIC SCHOOL DISTRICT		05/12/2014	31845	3/14 TO 3/19/14	0	274.28	274.28
01 E 978 410 000 740 392				MISC. HEALTH DISABILITIES/STATE FUNDED SPECIAL ED/OUT O		274.28	
17386 FARMERS UNION OIL CO.		05/12/2014	12190	TRACTOR MOWER	0	36.66	36.66
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN		36.66	
17387 FISHER SCIENTIFIC		05/12/2014	5924029		0	143.44	143.44
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		143.44	
17388 FOOD SERVICES OF AMERICA		05/12/2014	1		0	12,788.80	12,788.80
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		309.84	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		10,175.77	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		1,944.56	
02 E 005 770 000 707 490				FOOD SERVICES/ALA CARTE/OTHER/FOOD/		358.63	
17389	FRENCH GLASS & SPECIALTY INC.	05/12/2014	B34512	GYM ENTRANCE DOOR	0	878.00	878.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		878.00	
17390	TIM GERRETTY	05/12/2014	1	ART DAY	0	150.00	150.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		150.00	
17391	GRANITE FALLS AUTO PARTS	05/12/2014	242236		0	4.98	34.14
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		4.98	
			243480	WIPER BLADE-BULB	0	19.47	
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		19.47	
			243484	GATOR-TRAILER	0	9.69	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		9.69	
17392	GRANITE RUN GOLF CLUB	05/12/2014	1322	HS GOLF	0	500.00	500.00
01 E 300 292 225 000 370				BOYS/GIRLS ATHLETICS//RENTALS AND LEASES/GOLF		500.00	
17393	GRANITE FALLS SUPER MOTEL	05/12/2014	2624	PRAIRIE FIRE	0	483.28	483.28
01 L 230 01				THEATRE		483.28	
				GENERAL FUND/DEFERRED REVENUE/ARTS COUNCIL		483.28	
17394	GRAPHIC EDGE	05/12/2014	761332	VB T-SHIRTS	0	134.39	134.39
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		134.39	
17395	GREAT PLAINS NATURAL GAS CO	05/12/2014	1	CLKFD STORAGE	0	20.00	4,449.81
01 E 025 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		20.00	
			10	BERT RANEY	0	1,168.70	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		1,168.70	
			2	HS	0	3,195.17	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		3,195.17	
			3	MAINTENANCE	3	65.94	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/OUTSIDE		65.94	
17396	GROTH MUSIC	05/12/2014	2184542		0	15.00	15.00
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		15.00	
17397	GUERTIN, DAVID	05/12/2014	GAS	GAS	0	66.16	66.16
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES		66.16	
17398	BRAD HALL	05/12/2014	1	ART DAY	0	250.00	250.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		250.00	
17399	SCOTT HANSON	05/12/2014	1	ART DAY	0	235.60	235.60
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		235.60	
17400	HDL	05/12/2014	2677841		0	266.95	266.95
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		266.95	
17401	HENDERSON, ROBIN	05/12/2014	1		0	162.84	162.84
01 E 005 790 000 313 366				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		162.84	
17402	MELISSA J HESCH	05/12/2014	1	WORKSHOP	0	72.00	72.00
01 E 100 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		72.00	
17403	HILLYARD/HUTCHINSON	05/12/2014	601111470		0	1,633.48	2,367.86
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		1,633.48	
			601128496		0	275.58	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		275.58	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 000 000 350			700129773	SCRUBBER MAIN. OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	458.80 458.80	
17404 CLAYTON HUBERT		05/12/2014	1	ART DAY	0	150.00	150.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		150.00	
17405 LARRY HUBERT		05/12/2014	1	ART DAY	0	200.00	650.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		200.00	
01 E 005 212 732 313 305			100	ART DAY SUPPLIES	0	450.00	
				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		450.00	
17406 MICHAEL HUBERT		05/12/2014	1	ART DAY	0	150.00	150.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		150.00	
17407 INDIANA DEVELOPMENTAL TRAINING		05/12/2014	303447	APRIL	0	3,263.19	3,263.19
01 E 998 410 000 740 392				MISC. HEALTH DISABILITIES/STATE FUNDED SPECIAL ED/OUT O		3,263.19	
17408 INNOVATIVE OFFICE SOLUTIONS		05/12/2014	507051		0	111.48	130.76
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		111.48	
01 E 200 720 000 000 401			511250	HEALTH SERVICES/NURSE//GENERAL SUPPLIES/	223	19.28 19.28	
17409 ISCORP		05/12/2014	664220	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
17410 TAMARA ISFELD		05/12/2014	1	ART DAY	0	332.00	332.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		332.00	
17411 JEFFERS PETROGLYPHS		05/12/2014	1	DAKOTA DAY	0	350.00	350.00
01 E 005 203 731 313 305				ELEMENTARY GENERAL ED./ACHIEVEMENT & INTEGRATION AID/PR		350.00	
17412 PAMELA JENSEN		05/12/2014	1	DAKOTA DAY	0	84.00	84.00
01 E 005 203 731 313 305				ELEMENTARY GENERAL ED./ACHIEVEMENT & INTEGRATION AID/PR		84.00	
17413 JIM'S CLOTHING & SPORTING GOOD		05/12/2014	95064	CUSTODIAL SHIRTS	0	152.00	845.45
01 E 005 810 126 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CUSTODIAL		152.00	
04 E 500 505 000 321 450			95189	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	38.00 38.00	
01 E 300 292 225 000 401			95280	BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF	0	107.13 107.13	
04 E 500 505 000 321 450			96824	ELEM SOCCER SHIRTS	0	548.32 548.32	
17414 KDMA - AM		05/12/2014	8278-1	PROM SAFETY	0	49.00	134.00
01 E 005 010 000 000 380				BOARD OF EDUCATION//PRINTING/ADVERTISING/		49.00	
01 E 005 010 000 000 380			8279-1	STATE FFA	0	85.00 85.00	
				BOARD OF EDUCATION//PRINTING/ADVERTISING/			
17415 KIBBLE EQUIPMENT, INC.		05/12/2014	564877	GATOR- V-BELT	0	63.41	63.41
01 E 005 810 191 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		63.41	
17416 KILOWATT COMMUNITY CENTER		05/12/2014	1	POOL & GYM RENTAL	0	275.00	1,600.00
01 E 350 203 000 000 370				ELEMENTARY GENERAL ED.//RENTALS AND LEASES/		275.00	
01 E 300 298 000 000 370			2	VB GYM RENTAL	0	150.00 150.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/			
01 E 300 298 000 000 370			3	TRACK GYM RENTAL	0	600.00 600.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/			
01 E 350 298 000 000 370			4	TENNIS GYM RENTAL	0	300.00 300.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 298 000 000 370			5	JH SOFTBALL GYM RENTAL	0	200.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		200.00	
01 E 300 298 000 000 370			6	SOFTBALL POOL RENTAL	0	75.00	
				EXTRACURRICULAR ACTIVITIES//RENTALS AND LEASES/		75.00	
17417 KNAPPER, TIMOTHY 04 E 500 505 000 321 366		05/12/2014	1	COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-	0	67.80	177.15
						67.80	
01 E 300 292 000 000 366			2	BOYS/GIRLS ATHLETICS//TRAVEL-SCHOOL BUSINESS/	0	109.35	109.35
17418 LIFETOUCH 01 L 230 33		05/12/2014	532142	ELEM. YEARBOOK	0	432.05	432.05
				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		432.05	
17419 LONDGREN, KAREN 01 E 005 640 000 316 366		05/12/2014	1	STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN	0	171.65	171.65
						171.65	
17420 CINDY LOUWAGIE 01 E 100 790 149 000 401		05/12/2014	1	incredible years grant	0	100.00	100.00
				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/MISCELLA		100.00	
17421 MACKIN LIBRARY MEDIA 01 E 300 620 000 000 470		05/12/2014	386966	EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/	0	217.63	217.63
						217.63	
17422 PATTY MARYOTT 01 E 300 790 388 000 899		05/12/2014	1	STUDENT CLOTHES	0	16.77	16.77
				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		16.77	
17423 MICHAEL MEIHAK 01 E 300 050 000 000 366		05/12/2014	1	PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/	0	96.14	96.14
						96.14	
17424 MINNEOTA SCHOOL DISTRICT 01 E 005 212 732 313 305		05/12/2014	4/22/14	GAS- ART DAY	0	60.00	240.00
				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		60.00	
01 E 005 212 732 313 305			5/5/14	MEALS- ART DAY	0	180.00	180.00
				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		180.00	
17425 MINNESOTA ELEVATOR, INC. 01 E 005 860 000 347 590		05/12/2014	311459	INSPECTIONS	0	329.26	329.26
				HEALTH & SAFETY EQUIP/PHYSICAL HAZARD CONTROL/OTHER CAP		329.26	
17426 MN RIVER VALLEY EDUCATION DIST 01 E 005 640 000 316 305		05/12/2014	1	SCIENCE- E BOOK	0	250.00	250.00
				STIPENED		250.00	
				STAFF DEVELOPMENT/STAFF DEVELOPMENT/PROFESSIONAL FEES/		250.00	
17427 MONTEVIDEO SCHOOL DISTRICT 129 01 L 230 86		05/12/2014	1	BIRCH COULEE FUNDS	0	993.67	993.67
				GENERAL FUND/DEFERRED REVENUE/BIRCH COULEE (FY13)		993.67	
17428 MTI DISTRIBUTING INC. 01 E 005 810 191 000 410		05/12/2014	951714	MOWER PARTS	0	442.68	442.68
				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		442.68	
17429 MUNDO LEARNING 01 E 300 230 251 000 394		05/12/2014	1	Spanish	0	1,605.50	2,140.70
				FOREIGN/NATIVE LANGUAGES//PAYMENTS TO OTHER AGENCIES/SP		1,605.50	
01 E 350 230 251 000 394			2	Spanish	0	535.20	535.20
				FOREIGN/NATIVE LANGUAGES//PAYMENTS TO OTHER AGENCIES/SP		535.20	
17430 MVCC 01 E 200 420 978 740 396		05/12/2014	1	SPECIAL ED	0	140,000.00	140,000.00
				SERVCIIES		140,000.00	
				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		140,000.00	
17431 MVTV 01 E 200 612 199 000 305		05/12/2014	1	maint. internet	0	47.95	47.95
				TECHNOLOGY//PROFESSIONAL FEES/KAREN MCCOY		47.95	
17432 NELSEN'S CLEANERS & LAUNDERERS 02 E 005 770 000 701 382		05/12/2014	1	FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/	0	32.51	32.51
						32.51	
17433 NEWMIND GROUP INC. 01 E 200 420 978 740 396		05/12/2014	3713	CHROMEBOOKS	0	2,790.00	4,743.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		2,790.00	
			5344	CHROMEBOOKS	0	1,953.00	
01 E 200 612 000 302 555				TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/		1,953.00	
17434 SAMANTHA ODEGARD		05/12/2014	1	DAKOTA DAY	0	150.00	150.00
01 E 005 203 731 313 305				ELEMENTARY GENERAL ED./ACHIEVEMENT & INTEGRATION AID/PR		150.00	
17435 OFFICEMAX CREDIT PLAN		05/12/2014	388960		0	267.56	460.04
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE//GENERAL SUPPLIES/		267.56	
			490548	PAPER	0	96.24	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		96.24	
			490548-	PAPER	0	96.24	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		96.24	
17436 OLSON SANITATION INC.		05/12/2014	1		0	965.96	965.96
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		965.96	
17437 PAN-O-GOLD BAKING CO.		05/12/2014	1		0	411.11	681.56
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		411.11	
			2	breakfast food	0	270.45	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		270.45	
17438 PETRICH, STEVE		05/12/2014	1	PHYSICS	0	22.80	22.80
01 E 300 260 000 000 430				NATURAL SCIENCES//SUPPLIES/		22.80	
17439 PITNEY BOWES		05/12/2014	406	POSTAGE METER	0	1,017.00	1,017.00
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/		1,017.00	
17440 PRAIRIE FIRE THEATRE		05/12/2014	deposit	ALADIN FY15	0	400.00	400.00
01 L 230 01				GENERAL FUND/DEFERRED REVENUE/ARTS COUNCIL		400.00	
17441 PRAIRIE WOOD ENVIR. LRNG. CTR.		05/12/2014	9372		0	1,587.00	1,587.00
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		1,587.00	
17442 QUILL CORPORATION		05/12/2014	2		0	80.03	120.47
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		80.03	
			2089611		0	40.44	
09 L 230 27				TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		40.44	
17443 RESOURCE TRAINING & SOLUTIONS		05/12/2014	21799	LEADERSHIP TEAM	0	48.00	48.00
				TRAINING			
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/		48.00	
17444 AL RESZEL		05/12/2014	1		0	119.57	192.46
04 E 500 505 000 882 433				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/INDIVIDU		119.57	
			2		0	72.89	
04 E 500 505 000 882 369				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/PARTICIP		72.89	
17445 ROCKLER		05/12/2014	2160206		0	80.00	80.00
01 E 300 255 000 000 430				INDUSTRIAL EDUCATION//SUPPLIES/		80.00	
17446 RTS		05/12/2014	1		0	173.89	173.89
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		173.89	
17447 RUNNINGS FARM & FLEET		05/12/2014	010-2883068	SCIENCE GRANT	0	699.00	699.00
				TRAILER			
01 E 300 790 149 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/MISCELLA		699.00	
17448 SCHWICKERT'S		05/12/2014	sic095146	roof repair	0	1,241.00	1,241.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		1,241.00	
17449 SOUTHWEST WHOLESALE		05/12/2014	1		0	1,616.11	1,616.11
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		226.95	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		1,130.03	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		259.13	
17450	SPANNING CLOUDS	05/12/2014	2305	ARCHIVE SUBSCRIPTION	0	1,425.00	1,425.00
01 E 200 612 199 000 405				TECHNOLOGY//KAREN MCCOY		1,425.00	
17451	JOHN STERNER	05/12/2014	4/23/14	ART DAY	0	235.99	297.64
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		235.99	
01 E 005 212 732 313 305			5/5/14	ART DAY	0	61.65	61.65
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		61.65	
17452	ALLEN L STOECKMAN	05/12/2014	1		0	331.77	331.77
01 E 005 020 000 000 366				SUPERINTENDENT'S OFFICE//TRAVEL-SCHOOL BUSINESS/		331.77	
17453	STUKEL, GENE	05/12/2014	1	ART DAY	0	200.00	200.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		200.00	
17454	SUBWAY	05/12/2014	1		0	96.19	428.89
01 E 005 203 731 313 305				ELEMENTARY GENERAL ED./ACHIEVEMENT & INTEGRATION AID/PR		96.19	
01 L 230 33			10		0	332.70	332.70
01 L 230 33				GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		332.70	
17455	SW/WC SERVICE COOP - MARSHALL	05/12/2014	43019		0	170.00	170.00
01 E 300 331 000 830 433				FAMILY LIFE SCIENCE (VOC)/VOCATIONAL PROGRAMS/INDIVIDUA		170.00	
17456	JIM SWARTZ	05/12/2014	1	ART DAY	0	150.00	150.00
01 E 005 212 732 313 305				ART/ACHIEVEMENT & INTEGRATION AID/PROFESSIONAL FEES/INT		150.00	
17457	TECH CHECK	05/12/2014	24665	COMPUTER REPAIR	0	197.00	197.00
01 E 300 211 000 000 350				SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		197.00	
17458	TIES OFFICE	05/12/2014	tc14-373		0	200.00	200.00
01 E 100 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		200.00	
17459	TOSTENSEN SEPTIC	05/12/2014	1		0	250.00	250.00
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		250.00	
17460	Vendor Continued Void	05/12/2014					0.00
17461	TRUE VALUE-GF/MONTE	05/12/2014	1	BIKE	0	157.99	1,055.49
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		157.99	
01 E 300 790 149 000 401			10	TILLER- SCIENCE GRANT	0	734.74	734.74
01 E 300 790 149 000 401				OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/MISCELLA		734.74	
01 R 300 361 000 000 619			2	HOUSE	0	7.78	7.78
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		7.78	
01 E 300 212 000 000 430			3	ART	0	17.78	17.78
01 E 300 212 000 000 430				ART//SUPPLIES/		17.78	
01 E 005 810 193 000 401			4	AUTO	0	12.96	12.96
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS		12.96	
01 E 005 810 191 000 410			5	OM	0	52.32	52.32
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		52.32	
01 E 300 301 501 830 433			6	AG	50	71.92	71.92
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		71.92	
17462	VARIETY FOODS	05/12/2014	1		0	1,606.33	1,606.33
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/		129.14	
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		1,304.27	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		172.92	
17463	Vendor Continued Void	05/12/2014					0.00
17464	VISA	05/12/2014	1	VISTAPRINT	0	337.70	1,077.60
01 E 005 640 735 313 305				STAFF DEVELOPMENT/ACHIEVEMENT & INTEGRATION AID/PROFESS		337.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 L	230 33		2	WRISTBAND.COM GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	67.90 67.90	
01 E	300 292 000 000 899		3	AMAZON.COM BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/	0	91.58 91.58	
01 E	200 612 000 302 555		4	CRUCIAL TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	0	39.99 39.99	
01 E	200 612 000 302 555		5	AMAZON (CHROMEBOOK) TECHNOLOGY/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	0	299.00 299.00	
01 E	200 612 199 000 320		6	VERIZON TECHNOLOGY//COMMUNICATIONAL SERVICES/KAREN MCCOY	0	60.00 60.00	
01 E	300 404 000 419 433		7	EZ TRAINER PHYSICALLY IMPAIRED/94-142 FEDERAL/INDIVIDUAL INST SUPP	0	181.43 181.43	
17465	VISIONS FOR LEARNING	05/12/2014	1	5/19/20/21 TITLE I - PART A/TITLE I/FED SUB AWARD OVER \$25,000/CUR	0	6,600.00 6,600.00	6,600.00
01 E	100 216 667 401 304						
17466	VALERIE WENSAUER	05/12/2014	1	FOOD SERVICES/SCHOOL LUNCH/TRAVEL-SCHOOL BUSINESS/	0	27.60 27.60	27.60
02 E	005 770 000 701 366						
17467	WEST CENTRAL PETROLINK	05/12/2014	119	MAY '14 RENT OPERATIONS AND MAINTENANCE//RENTALS AND LEASES/	0	50.00 50.00	50.00
01 E	005 810 000 000 370						
17468	XCEL ENERGY	05/12/2014	1	RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC	0	21.60 21.60	36.86
04 E	500 560 000 321 330						
01 E	025 810 184 000 330		2	OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	15.26 15.26	
17469	YME SCHOOL ACTIVITY ACCOUNT	05/12/2014	1	REVTRAK-YEARBOOK MISCELLANEOUS LOCAL REVENUE/	0	995.00 995.00	2,286.62
01 R	005 000 000 000 099						
01 E	300 620 000 000 470		2	HS LIB. YEARBOOK EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/	0	65.00 65.00	
01 L	230 15		3	STUDENT COUNCIL POP PROFIT GENERAL FUND/DEFERRED REVENUE/STUDENT COUNCIL	0	1,161.68 1,161.68	
01 L	230 39		4	BRE POP PROFIT GENERAL FUND/DEFERRED REVENUE/BERT RANEY JUICE MACHNINE	0	64.94 64.94	
17470	Vendor Continued Void	05/12/2014					0.00
17471	Vendor Continued Void	05/12/2014					0.00
17472	Vendor Continued Void	05/12/2014					0.00
17473	Vendor Continued Void	05/12/2014					0.00
17474	Vendor Continued Void	05/12/2014					0.00
17475	YME SCHOOLS-ADM	05/12/2014	6600	SWMBDA TRUST FUND/DEFERRED REVENUE/MUSIC ENDOWMENT	0	60.00 60.00	5,239.57
09 L	230 75						
01 E	300 790 149 000 401		6601	CITY OF GRANITE FALLS OTHER PUPIL SUPPORT SERVICES//GENERAL SUPPLIES/MISCELLA	0	67.50 67.50	
01 E	350 260 000 000 430		6602	WAL-MART NATURAL SCIENCES//SUPPLIES/	0	449.10 449.10	
01 E	300 292 225 000 369		6603	BENSON HS BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/GOLF	0	60.00 60.00	
01 E	300 294 215 000 319		6604	VANCE GULLICKSON BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL	0	180.00 180.00	
04 R	500 000 000 321 050		6605	SUE HOLIEN COMMUNITY EDUCATION/FEES FROM PATRONS/	0	66.00 66.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 298 501 000 379			6606	DARREL REFSLAND EXTRACURRICULAR ACTIVITIES//STATE EXPENSES/VOC AG	0	195.00 195.00	
01 E 300 292 219 000 369			6607	HAMLIN TRACK & FIELD BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK	0	20.00 20.00	
01 E 200 612 199 000 405			6608	GOOGLE INC. TECHNOLOGY//KAREN MCCOY	0	16.50 16.50	
01 E 005 211 731 313 305			6609	UNHINGED PIZZA SECONDARY EDUCATION GENERAL/ACHIEVEMENT & INTEGRATION A	0	480.00 480.00	
01 E 300 294 215 000 319			6610	STEVE JOHNSON BOYS ATHLETICS//OTHER PERSONAL SERVICES/BASEBALL	0	180.00 180.00	
01 E 300 298 216 000 401			6611	FRIENDS OF MUSIC EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/FLO-THRU (0	30.00 30.00	
04 E 500 505 000 321 305			6612	CORI ANN DAHLGER COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	250.00 250.00	
04 E 500 505 000 321 305			6613	KATIE ERICKSON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	150.00 150.00	
04 E 500 505 000 321 305			6614	ANNE STEFFEN COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	75.00 75.00	
04 E 500 505 000 321 305			6615	PAIGE STEFFEN COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	150.00 150.00	
04 E 500 505 000 321 305			6616	MADDIE HAGGERT COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	150.00 150.00	
04 E 500 505 000 321 305			6617	TAMI SMITH COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS	0	100.00 100.00	
04 E 500 505 000 321 450			6618	PLYMOUTH PLAYHOUSE COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	100.00 100.00	
04 E 500 505 000 321 450			6619	GREEN MILL RESTAURANT COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	100.00 100.00	
01 E 300 296 210 000 319			6620	TODD STEVE GIRLS ATHLETICS//OTHER PERSONAL SERVICES/SOFTBALL	0	180.00 180.00	
01 E 300 296 210 000 319			6621	JON HANSEN GIRLS ATHLETICS//OTHER PERSONAL SERVICES/SOFTBALL	0	180.00 180.00	
01 R 300 292 219 000 021			6622	WILLMAR PUBLIC SCHOOL BOYS/GIRLS ATHLETICS//FROM MINNESOTA SCHOOL DIST/TRACK	0	60.00 60.00	
09 L 230 27			6623	WESTERN FEST TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY	0	15.00 15.00	
01 L 230 33			6624	HERITAGE VILLAGE GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	320.00 320.00	
01 E 005 790 733 313 305			6625	WALTER LABATTE JR OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	150.00 150.00	
01 E 005 790 733 313 305			6626	DAWN CHASE OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	150.00 150.00	
01 E 005 790 733 313 305			6627	FERN CLOUD OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	150.00 150.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 790 733 313 305			6627V	VOID FERN CLOUD	0	-150.00	
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		-150.00	
01 E 005 790 733 313 305			6628	VANESSA BAKER	0	150.00	
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		150.00	
01 E 005 790 733 313 305			6629	HELEN BLUE REDNER	0	150.00	
				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		150.00	
04 E 500 505 000 321 329			6630	US POST OFFICE	0	335.67	
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/POSTAGE		335.67	
02 R 005 000 000 701 601			6631	TOM DIEKMAN	0	9.80	
				SCHOOL LUNCH/SALES TO PUPILS/		9.80	
01 E 300 296 210 000 319			6632	MIKE SWAN	0	300.00	
				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/SOFTBALL		300.00	
01 E 300 296 210 000 319			6633	DAN DOLAN	0	320.00	
				GIRLS ATHLETICS//OTHER PERSONAL SERVICES/SOFTBALL		320.00	
01 E 300 292 219 000 369			6634	ACGC HS	0	40.00	
				BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK		40.00	
17476 YME-FOOD SERVICE		05/12/2014	NL		0	21.00	21.00
01 E 100 203 000 000 899				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/		21.00	

123 Computer Check(s) For a Total of 322,732.71

	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
	123	Computer	Checks For a Total of	322,732.71
Total For	123	Manual, Wire Tran, ACH & Computer	Checks	322,732.71
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	322,732.71

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	6,244.84	1,062.78	289,055.90	296,363.52
02	FOOD SERVICE	0.00	9.80	22,191.14	22,200.94
04	COMMUNITY SERVICE	0.00	66.00	3,876.81	3,942.81
09	TRUST FUND	225.44	0.00	0.00	225.44

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
000017340	AMERICAN FAMILY LIFE ASSURANCE	20140423	300.90
000017341	AMERITAS LIFE INSURANCE CORP.	20140423	477.28
000017342	BUTTERBRODT, JULIE	20140423	333.71
000017343	DELTA DENTAL	20140423	5,184.50
000017344	INTERNAL REVENUE SERVICE	20140423	237.45
000017345	LISTUL, DARLYS	20140423	1,000.00
000017346	MADISON NATIONAL LIFE	20140423	2,051.97
000017347	MN CHILD SUPPORT PAYMENT CTR.	20140423	1,359.00
000017348	MSEA	20140423	1,023.91
000017349	154200 NCPERS MN	20140423	64.00
000017350	SCHULTE, TREVOR	20140423	400.00
000017351	SELECT ACCOUNT	20140423	3,209.16
000017352	SW/WC SVC. COOP - HEALTH INS.	20140423	50,291.73
000017353	Y.M.E.E.A.	20140423	3,373.61
000017354	A&B BUSINESS SOLUTIONS	20140512	2,098.50
000017355	ACME TOOLS	20140512	178.00
000017356	ADVOCATE TRIBUNE	20140512	833.88
000017357	AMERICAN WELDING AND GAS, INC.	20140512	178.52
000017358	ARAMARK CAMPUS DINING	20140512	440.94
000017359	AUS FLOORS & MORE INC.	20140512	2,174.50
000017360	AVENUES FOR CARE	20140512	1,552.20
000017361	AWARD EMBLEM MFG CO	20140512	61.75
000017366	BENNETT & BENNETT INC.	20140512	80,024.60
000017367	BENSON LAUNDRY	20140512	37.87
000017368	BRISTLE, LAURA	20140512	40.00
000017369	CENEX CREDIT CARD	20140512	700.77
000017371	CITY OF GRANITE FALLS	20140512	12,360.03
000017372	CITY OF GRANITE FALLS	20140512	20.00
000017373	CONSUMERS COOPERATIVE OIL CO.	20140512	35.38
000017374	COOLE SCHOOL	20140512	745.47
000017375	COUNTRYSIDE PUBLIC HEALTH	20140512	630.00
000017376	DAHL, CHAR	20140512	59.80
000017377	DAVE'S ELECTRIC CO	20140512	114.00
000017378	DEAN FOODS NORTH CENTRAL, INC.	20140512	4,346.07
000017379	DEMCO, INC.	20140512	480.15
000017380	DINN BROS	20140512	51.75
000017381	EAP CONSULTANTS	20140512	193.44
000017384	ECONOMART	20140512	2,579.75
000017385	FARGO PUBLIC SCHOOL DISTRICT	20140512	274.28
000017386	FARMERS UNION OIL CO.	20140512	36.66
000017387	FISHER SCIENTIFIC	20140512	143.44
000017388	FOOD SERVICES OF AMERICA	20140512	12,788.80
000017389	FRENCH GLASS & SPECIALTY INC.	20140512	878.00
000017390	GERRETTY, TIM	20140512	150.00
000017391	GRANITE FALLS AUTO PARTS	20140512	34.14
000017392	GRANITE RUN GOLF CLUB	20140512	500.00
000017393	GRANITE FALLS SUPER MOTEL	20140512	483.28
000017394	GRAPHIC EDGE	20140512	134.39
000017395	GREAT PLAINS NATURAL GAS CO	20140512	4,449.81
000017396	GROTH MUSIC	20140512	15.00
000017397	GUERTIN, DAVID	20140512	66.16
000017398	HALL, BRAD	20140512	250.00
000017399	HANSON, SCOTT	20140512	235.60
000017400	HDL	20140512	266.95
000017401	HENDERSON, ROBIN	20140512	162.84
000017402	HESCH, MELISSA	20140512	72.00

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
000017403	HILLYARD/HUTCHINSON	20140512	2,367.86
000017404	HUBERT, CLAYTON	20140512	150.00
000017405	HUBERT, LARRY	20140512	650.00
000017406	HUBERT, MICHAEL	20140512	150.00
000017407	INDIANA DEVELOPMENTAL TRAINING CENTER	20140512	3,263.19
000017408	INNOVATIVE OFFICE SOLUTIONS	20140512	130.76
000017409	ISCORP	20140512	195.50
000017410	TAMARA ISFELD	20140512	332.00
000017411	JEFFERS PETROGLYPHS	20140512	350.00
000017412	JENSEN, PAMELA	20140512	84.00
000017413	JIM'S CLOTHING & SPORTING GOOD	20140512	845.45
000017414	KDMA - AM	20140512	134.00
000017415	KIBBLE EQUIPMENT, INC.	20140512	63.41
000017416	KILOWATT COMMUNITY CENTER	20140512	1,600.00
000017417	KNAPPER, TIMOTHY	20140512	177.15
000017418	LIFETOUCH	20140512	432.05
000017419	LONDGREN, KAREN	20140512	171.65
000017420	LOUWAGIE, CINDY	20140512	100.00
000017421	MACKIN LIBRARY MEDIA	20140512	217.63
000017422	MARYOTT, PATTY	20140512	16.77
000017423	MEIHAK, MICHAEL	20140512	96.14
000017424	MINNEOTA SCHOOL DISTRICT	20140512	240.00
000017425	MINNESOTA ELEVATOR, INC.	20140512	329.26
000017426	MN RIVER VALLEY EDUCATION DIST	20140512	250.00
000017427	MONTEVIDEO SCHOOL DISTRICT 129	20140512	993.67
000017428	MTI DISTRIBUTING INC.	20140512	442.68
000017429	MUNDO LEARNING	20140512	2,140.70
000017430	MVCC	20140512	140,000.00
000017431	MVTV	20140512	47.95
000017432	NELSEN'S CLEANERS & LAUNDERERS	20140512	32.51
000017433	NEWMIND GROUP INC.	20140512	4,743.00
000017434	OEGARD, SAMANTHA	20140512	150.00
000017435	OFFICEMAX CREDIT PLAN	20140512	460.04
000017436	OLSON SANITATION INC.	20140512	965.96
000017437	PAN-O-GOLD BAKING CO.	20140512	681.56
000017438	PETRICH, STEVE	20140512	22.80
000017439	PITNEY BOWES	20140512	1,017.00
000017440	PRAIRIE FIRE THEATRE	20140512	400.00
000017441	PRAIRIE WOOD ENVIR. LRNG. CTR.	20140512	1,587.00
000017442	QUILL CORPORATION	20140512	120.47
000017443	RESOURCE TRAINING & SOLUTIONS	20140512	48.00
000017444	RESZEL, AL	20140512	192.46
000017445	ROCKLER	20140512	80.00
000017446	RTS	20140512	173.89
000017447	RUNNINGS FARM & FLEET	20140512	699.00
000017448	SCHWICKERT'S	20140512	1,241.00
000017449	SOUTHWEST WHOLESALE	20140512	1,616.11
000017450	SPANNING CLOUDS	20140512	1,425.00
000017451	STERNER, JOHN	20140512	297.64
000017452	STOECKMAN, ALLEN	20140512	331.77
000017453	STUKEL, GENE	20140512	200.00
000017454	SUBWAY	20140512	428.89
000017455	SW/WC SERVICE COOP - MARSHALL	20140512	170.00
000017456	SWARTZ, JIM	20140512	150.00
000017457	TECH CHECK	20140512	197.00
000017458	TIES OFFICE	20140512	200.00

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
000017459	TOSTENSEN SEPTIC	20140512	250.00
000017461	TRUE VALUE-GF/MONTE	20140512	1,055.49
000017462	VARIETY FOODS	20140512	1,606.33
000017464	VISA	20140512	1,077.60
000017465	VISIONS FOR LEARNING	20140512	6,600.00
000017466	WENSAUER, VALERIE	20140512	27.60
000017467	WEST CENTRAL PETROLINK	20140512	50.00
000017468	XCEL ENERGY	20140512	36.86
000017469	YME SCHOOL ACTIVITY ACCOUNT	20140512	2,286.62
000017475	YME SCHOOLS-ADM	20140512	5,239.57
000017476	YME-FOOD SERVICE	20140512	21.00
201300112	ING SERVICE CENTER	20140422	16,777.82
201300113	FEDERAL TAX WITHHOLDING	20140422	90,352.78
201300114	MN TEACHERS RETIREMENT ASSOC.	20140422	36,581.36
201300115	PUBLIC EMPLOYEES RETIREMENT	20140422	17,381.38
201300116	STATE TAX WITHHOLDING	20140422	14,671.32
201300117	MN REVENUE	20140422	672.00
201300118	MN TEACHERS RETIREMENT ASSOC.	20140423	52.30
Totals for checks			568,528.89

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	221,877.37	1,062.78	289,095.57	512,035.72
02	FOOD SERVICE	7,759.50	9.80	22,191.14	29,960.44
04	COMMUNITY SERVICE	10,034.48	66.00	3,876.81	13,977.29
09	TRUST FUND	225.44	0.00	0.00	225.44
25	REVOCABLE TRUST (FY10)	0.00	0.00	12,330.00	12,330.00
***	Fund Summary Totals ***	239,896.79	1,138.58	327,493.52	568,528.89

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

April 15th, 2014

Dear School Board Member,

We, the senior class officers, are writing as representatives of the class of 2014 to ask for permission to be excused from the last three days of school. In past years, students in good standing have been allowed to finish their school year on the Friday before Memorial Day, so we'd like to continue this tradition. The exact dates we're asking about are May 27th-29th. These days are very helpful when preparing for upcoming graduation parties, and are a good incentive for seniors to have all their work done and fines paid.

We are sorry that we missed the April board meeting this last Monday night, but with sports schedules we were unsure of whether we could make it work. If you would like us to attend the May meeting, we will try our best to be there. Thank you for your time and your consideration.

Sincerely,

Kody Odlegod / president

Morgan Field / vice President

Kelly Anderson / secretary

Allison Carmany / Student Council
President

INDIAN POLICIES AND PROCEDURES

Yellow Medicine East Independent School District 2190

It is the intent of the Yellow Medicine East Independent School District 2190 that all American Indian children of school age have equal access to all programs, services and activities offered in the school district

It is the intent of Yellow Medicine East Independent School District 2190, to fully comply with all requirements of Title VIII (Impact Aid Program) of the Elementary and Secondary Education Act of 1965 (formerly Public Law 81-874), and to that end, the Governing Board has adopted as policy these Indian Policies and Procedures (IPP's). The IPP's by intent and by Board action supersede all previous Board action and are intended to bind the Board of Education, administration, and staff of the District.

POLICIES AND PROCEDURES:

1. POLICY

Tribal officials and parents of Indian children shall be provided an opportunity to comment on the participation of Indian children on an equal basis in all programs and activities offered by the Yellow Medicine East Independent School District 2190 [34CFR222.94 (a)(I)]

PROCEDURES

1.1 The Yellow Medicine East Independent School Superintendent and/or principal and/or Title VII Indian Education Parent Committee will meet two times annually with Tribal officials and parents of Indian children. The purpose of these meetings shall be to inform and to address comments and concerns regarding Indian children's equal participation in the educational programs of the District.

Generally, at least the following meetings will occur annually:

1. Yellow Medicine East Indian Education Parent Advisory Committee and General Membership in the fall of the year.
2. Board of Education public hearing on Title VIII (Impact Aid) Indian policies and procedures
3. Board of Education public hearing on the new or continuing Title VIII and Title VII programs.
4. Other meetings may be organized by the Parent Advisory Committee and/or requested by Tribal officials and/or parents of Indian children.

2. POLICY

The District will annually assess the extent to which Indian students are participating on an equal basis in the educational programs and activities of the District. [34 CFR 222.94(a)(2)]

PROCEDURES

2.1 The Superintendent and/or principal, in conjunction with the Parent Advisory Committee and/or the IPP Committee, will review school data and comments the Tribal officials, Indian

Education Parent Committee, Indian community, and staff regarding the assessment and extent of Indian student's participation and progress in the educational programs and services of the District.

3. POLICY

The District shall seek input from the Parent Advisory Committee when necessary, in order to modify educational programs and services when progress is not being made, or there appears to be a lack of equal participation for Indian students. 34 CFR 222.94(a)(3)]

PROCEDURES

3.1 When assessment data indicate Indian students do not participate on an equal basis with non-Indian students, or make appropriate progress, the Parent Advisory Committee will be asked to recommend a plan or suggestions to modify the educational programs or services in order to attain equal participation or appropriate progress. Recommendations will be presented to the Yellow Medicine East Independent School District Board for action.

4. POLICY

The following materials will annually be disseminated to Tribal officials.

- Title VIII application
- Evaluation of programs assisted with Title VII and Title VIII funds
- Program plans and information related to the education programs of the school district.
- Assessment data for Indian students and non-Indian students in the District

Adequate time and opportunity will be provided Tribal Officials and/or the Parent Advisory Committee and Indian parents to present views and comments regarding the disseminated documents. [34 CFR 222.94(a)(4)]

PROCEDURES

4.1 The complete Title VIII application will be sent to Tribal officials, review of new or continuing programs is an on-going process of the Board of Education. Agendas will be regularly forwarded to Tribal officials. An annual summary will be provided. Additional information is available upon request.

4.2 A Board meeting will be held for the discussion of the disseminated material as part of a regular Board of Education agenda. Tribal officials and Indian parents and staff will be notified of the meeting. Notice will be posted on the school board agenda and will be sent to the Tribal Board of Trustees.

5. POLICY

The District shall solicit information from Tribal officials and Indian parents on Indian views, including those regarding the frequency, location and time of meetings. [34 CFR 222.94 (a)(5)]

PROCEDURES

5.1 At the board meeting described Procedure 4.2 above, members of the Indian community will be afforded the opportunity to comment and suggest alternatives to the regularly scheduled times, locations and frequency of pertinent meetings.

6. POLICY

The District shall notify Tribal officials and Indian parents of the locations and times of meetings. [34CFR 222.94(a)(6)]

PROCEDURES

6.1 Tribal officials , Indian parents, the Parent Advisory Committee, will be notified as to the location and times of meetings in the same manner that provided the Board meeting. Notice will be posted on the District website, and will be sent to the Tribal Board of Trustees for posting.

7. POLICY

The District shall actively consult and regularly involve the Parent Advisory Committee, as well as interested Tribal officials and Indian parents in the planning and development of educational programs assisted with Title VII and Title VIII funds. [34 CFR 222.94(a)(7)]

PROCEDURES

7.1 The Title VII and VIII application will be made available for review by the Parent Advisory Committee and other interested members of the Indian community prior to the Board of Education meeting set to discuss equal participation of Indian students.

Members of the Indian community, Tribal officials, members of Parent Advisory Committee and staff will be notified of modifications to programs or services as stipulated in procedure 4.1

8. POLICY

The District shall provide specific procedures for assessing the effectiveness of Indian community input regarding the participation of Indian children in the District's education programs and activities and the development and implementation of the IPP's and for modifying the Districts IPP's based on the input. [34 CFR 222.94(a)(8)]

PROCEDURES

8.1 The Parent Advisory Committee and District staff will review parent and student input prior to the preparation of the Title VII and VIII program grant. Information regarding this input will be discussed at the public hearing for the new Title VII and VIII grant and or at the public hearing regarding Title VII and VIII.

CERTIFICATE OF RESOLUTION OF SCHOOL BOARD
AUTHORIZING SALE AND CONFIRMING LEGAL DESCRIPTION

WHEREAS, Independent School District 2190, also known as Yellow Medicine East School District (referred also herein as the "School District") is an independent school district under the laws of the State of Minnesota; and

WHEREAS, Minnesota Statutes §123B.51 grants the school board of the School District (the "School Board") the power to sell or exchange school houses or other real estate and execute deeds of conveyance thereof; and

WHEREAS, the School District is the owner of real property situated in Chippewa County, Minnesota, described as follows:

. Lot Twelve (12), in Block Three (3) of Highland Park Fourth Addition to the City of Granite Falls, Minnesota.

WHEREAS, the School Board has determined that it is in the best interests of the School District to sell the above described property; and

WHEREAS, Lee R. Olson and Karla Olson have agreed to purchase the property for the sum of \$200 and have agreed to pay all closing costs associated with this transaction,

NOW, THEREFORE, be it resolved by the School Board of Independent School District 2190, also known as Yellow Medicine East School District:

1. That the legal description of the real property that is the subject of this resolution is confirmed as real property situated in Chippewa County, described as follows:

Lot Twelve (12), in Block Three (3) of Highland Park Fourth Addition to the City of Granite Falls, Minnesota.

2. That it is in the best interest of the School District and of the public to sell said real property.

3. That Grant Velde, the Board Chair, and Dawn Odegard, the Clerk, of the School Board are hereby authorized to execute and deliver a Warranty Deed to the real property from the School District, as Grantor, to Lee R. Olson and Karla Olson, Grantees, as joint tenants.

4. That the above resolution was adopted by the School Board at its regularly scheduled meeting on May 12, 2014.

Certified this _____, 2014, by the undersigned, the duly qualified and acting Clerk of the School Board of Independent School District 2190, also known as Yellow Medicine East School District, an independent school district under the laws of Minnesota.

Independent School District 2190

By: Dawn Odegard, Clerk

ATTEST:

Grant Velde, Board Chair

State of Minnesota)
) ss.
County of Yellow Medicine)

This instrument was acknowledged before me this ____ day of _____ 2014, by Dawn Odegard and Grant Velde, the Clerk and Board Chair of Independent School District 2190, also known as Yellow Medicine East School District, an independent school district under the laws of Minnesota, on behalf of said Independent School District 2190.

Signature of Notary Public

WARRANTY DEED

STATE DEED TAX DUE
HEREON: \$1.65

Date: _____, 2014

FOR VALUABLE CONSIDERATION, Independent School District 2190, also known as Yellow Medicine East School District, an independent school district and a Minnesota public corporation under the laws of the State of Minnesota, Grantor, hereby conveys and warrants to Lee R. Olson and Karla Olson, Grantees, as joint tenants, real property in Chippewa County, Minnesota, described as follows:

Lot Twelve (12), in Block Three (3) of Highland Park Fourth Addition to the City of Granite Falls, Minnesota,

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

The total consideration for this transfer is \$500 or less.

Independent School District 2190

Affix Deed Tax Stamp

By: Grant Velde
Its: Board Chair

And: Dawn Odegard
Its: Clerk

State of Minnesota)
) ss.
County of Yellow Medicine)

The foregoing instrument was acknowledged before me this _____ day of _____ 2014, by Grant Velde and Dawn Odegard, the Board Chair and Clerk of Independent School District 2190, also known as Yellow Medicine East School District, an independent school district and a Minnesota public corporation under the laws of the State of Minnesota.

Signature of person taking
acknowledgment

Tax Statements for the real property described in this instrument should be sent to: (Include name and address of Grantee)

Lee R. and Karla Olson
225 East Skyline Drive
Granite Falls, MN 56241

THIS INSTRUMENT WAS DRAFTED BY: (NAME AND ADDRESS)

Spencer H. Kvam
HOLMSTROM & KVAM, PLLP
685 Prentice Street - PO Box 70
Granite Falls, MN 56241
Telephone: 320.564.3825
Attorney ID No: 59171



Arvind Auluck-Wilson

M.Sc. Physics, IIT Bombay 1970

CEO and Technology Analyst

Energy Technology Innovations, LLC

236 N 2nd St., PO Box 86, Milan MN 56262

651-439-0124 analyzer@relaxall.com

Innovating By Analyzing Technology

Allen Stoeckman
Superintendent, ISD 2190
450 9th Ave
Granite Falls, MN 56241

7 May 2014

Dear Allen,

A Updated Proposal for Project Consulting Services

As requested I am submitting an updated proposal to provide consulting services to the Yellow Medicine East Independent School District 2190 for developing the project to build “A Self-powered Greenhouse and Renewable Energy Classroom” with the grant of \$100,000 awarded by the Bush Foundation. Per our discussions, this ambitious project will require additional funding support from the community in order to become a meaningful educational facility for the school district.

The consulting services I am offering in this proposal include assistance with fund-raising, publicity for community outreach and development of educational components of the project in addition to working towards (1) setting achievable building performance goals, (2) creating a practical vision for the operations of the educational facility, and (3) outlining a viable conceptual design framework for the renewable energy systems on the school campus including the siting and designing of the greenhouse. Once these primary project design parameters are determined it will, hopefully, become possible for contractors and engineers to develop drawings and construction plans in preparation for initiating the building process.

In return for providing these consulting services, I am asking to be paid the larger of 2% of the total project cost or \$2000 plus actual expenses for mileage and per diem for out of pocket expenses when incurred. A payment of \$2000 is expected at the start of the project discussions. Additional payments due to additional project costs need to be made when they become applicable.

I look forward to working with you and your team at ISD 2190!.

With the best regards,

Arvind

PS: Thank you for visiting the New London-Spicer Greenhouse project during their open house on March 7 along with your staff. It was my privilege to interact with you all and showcase various technological innovations I contributed to the success of that project.

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2014-2015 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 2190, County of Yellow Medicine State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Yellow Medicine East

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
 OR: Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.
3. _____ Our school **WILL NOT** be renewing its membership in the Minnesota State High School League.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: 450 9th Avenue
Granite Falls, MN 56241

School Superintendent's Phone: 320-564-4081

School Superintendent's Email: AStackman@isd2190.org

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2014

Retain one copy for ¹²¹the school files.

May 12, 2014

Dear School Board,

I, Wanda Josephson, plan to
retire on May 29, 2014.

Thanks for the great years at
YME.

Wanda Josephson

MAY 12 2014