

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, June 13, 2016 at 6:00 PM  
Regular Meeting  
YME Board Room - # 113

The mission of the Yellow Medicine East School District is to provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.

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1. Call the Meeting to Order
2. Roll Call of Board Members
3. Approval of Agenda
4. Reading of the YME Mission Statement
5. Public Address to the Board of Education
6. Consent Agenda - Action
  1. Regular Business
    1. Approval of Regular Meeting Minutes - May 9, 2016 4
    2. Approval of Payment for Claims 6
    3. Approval of Finance Report 25
    4. Approval of Enrollment Report 26
    5. Approval of MASA Membership Renewal for 2016-2017 27
    6. Approval to Call for Bids to Provide Milk/Milk Products & Bread/Bread Products for the 2016-2017 School Year 28
    7. Approval of MREA Membership for 2016-17 30
    8. YME Plan of Service - English Learners (EL) Program 35
  2. Personnel Items
    1. Approval of Employment - Volleyball Coach - Leah Fadness
    2. Approval of Employment - ECFE Teacher 2016-2017 - Jill Stark
    3. Approval of Employment - ECFE Teacher 2016-2017 - Amber Tebben
    4. Accept Resignation - Language Arts Teacher - Ryan Zahn 59
    5. Accept Resignation - English Language Teacher - Andrew Runck
    6. Accept Resignation - Senior Citizen Coordinator - Kayla Hegna 60
    7. Accept Resignation with the Intent to Retire - Food Service - Karla Meyer 61
    8. Accept Resignation - Paraprofessional - Elizabeth Steinborn 62

9. Accept Resignation - Head Director Fall Musical - Jeff Iverson	63
7. Reports -	
1. Bert Raney Elementary - Lisa Hansen, Principal	64
1. Year-end Review of Academic Performance as Compared to Focus School Goals	
2. YME Middle/High School - Ryan Luft, Principal	65
3. Superintendent Report - Dr. Rick Clark	
8. Written Reports Submitted	
1. Granite Falls Chamber of Commerce Meeting Minutes - May 11 2016	
2. MSHSL Region 3A Meeting - June Correspondence	72
9. Old Business	
1. Authorize the Superintendent to Expend the A.G. Bush Grant Funds for the Construction of the Greenhouse	79
2. Approve Website Host Contract with SchoolPointe - Three Year Contract	80
3. Approval of Increase in Hourly Rate of Pay for Drivers Education Instructors	101
10. New Business	
1. Consideration for Leave of Absence - Band Instructor - Kristen Castiglione	103
2. Set and Approve Board Meeting Dates for School Year 2016-2017	106
3. Resolution Calling for the Election of Four (4) School Board Members and Setting Date/Time in Conjunction with the General Election on Tuesday, November 8, 2016	109
4. Discussion - Review and Comments - Policy Series 100 - School District and Series 200 - Board of Directors	114
1. 100 Series - School District	
1. 101 - Legal Status of the School District	115
2. 101-1 - Name of School District	118
3. 102 - Equal Educational Opportunity	119
4. 103 - Complaints - Students, Employees, Parents, Other Persons	121
5. 104 - School District Mission Statement	123
2. 200 Series - School Board	
1. 201 - Legal Status of the School Board	124
2. 202 - School Board Officers	128
3. 203 - Operation of the School Board - Governing Rules	132
4. 203-1 - School Board Procedures - Rules of Order	133
5. 203-2 - Order of the Regular Board Meeting	136
6. 203-5 - School Board Meeting Agenda	138

7. 203-6 - Consent Agendas	140
8. 204 - School Board Meeting Minutes	142
9. 205 - Open Meetings & Closed Meetings	146
10. 206 - Public Participation at Board Meetings	155
11. 207 - Public Hearings	161
12. 208 - Development, Adoption, & Implementation of Policies	163
13. 209 - Code of Ethics	166
14. 210 - Conflict of Interest - School Board Members	170
15. 211 - Criminal or Civil Action Against School District, School Board member, Employee, or Student	174
16. 212 - School Board Member Development	178
17. 213 - School Board Committees	179
18. 214 - Out of State Travel by School Board Members	182
5. Discussion/Approval - Adoption of Preliminary Budget for Fiscal Year 2017 or School Year 2016-2017	184
6. Discussion/Approval - Request for Field Trip - FFA Officers	186
7. Discussion of Food Service Rates for Adoption at July Meeting	188
11. Correspondence	
1. Findings - Examination of QZAB Bonds	189
2. Letter from MDE - Notice of Self Review - Special Education	190
3. Granite Falls Area Community Foundation - List of gifts from 2011 to 2015	191
12. Adjourn the Meeting	
13. Upcoming Events	
1. Board Meeting - July 11, 2016 - 6:00 pm - YME Board Room	

**YELLOW MEDICINE EAST ISD #2190  
REGULAR SCHOOL BOARD MEETING MINUTES  
MONDAY, MAY 9, 2016 – 6:00 PM  
YME BOARD ROOM**

Chair Dawn Odegard called the meeting to order.

Roll Call of Board Members Present: Jane Hagert, Dawn Odegard, Tim Opdahl, Sharon Rupp, Steve Rupp, Steve Zumhofe, Grant Velde, Dr. Rick Clark

Community / Staff Members Present: Emily Balfany, Deb Beckler, Roberta Bjerkeset, LeeAnn Boushek, Leanne Carmany, Lisa Hansen, Jeff Iverson, Alyssa Johnson, Tim Knapper, Caitlyn Mahlum, Francis Staab, Denise Streich

Motion by Tim Opdahl, second by Sharon Rupp and carried to approve the agenda for the meeting with the addition of item 10.2 – Approval to hire summer custodial help.

Board Member Jane Hagert read the YME Mission Statement.

The public address to the Board of Education received no response.

Motion by Steve Zumhofe, second by Grant Velde and carried to approve the following consent agenda items:

- April 11, 2016 regular meeting minutes.
- payment of bills in the amount of \$462,039.49 with checks numbered 16476 - 16625; and wire transfers in the amount of \$177,078.23 numbered 201500136 - 201500141.
- finance report, as submitted.
- enrollment report, as submitted.
- approval of the first reading of Indian (Indigenous) Policies & Procedures.
- resolution approving membership with the Minnesota State High School League for the 2016-2017 school year.
- approval of summer hours for the custodial staff as 7:00 am to 5:30 pm, Monday through Thursday.
- approval of summer hours for the district office as 8:00 am to 4:00 pm, Monday through Thursday.
- approval of summer hours for the community education/activities office as 8:00 am to 4:00 pm, Monday through Thursday.
- approval of Building Bridges field trip scheduled for July 2016.
- approval of employment – Kimerly Hoefer - Language Arts Instructor for the 2016-17 school year.
- approval of employment – Ashly Sneller – 5<sup>th</sup> Grade Instructor for the 2016-17 school year.

Lisa Hansen, Bert Raney Elementary Principal, reported on upcoming staffing changes at BRE - there are three retirements: Peggy Kvam, Cindy Lavin, Barb Buesing and new to BRE for the 16-17 school year will be Ashly Sneller, Louann Paslawski, & Jen DeBlieck; shared that certified staff at BRE have a combination of over 400 years of service to students; report that MCA testing has concluded and that the 4<sup>th</sup> Grade classes will be participating in an engineering day on May 13 working with the Science Museum of MN and funded by the Fagen Family Foundation; National Teacher Day was celebrated.

Ryan Luft, YME Middle/High School Principal, invited Board members to commencement exercises on Friday, June 3 at 7:00 in Espeland Gymnasium; reported that the YME Facebook page had over 35,000 hits last week; the science fair was a huge success; Prom was a successful event with 35 couples attending; grade levels are participating in the Drive to Valleyfair initiative; and our membership with the National Honor Society or the Minnesota Honor Society.

Emily Balfany, ECFE Coordinator, reported on the program and shared that enrollment for fall classes has begun.

Dr. Rick Clark, YME Superintendent, informed the board of a donation received from the Helen (Ketchum) Hansen (a 1930's GFHS graduate) estate in the amount of \$25,000. This donation will be used to purchase items that will benefit the STEM programming. Dr. Clark distributed the final Strategic Plan report and stated that evaluation is for the improvement of instruction.

Written reports submitted: material events schedule for continuing disclosure, concurrent enrollment update, Region 3A MSHSL meeting minutes, Granite Falls Chamber Board meeting minutes, FY17 Minnesota West Consortium estimated Perkins allocations, and SW/WC Superintendent meeting minutes.

Discussion was held regarding other school districts located in cities holding the county seat. A survey of those districts indicated that issues are similar in other locations. Principals Luft and Hansen also shared information on this topic during their reports.

The Board discussed strengths and weaknesses of the district and Dr. Clark will use these topics in the future to generate discussion and ideas. The Board considered the development of a new district website and designation of a webmaster. The Board agreed to support the CTE programs at MN West for the 2016-2017 school year. Discussion was held on transitioning the junior high to a middle school concept.

Motion by Tim Opdah, second by Grant Velde and carried to approve summer custodial help at a rate of \$10/hour with a maximum budget of \$3,000.

Correspondence items included information on the YME Science Fair & Showcase Event as well as the Introduction to Medical/Health Careers course offerings at MN West.

The Board entered into closed session to discuss negotiation strategies.

The closed meeting was recessed at 7:56 pm.

Motion by Grant Velde, second by Jane Hagert and carried to adjourn the meeting.

Upcoming Events:

2-Hour Late Start – Teacher PLC – May 19, 2016

No School – Memorial Day – May 30, 2016

Last Day of School – Early Dismissal – 1:00 pm – June 2, 2016

Commencement Exercises – Espeland Gym – 7:00 pm

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
16626	AMERICAN FAMILY LIFE ASSURANCE	05/23/2016	437.27
16627	AMERITAS LIFE INSURANCE CORP.	05/23/2016	527.44
16628	DELTA DENTAL	05/23/2016	5,342.70
16629	HARTWIG, EMILY	05/23/2016	600.00
16630	MADISON NATIONAL LIFE	05/23/2016	1,942.01
16631	MSEA	05/23/2016	1,121.82
16632	154200 NCPERS MN	05/23/2016	64.00
16633	ND CHILD SUPPORT DIVISION	05/23/2016	285.60
16634	SCHULTE, TREVOR	05/23/2016	400.00
16635	SELECT ACCOUNT	05/23/2016	3,758.33
16636	SW/WC SVC. COOP - HEALTH INS.	05/23/2016	49,156.58
16637	EDUCATION MINNESOTA YME	05/23/2016	3,279.63
16638	A&B BUSINESS SOLUTIONS	06/13/2016	2,205.76
16639	ADVOCATE TRIBUNE	06/13/2016	799.80
16640	AIR QUALITY ASSOCIATES	06/13/2016	1,825.00
16641	ALMICH'S MARKET	06/13/2016	1,097.16
16642	AMERICAN WELDING AND GAS, INC.	06/13/2016	24.45
16643	BAILEY'S CUSTOM CAP MFG.	06/13/2016	281.00
16649	BENNETT & BENNETT INC.	06/13/2016	32,707.29
16650	BENSON LAUNDRY	06/13/2016	70.57
16651	BILL'S ELECTRIC	06/13/2016	7,479.00
16652	BIO CORPORATION	06/13/2016	122.40
16653	BJERKESET ROBERTA	06/13/2016	81.38
16654	BORCH'S INC.	06/13/2016	672.90
16655	BRAMBLE PARK ZOO	06/13/2016	350.00
16656	BROOKLYN PUBLISHERS LLC	06/13/2016	26.00
16657	BSN SPORTS	06/13/2016	399.92
16658	CARL'S BAKERY	06/13/2016	111.25
16659	CASTIGLIONE, KRISTEN	06/13/2016	12.83
16660	CAVENDER-WILSON, AUTUMN	06/13/2016	19.95
16661	CENEX CREDIT CARD	06/13/2016	292.45
16663	CITY OF GRANITE FALLS	06/13/2016	14,686.17
16664	CLARK, FREDERICK	06/13/2016	120.00
16665	CLOUSE, MARYELLA	06/13/2016	54.50
16666	CONSUMERS COOPERATIVE OIL CO.	06/13/2016	101.13
16667	CROWN AWARDS	06/13/2016	173.41
16668	DALLAS II	06/13/2016	1,052.70
16669	DAVE'S ELECTRIC CO	06/13/2016	18.99
16670	DEAN FOODS NORTH CENTRAL, INC.	06/13/2016	2,291.39
16671	DIDAX	06/13/2016	132.45
16672	DOLLAR STOP	06/13/2016	9.00
16673	EAI- ERIC ARMIN INC.	06/13/2016	187.91
16674	ECOLAB	06/13/2016	164.05
16675	FARM & HOME PUBLISHERS, LTD	06/13/2016	44.70
16676	FARMERS UNION OIL CO.	06/13/2016	243.99
16677	FIRST CHOICE FOOD & BEVERAGE SOLUTIONS	06/13/2016	56.00
16678	FJERMESTAD, CHERI	06/13/2016	35.00
16679	FOOD SERVICES OF AMERICA	06/13/2016	14,273.69
16680	FORD JAMES	06/13/2016	34.18
16681	FRENCH GLASS & SPECIALTY INC.	06/13/2016	2,670.43
16682	GRAND AFFAIR	06/13/2016	482.50
16683	GRANITE FALLS AUTO PARTS	06/13/2016	72.99
16684	GRANITE RUN GOLF CLUB	06/13/2016	92.69
16685	GRANITE FALLS OFFICIALS ASSOC.	06/13/2016	1,270.00
16686	GRAPHIC EDGE	06/13/2016	30.07
16687	GREAT PLAINS NATURAL GAS CO	06/13/2016	1,255.04

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
16688	GUERTIN, DAVID	06/13/2016	14.00
16689	HANSEN, LISA	06/13/2016	139.82
16690	HDL	06/13/2016	99.01
16691	HEGNA, KAYLA	06/13/2016	71.38
16692	HILLYARD/HUTCHINSON	06/13/2016	1,370.32
16694	INNOVATIVE OFFICE SOLUTIONS	06/13/2016	653.22
16695	INSTRUMENTALIST AWARDS	06/13/2016	147.00
16696	ISCORP	06/13/2016	195.50
16697	JIM'S CLOTHING & SPORTING GOOD	06/13/2016	725.40
16698	JOSTEN'S	06/13/2016	99.94
16699	KAPLAN SCHOOL SUPPLY CORP	06/13/2016	331.33
16700	KIBBLE EQUIPMENT, INC.	06/13/2016	94.81
16701	KILOWATT COMMUNITY CENTER	06/13/2016	1,550.00
16702	KNAPPER, TIMOTHY	06/13/2016	577.80
16703	KORTHUIS JEWELRY	06/13/2016	160.00
16704	LAKESHORE LEARNING MATERIALS	06/13/2016	2,044.33
16705	LEARNING SCIENCES INTL	06/13/2016	2,000.00
16706	LEASE FINANCE GROUP	06/13/2016	40,229.62
16707	DAVID LEE	06/13/2016	226.35
16708	LUFT, RYAN	06/13/2016	268.47
16709	MASA	06/13/2016	825.00
16710	MAXWELL MEDALS & AWARDS	06/13/2016	105.11
16711	MECA SPORTSWEAR	06/13/2016	655.00
16712	MN DEPARTMENT OF LABOR & IND.	06/13/2016	300.00
16713	MN DEPT. OF HEALTH	06/13/2016	35.00
16714	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	06/13/2016	3,715.64
16715	MN TEACHERS RETIREMENT ASSOC.	06/13/2016	29,022.68
16716	MORNING SKY GREENERY	06/13/2016	747.95
16717	MTI DISTRIBUTING INC.	06/13/2016	108.29
16718	MUSIC STREET	06/13/2016	167.62
16719	MVCC	06/13/2016	247,563.85
16720	MVTV	06/13/2016	47.95
16721	NDR CABLES & NETWORKS	06/13/2016	273.47
16722	NELSEN'S CLEANERS & LAUNDERERS	06/13/2016	31.65
16723	OLSON SANITATION INC.	06/13/2016	877.50
16724	PAAPE ENERGY INC.	06/13/2016	95.00
16725	PAN-O-GOLD BAKING CO.	06/13/2016	627.78
16726	PITNEY BOWES	06/13/2016	1,017.00
16727	PULLAN, MARY	06/13/2016	7.98
16728	PURCHASE POWER	06/13/2016	3,000.00
16729	RASMUSSEN, SCOTT	06/13/2016	140.00
16730	REALLY GOOD STUFF	06/13/2016	139.15
16731	REFSLAND, DARREL	06/13/2016	77.89
16732	REGENTS OF THE UNIV. OF MN	06/13/2016	175.00
16733	RESZEL, AL	06/13/2016	135.74
16734	RIDDELL/ALL AMERICAN SPORTS CORP.	06/13/2016	1,169.65
16735	RTS	06/13/2016	134.05
16736	RYER PLUMBING INC.	06/13/2016	826.34
16737	SAWMILL	06/13/2016	878.91
16738	SCHOLASTIC INC	06/13/2016	107.50
16739	SCHWEGGMANS CLEANERS	06/13/2016	48.00
16740	SKYWARD INC.	06/13/2016	11,693.00
16741	STAAB, FRANCIS	06/13/2016	120.00
16742	STEVE WEISS MUSIC	06/13/2016	71.80
16743	STREICH, LISA	06/13/2016	36.00
16744	SUTER, CASSANDRA	06/13/2016	47.48

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
16745	SUTER, JACOB	06/13/2016	38.44
16746	SW/WC SERVICE COOP - MARSHALL	06/13/2016	7,476.61
16747	TANNER, ROXANNE	06/13/2016	33.69
16748	TEAM EXPRESS	06/13/2016	129.90
16749	TIERNEY BROTHERS INC	06/13/2016	232.26
16750	TJOSVOLD EQUIPMENT INC.	06/13/2016	87.07
16751	TORKE, BARB	06/13/2016	12.00
16752	TOSTENSEN SEPTIC	06/13/2016	200.00
16753	TRANS-MISSISSIPPI BIOLOGICAL	06/13/2016	20.87
16754	TRUE VALUE-GF/MONTE	06/13/2016	343.33
16755	VIRTUAL ARCHITEC LLC	06/13/2016	1,000.00
16759	VISA	06/13/2016	6,605.41
16760	WEIDAUER, BARRY	06/13/2016	108.68
16761	WEST CENTRAL TAE KWON DO	06/13/2016	450.50
16762	XCEL ENERGY	06/13/2016	33.00
16763	YME SCHOOL ACTIVITY ACCOUNT	06/13/2016	132.00
16772	YME SCHOOLS-ADM	06/13/2016	14,165.84
16773	YME-FOOD SERVICE	06/13/2016	1,256.24
16774	ZEP MANUFACTURING CO	06/13/2016	1,914.10
201500142	FEDERAL TAX WITHHOLDING	05/20/2016	95,459.81
201500143	MN TEACHERS RETIREMENT ASSOC.	05/20/2016	39,362.56
201500144	PUBLIC EMPLOYEES RETIREMENT	05/20/2016	18,185.58
201500145	STATE TAX WITHHOLDING	05/20/2016	14,963.05
201500146	MN REVENUE	05/20/2016	686.00
201500147	VOYA INSTITUTIONAL TRUST	05/20/2016	14,196.57
201500148	FEDERAL TAX WITHHOLDING	05/20/2016	-534.31
201500149	STATE TAX WITHHOLDING	05/20/2016	-96.68
		Totals for BNK05	727,533.27
		Totals for checks	727,533.27

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	275,633.55	8,645.52	388,394.48	672,673.55
02	FOOD SERVICE	8,775.36	465.07	17,492.37	26,732.80
04	COMMUNITY SERVICE	9,406.35	0.00	6,819.56	16,225.91
09	TRUST FUND	2,598.26	0.00	0.00	2,598.26
25	REVOCABLE TRUST (FY10)	0.00	0.00	9,302.75	9,302.75
***	Fund Summary Totals ***	296,413.52	9,110.59	422,009.16	727,533.27

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
16638	A&B BUSINESS SOLUTIONS	06/13/2016	292207	COPIER LEASE	0	1,492.50	2,205.76
01 E	005 020 290 302 580			SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR		200.00	
01 E	100 203 290 302 580			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PR		450.00	
01 E	300 211 290 302 580			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		561.67	
01 E	350 211 290 302 580			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS		280.83	
			292207-	copier maint.	0	713.26	
01 E	005 020 290 000 350			SUPERINTENDENT'S OFFICE//REPAIRS AND MAINTENANCE SVCS/F		110.00	
01 E	100 203 290 000 350			ELEMENTARY GENERAL ED./REPAIRS AND MAINTENANCE SVCS/FO		220.00	
01 E	300 211 290 000 350			SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		248.26	
01 E	350 211 290 000 350			SECONDARY EDUCATION GENERAL//REPAIRS AND MAINTENANCE SV		135.00	
16639	ADVOCATE TRIBUNE	06/13/2016	1		0	444.80	799.80
01 E	005 010 000 000 380			BOARD OF EDUCATION//PRINTING/ADVERTISING/		444.80	
			10		0	239.00	
04 E	500 505 000 321 380			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		239.00	
			2	hs sub.	0	58.00	
01 E	300 050 000 000 401			PRINCIPAL'S OFFICE//GENERAL SUPPLIES/		58.00	
			22	elem.	0	58.00	
01 E	100 620 000 000 489			EDUCATIONAL MEDIA/LIBRARY//PERIODICAL/NEWSPAPERS/		58.00	
16640	AIR QUALITY ASSOCIATES	06/13/2016	1112-001	BRE AIR QUALITY TESTING	0	1,825.00	1,825.00
01 E	005 810 000 000 350			OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		1,825.00	
16641	ALMICH'S MARKET	06/13/2016	10		0	1,097.16	1,097.16
01 E	005 110 000 000 899			ACCOUNTING OFFICE//MISCELLANEOUS EXPENSE/		3.14	
01 E	300 260 000 000 430			NATURAL SCIENCES//SUPPLIES/		22.12	
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/		41.29	
01 E	350 250 000 000 433			FAMILY CONSUMER SCIENCE//INDIVIDUAL INST SUPPLIES/		924.39	
04 E	500 505 000 882 433			COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/INDIVIDU		47.26	
01 E	350 790 000 320 430			OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)		58.96	
16642	AMERICAN WELDING AND GAS, INC.	06/13/2016	04078417		0	24.45	24.45
01 E	300 301 501 830 433			AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		24.45	
16643	BAILEY'S CUSTOM CAP MFG.	06/13/2016	16022	repairs	0	281.00	281.00
01 L	230 29			GENERAL FUND/DEFERRED REVENUE/WEIGHTROOM		281.00	
16644	Vendor Continued Void	06/13/2016					0.00
16645	Vendor Continued Void	06/13/2016					0.00
16646	Vendor Continued Void	06/13/2016					0.00
16647	Vendor Continued Void	06/13/2016					0.00
16648	Vendor Continued Void	06/13/2016					0.00
16649	BENNETT & BENNETT INC.	06/13/2016	10	starbuck RUN	0	5,179.38	32,707.29
01 E	005 760 000 723 360			PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		5,179.38	
			11	MIDDAY EC RUN	0	109.44	
01 E	005 760 000 723 360			PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		109.44	
			111	BOYS TENNIS	0	1,521.83	
01 E	300 294 224 733 360			BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		1,521.83	
			1111	6TH GR. WATER TESTING	0	132.58	
01 E	350 203 000 733 360			ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		132.58	
			112	SOFTBALL	0	472.03	
01 E	300 296 210 733 360			GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		472.03	
			12	GRANITE run	0	893.18	
01 E	005 760 000 723 360			PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		893.18	
			14	AFTER SCHOOL	0	2,904.00	
04 E	500 505 000 882 360			COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/TRANSPOR		2,904.00	
			2	fuel	0	-779.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		-779.27	
			20	BAND RENT	0	30.00	
01 E 300 258 233 000 370				MUSIC//RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
			21	21 CENT.	0	-1,506.88	
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		-1,506.88	
			22	CANBY THEATRE	0	1,096.95	
01 E 100 203 000 733 360				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		1,096.95	
			23	VALLEYFAIR	0	885.65	
01 E 005 790 000 313 360				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		885.65	
			26	SPED FT	0	107.40	
01 E 100 203 000 733 360				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		107.40	
			28	ZOO	0	602.89	
01 E 100 203 000 733 360				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		602.89	
			3	clkfd shuttle	0	1,411.20	
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		1,411.20	
			33	2ND GRADE TRIP	0	218.18	
01 E 100 203 000 733 360				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		218.18	
			34	KID. FIELD TRIP	0	242.20	
01 E 100 203 000 733 360				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		242.20	
			35	SCHOOL PATROL	0	458.19	
01 E 100 203 000 733 360				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		458.19	
			36	HEADSTART	0	314.20	
01 E 100 203 000 733 360				ELEMENTARY GENERAL ED./TRANSPORTATION/NON-AUTHORIZED/TR		314.20	
			4	OUT OF DISTRICT	0	4,510.80	
01 E 005 760 000 713 360				PUPIL TRANSPORTATION/OPEN ENROLLMENT/TRANSPORTATION CON		4,510.80	
			40	TAG	0	188.08	
01 E 100 218 000 733 360				GIFTED & TALENTED/TRANSPORTATION/NON-AUTHORIZED/TRANSP		188.08	
			42	FT SPANISH	0	142.23	
01 E 300 211 000 733 360				SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		142.23	
			47	IT FT	0	140.74	
01 E 300 211 000 733 360				SECONDARY EDUCATION GENERAL/TRANSPORTATION/NON-AUTHORIZ		140.74	
			5	SPECIAL NEEDS	0	4,632.62	
01 E 005 760 000 723 360				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		4,632.62	
			50	BAND.	0	166.05	
01 E 300 258 233 733 360				MUSIC/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTATION CONT		166.05	
			55	TRACK	0	912.63	
01 E 300 292 219 733 360				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN		912.63	
			555	JH BB	0	165.54	
01 E 350 294 215 733 360				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		165.54	
			58	GOLF	0	1,234.55	
01 E 300 292 225 733 360				BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN		1,234.55	
			6	renville	0	1,872.58	
01 E 005 760 000 723 360				PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC		1,872.58	
			61	BASEBALL	0	1,879.28	
01 E 300 294 215 733 360				BOYS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORTA		1,879.28	
			666	JH SB	0	276.68	
01 E 350 296 210 733 360				GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRANSPORT		276.68	

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01 E 005 760 000 723 360			8	BELVIEW PUPIL TRANSPORTATION/HANDICAPPED/TRANSPORTATION CONTRAC	0	1,901.98 1,901.98	
01 E 350 292 219 733 360			88	JH TRACK BOYS/GIRLS ATHLETICS/TRANSPORTATION/NON-AUTHORIZED/TRAN	0	390.38 390.38	
16650 BENSON LAUNDRY 02 E 005 770 000 701 382		06/13/2016	1	FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/	0	70.57 70.57	70.57
16651 BILL'S ELECTRIC 01 R 300 361 000 000 619		06/13/2016	1	house VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/	0	7,479.00 7,479.00	7,479.00
16652 BIO CORPORATION 01 E 350 260 000 000 430		06/13/2016	239444	NATURAL SCIENCES//SUPPLIES/	0	122.40 122.40	122.40
16653 BJERKESET ROBERTA 01 E 005 790 000 320 401		06/13/2016	1	PAC OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)	0	81.38 81.38	81.38
16654 BORCH'S INC. 01 E 300 296 227 000 401		06/13/2016	1	GIRLS ATHLETICS//GENERAL SUPPLIES/UNIFORMS	0	25.00 25.00	672.90
01 L 230 33			2	GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	453.50 453.50	
01 E 300 296 210 000 401			3	GIRLS ATHLETICS//GENERAL SUPPLIES/SOFTBALL	0	194.40 194.40	
16655 BRAMBLE PARK ZOO 01 L 230 33		06/13/2016	1	GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	350.00 350.00	350.00
16656 BROOKLYN PUBLISHERS LLC 01 E 300 298 238 000 401		06/13/2016	34329	EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/SPEECH	0	26.00 26.00	26.00
16657 BSN SPORTS 04 E 500 505 000 321 450		06/13/2016	97909730	SUMMER REC COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	191.97 191.97	399.92
04 E 500 505 000 321 450			97909730-	GFBA COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	207.95 207.95	
16658 CARL'S BAKERY 01 E 350 790 000 320 430		06/13/2016	09231	OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)	0	111.25 111.25	111.25
16659 KRISTEN M CASTIGLIONE 01 E 300 258 233 000 433		06/13/2016	1	FRAMES MUSIC//INDIVIDUAL INST SUPPLIES/INSTRUMENTAL MUSIC	0	12.83 12.83	12.83
16660 AUTUMN CAVENDER-WILSON 01 E 350 790 000 320 430		06/13/2016	1	OTHER PUPIL SUPPORT SERVICES/SUCCESS GRANT (INDIAN ED.)	0	19.95 19.95	19.95
16661 CENEX CREDIT CARD 01 E 005 810 191 000 442		06/13/2016	1	OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN	0	123.99 123.99	292.45
01 E 005 810 193 000 442			2	OPERATIONS AND MAINTENANCE//GAS & OIL/CAR EXPENSES	0	168.46 168.46	
16662 Vendor Continued Void		06/13/2016					0.00
16663 CITY OF GRANITE FALLS 01 E 005 810 183 000 330		06/13/2016	1	OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE	0	834.27 834.27	14,686.17
01 E 005 810 184 000 330			2	BR ELECTRICITY OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	3,966.14 3,966.14	
01 E 005 810 183 000 330			3	HS WATER-SEWER OPERATIONS AND MAINTENANCE//UTILITY SERVICES/SEWER-WATE	0	980.44 980.44	
01 E 005 810 184 000 330			4	HS ELECTRICITY OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	8,778.96 8,778.96	
01 E 005 810 184 000 330			5	TRACK OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT	0	16.71 16.71	

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01 E 300 361 000 000 330			7	CARPENTRY VOCATIONAL WEIDAUER//UTILITY SERVICES/	0	13.93 13.93	
01 E 005 810 191 000 330			8	OM OPERATIONS AND MAINTENANCE//UTILITY SERVICES/OUTSIDE MA	0	95.72 95.72	
16664 FREDERICK W CLARK 01 E 005 020 000 000 320		06/13/2016	1	CELL PHONE SUPERINTENDENT'S OFFICE//COMMUNICATIONAL SERVICES/	0	120.00 120.00	120.00
16665 MARYELLA C CLOUSE 01 E 100 203 000 000 433		06/13/2016	1	ELEMENTARY GENERAL ED.//INDIVIDUAL INST SUPPLIES/	0	54.50 54.50	54.50
16666 CONSUMERS COOPERATIVE OIL CO. 01 E 025 810 000 000 442		06/13/2016	1	OPERATIONS AND MAINTENANCE//GAS & OIL/	0	101.13 101.13	101.13
16667 CROWN AWARDS 01 E 300 292 225 000 899		06/13/2016	32754062	GOLF BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/GOLF	0	69.85 69.85	173.41
04 E 500 505 000 321 450			32754062-	RESALE COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	25.31 25.31	
01 E 300 294 224 000 401			32774719	TENNIS BOYS ATHLETICS//GENERAL SUPPLIES/TENNIS	0	78.25 78.25	
16668 DALLAS II 09 L 230 27		06/13/2016	1	SR. CIT. TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY	0	1,052.70 1,052.70	1,052.70
16669 DAVE'S ELECTRIC CO 01 E 005 810 000 000 410		06/13/2016	134037	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	18.99 18.99	18.99
16670 DEAN FOODS NORTH CENTRAL, INC. 02 E 005 770 000 701 495 02 E 005 770 000 705 495 02 E 005 770 104 707 495 02 E 005 770 000 703 495		06/13/2016	1	FOOD SERVICES/SCHOOL LUNCH/MILK/ FOOD SERVICES/BREAKFAST/MILK/ FOOD SERVICES/ALA CARTE/OTHER/MILK/FD SVC NON PROGRAM FOOD SERVICES/SPECIAL MILK/MILK/	0	2,291.39 1,281.19 573.40 287.40 149.40	2,291.39
16671 DIDAX 01 E 100 216 667 401 401		06/13/2016	105567	TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL	0	132.45 132.45	132.45
16672 DOLLAR STOP 01 E 005 010 000 000 899		06/13/2016	1	BOARD OF EDUCATION//MISCELLANEOUS EXPENSE/	0	9.00 9.00	9.00
16673 EAI- ERIC ARMIN INC. 01 E 100 216 667 401 401		06/13/2016	772241	TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL	0	187.91 187.91	187.91
16674 ECOLAB 01 E 005 810 000 000 350		06/13/2016	7686844	OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	164.05 164.05	164.05
16675 FARM & HOME PUBLISHERS, LTD 01 E 005 110 000 000 401		06/13/2016	48791	CHIPPEWA COUNTY ACCOUNTING OFFICE//GENERAL SUPPLIES/	0	44.70 44.70	44.70
16676 FARMERS UNION OIL CO. 01 E 005 810 191 000 442		06/13/2016	1	OPERATIONS AND MAINTENANCE//GAS & OIL/OUTSIDE MAINTENAN	0	123.99 123.99	243.99
01 E 005 810 000 000 410			2	TIRES OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	120.00 120.00	
16677 FIRST CHOICE FOOD & BEVERAGE S 02 E 005 770 000 701 490		06/13/2016	1	FOOD SERVICES/SCHOOL LUNCH/FOOD/	0	56.00 56.00	56.00
16678 CHERI FJERMESTAD 01 E 300 292 000 316 367		06/13/2016	1	TENNIS BOYS/GIRLS ATHLETICS/STAFF DEVELOPMENT/TRAVEL-PROFESS D	0	35.00 35.00	35.00
16679 FOOD SERVICES OF AMERICA 02 E 005 770 000 701 401 02 E 005 770 000 701 490 02 E 005 770 000 701 495 02 E 005 770 000 705 490 02 E 005 770 000 707 490 02 E 005 770 104 707 490		06/13/2016	1	FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/ FOOD SERVICES/SCHOOL LUNCH/FOOD/ FOOD SERVICES/SCHOOL LUNCH/MILK/ FOOD SERVICES/BREAKFAST/FOOD/ FOOD SERVICES/ALA CARTE/OTHER/FOOD/ FOOD SERVICES/ALA CARTE/OTHER/FOOD/FD SVC NON PROGRAM	0	14,273.69 1,073.76 10,344.53 40.32 1,722.84 352.28 538.35	14,273.69

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02 E 005 770 000 702 490				FOOD SERVICES/AFTER SCHOOL SNACKS/FOOD/		201.61	
16680 FORD JAMES		06/13/2016	1		0	34.18	34.18
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		34.18	
16681 FRENCH GLASS & SPECIALTY INC.		06/13/2016	1	ELEM	0	545.43	2,670.43
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		545.43	
			2	TROPHY CASES	0	2,125.00	
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		2,125.00	
16682 GRAND AFFAIR		06/13/2016	641812	GRADUATION	0	482.50	482.50
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		482.50	
16683 GRANITE FALLS AUTO PARTS		06/13/2016	1		0	19.99	72.99
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		19.99	
			2		0	-14.90	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		-14.90	
			3		0	67.90	
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		67.90	
16684 GRANITE RUN GOLF CLUB		06/13/2016	1669	GREETING CARD	0	92.69	92.69
09 L 230 28				CLUB			
				TRUST FUND/DEFERRED REVENUE/SENIOR CITIZENS CARD PROJEC		92.69	
16685 GRANITE FALLS OFFICIALS ASSOC.		06/13/2016	1	BASEBALL	0	500.00	1,270.00
01 E 350 294 215 000 305				BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL		500.00	
			2	BASEBALL	0	330.00	
01 E 300 294 215 000 305				BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL		330.00	
			3	SOFTBALL	0	210.00	
01 E 350 296 210 000 305				GIRLS ATHLETICS//PROFESSIONAL FEES/SOFTBALL		210.00	
			4	SOFTBALL	0	230.00	
01 E 300 296 210 000 305				GIRLS ATHLETICS//PROFESSIONAL FEES/SOFTBALL		230.00	
16686 GRAPHIC EDGE		06/13/2016	998517		0	30.07	30.07
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		30.07	
16687 GREAT PLAINS NATURAL GAS CO		06/13/2016	1	BRE	0	388.54	1,255.04
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		388.54	
			2	hs	0	836.29	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/		836.29	
			3	MAINTENANCE	0	30.21	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE//FUEL FOR BUILDINGS/OUTSIDE		30.21	
16688 GUERTIN, DAVID		06/13/2016	1	GOLF BALLS	0	14.00	14.00
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF		14.00	
16689 HANSEN, LISA		06/13/2016	1	cell phone	0	120.00	139.82
01 E 100 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		120.00	
			10		0	11.94	
01 E 100 203 362 000 899				ELEMENTARY GENERAL ED//MISCELLANEOUS EXPENSE/HEALTHY S		11.94	
			2		0	7.88	
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		7.88	
16690 HDL		06/13/2016	03074833		0	90.00	99.01
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		90.00	
			03078362		0	9.01	
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		9.01	
16691 KAYLA J HEGNA		06/13/2016	1		0	37.40	71.38

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04 E 500 590 156 321 366				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/TRAVEL-SCH		37.40	
			2		0	33.98	
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		33.98	
16692 HILLYARD/HUTCHINSON		06/13/2016	602063443		0	864.12	1,370.32
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		864.12	
			602072210		0	506.20	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		506.20	
16693 Vendor Continued Void		06/13/2016					0.00
16694 INNOVATIVE OFFICE SOLUTIONS		06/13/2016	1171643		0	187.68	653.22
01 E 300 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY//GENERAL SUPPLIES/		187.68	
			1171643-		0	65.82	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		65.82	
			1179885		0	45.47	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		45.47	
			1180911		0	88.47	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		88.47	
			1180911-		0	88.47	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL//SUPPLIES/		88.47	
			1182611		0	83.03	
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL//INDIVIDUAL INST SUPPLIES/		83.03	
			1211569		0	94.28	
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED.//SUPPLIES/		94.28	
16695 INSTRUMENTALIST AWARDS		06/13/2016	1		0	147.00	147.00
01 E 300 292 000 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/		147.00	
16696 ISCORP		06/13/2016	678829	skyward finance	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE//REPAIRS AND MAINTENANCE SVCS/		195.50	
16697 JIM'S CLOTHING & SPORTING GOOD		06/13/2016	109664	SUMMER REC	0	725.40	725.40
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		725.40	
16698 JOSTEN'S		06/13/2016	690909		0	49.97	99.94
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		49.97	
			690909dc	medals	0	49.97	
01 E 300 211 165 000 899				SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD		49.97	
16699 KAPLAN SCHOOL SUPPLY CORP		06/13/2016	4121573		0	319.89	331.33
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		319.89	
			4131493		0	11.44	
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		11.44	
16700 KIBBLE EQUIPMENT, INC.		06/13/2016	589853		0	94.81	94.81
01 E 300 301 501 830 433				AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA		94.81	
16701 KILOWATT COMMUNITY CENTER		06/13/2016	1	SR. BANQUET	0	100.00	1,550.00
04 E 500 590 000 321 370				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/RENTALS AN		100.00	
			10	HEAD START	0	100.00	
01 E 100 203 000 000 370				ELEMENTARY GENERAL ED.//RENTALS AND LEASES/		100.00	
			2	4th grade	0	275.00	
01 E 100 203 000 000 370				ELEMENTARY GENERAL ED.//RENTALS AND LEASES/		275.00	
			3	baseball	0	1,075.00	
01 E 300 292 000 000 370				BOYS/GIRLS ATHLETICS//RENTALS AND LEASES/		1,075.00	
16702 KNAPPER, TIMOTHY		06/13/2016	1		0	34.88	577.80

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04 E 500 505 000 321 366				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-		34.88	
			2		0	62.92	
01 E 300 292 000 000 366				BOYS/GIRLS ATHLETICS//TRAVEL-SCHOOL BUSINESS/		62.92	
			33	cell phone- annual for 15/16	0	480.00	
04 E 500 505 000 321 320				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/COMMUNI		480.00	
16703 KORTHUIS JEWELRY		06/13/2016	1	PLAQUES	0	160.00	160.00
01 E 300 298 233 000 401				EXTRACURRICULAR ACTIVITIES//GENERAL SUPPLIES/INSTRUMENT		160.00	
16704 LAKESHORE LEARNING MATERIALS		06/13/2016	2618890516		0	2,044.33	2,044.33
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		2,044.33	
16705 LEARNING SCIENCES INTL		06/13/2016	Q-4711	observation TOOL	0	2,000.00	2,000.00
01 E 005 640 000 316 405				STAFF DEVELOPMENT/STAFF DEVELOPMENT/SOFTWARE ETC/		2,000.00	
16706 LEASE FINANCE GROUP		06/13/2016	16070	2 OF 5 TEACHER COMPUTER LEASE	0	40,229.62	40,229.62
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		40,229.62	
16707 DAVID LEE		06/13/2016	1	CONFERENCE	0	226.35	226.35
04 E 500 505 548 321 367				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-		226.35	
16708 RYAN C LUFT		06/13/2016	1		0	32.03	268.47
01 E 350 050 000 000 899				PRINCIPAL'S OFFICE//MISCELLANEOUS EXPENSE/		32.03	
			2		0	26.40	
01 E 300 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		26.40	
			3		0	48.64	
01 E 300 050 000 000 366				PRINCIPAL'S OFFICE//TRAVEL-SCHOOL BUSINESS/		48.64	
			4		0	41.40	
01 E 005 605 000 313 366				GENERAL INSTRUCTIONAL SUPPORT/ACHIEVEMENT & INTEGRATION		41.40	
			6	CELL PHONE	0	120.00	
01 E 300 050 000 000 320				PRINCIPAL'S OFFICE//COMMUNICATIONAL SERVICES/		120.00	
16709 MASA		06/13/2016	1	FY17 DUES SUPT	0	825.00	825.00
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		825.00	
16710 MAXWELL MEDALS & AWARDS		06/13/2016	3124502-IN	TRACK	0	105.11	105.11
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/TRACK		105.11	
16711 MECA SPORTSWEAR		06/13/2016	SIP118951		0	655.00	655.00
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/		300.00	
01 E 300 298 000 000 899				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/		355.00	
16712 MN DEPARTMENT OF LABOR & IND.		06/13/2016	ALR00617771	ELEVATOR ANNUAL FEE	0	300.00	300.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		300.00	
16713 MN DEPT. OF HEALTH		06/13/2016	664235	HOSP. FEE	0	35.00	35.00
01 E 005 010 000 000 305				BOARD OF EDUCATION//PROFESSIONAL FEES/		35.00	
16714 MINNESOTA ELEVATOR TOTAL ELEVA		06/13/2016	662249	LATCHES	0	87.34	3,715.64
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		87.34	
			662250	LATCHES	0	87.34	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		87.34	
			664750	JUNE INSPECTION	0	338.96	
01 E 005 860 000 347 590				LONG TERM FACILITY MAINTENANCE/PHYSICAL HAZARD CONTROL/		338.96	
			926670	DOOR CLUTCH	0	3,202.00	
01 E 005 850 000 302 522				FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/		3,202.00	
16715 MN TEACHERS RETIREMENT ASSOC.		06/13/2016	1	Baldwin 9883.60	0	19,992.84	29,022.68

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 203 188 000 218				Williams 10109.24 ELEMENTARY GENERAL ED.//TRA/EXTENDED L.O.A. (2007) EMPL		19,992.84	
			3	MVCC- RITA STRAND TRA FOR 15-16	0	9,029.84	
01 E 005 420 188 000 218				SPECIAL EDUCATIONAL GENERAL//TRA/EXTENDED L.O.A. (2007)		9,029.84	
16716 MORNING SKY GREENERY		06/13/2016	16-272	ENV SCIENCE PROJECT	0	747.95	747.95
01 E 300 790 155 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/ENV		747.95	
16717 MTI DISTRIBUTING INC.		06/13/2016	1062868		0	108.29	108.29
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID		108.29	
16718 MUSIC STREET		06/13/2016	52764		0	167.62	167.62
01 E 300 258 233 000 350				MUSIC//REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUSIC		167.62	
16719 MVCC		06/13/2016	FINAL	SPEC ED SERV.	0	247,563.85	247,563.85
01 E 200 420 978 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		247,563.85	
16720 MVTV		06/13/2016	6/1/16	MAINT. INTERNET	0	47.95	47.95
01 E 005 630 199 000 305				TECHNOLOGY INSTRUCTIONAL//PROFESSIONAL FEES/TECHNOLOGY		47.95	
16721 NDR CABLES & NETWORKS		06/13/2016	11374		0	273.47	273.47
01 E 005 630 199 000 401				TECHNOLOGY INSTRUCTIONAL//GENERAL SUPPLIES/TECHNOLOGY		273.47	
16722 NELSEN'S CLEANERS & LAUNDERERS		06/13/2016	1		0	31.65	31.65
02 E 005 770 000 701 382				FOOD SERVICES/SCHOOL LUNCH/LAUNDRY AND DRY CLEANING/		31.65	
16723 OLSON SANITATION INC.		06/13/2016	2097		0	877.50	877.50
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/		877.50	
16724 PAAPE ENERGY INC.		06/13/2016	4584	SERV@HS	0	95.00	95.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		95.00	
16725 PAN-O-GOLD BAKING CO.		06/13/2016	11		0	627.78	627.78
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/		598.98	
02 E 005 770 000 705 490				FOOD SERVICES/BREAKFAST/FOOD/		28.80	
16726 PITNEY BOWES		06/13/2016	3100145448	LEASE METER	0	1,017.00	1,017.00
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE//RENTALS AND LEASES/		1,017.00	
16727 MARY E PULLAN		06/13/2016	1		0	7.98	7.98
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/		7.98	
16728 PURCHASE POWER		06/13/2016	1	POSTAGE	0	3,000.00	3,000.00
01 E 005 020 000 000 329				SUPERINTENDENT'S OFFICE//POSTAGE AND EXPRESS/		500.00	
01 E 100 050 000 000 329				PRINCIPAL'S OFFICE//POSTAGE AND EXPRESS/		1,000.00	
01 E 100 203 000 000 329				ELEMENTARY GENERAL ED.//POSTAGE AND EXPRESS/		100.00	
01 E 300 050 000 000 329				PRINCIPAL'S OFFICE//POSTAGE AND EXPRESS/		100.00	
01 E 300 211 000 000 329				SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/		1,200.00	
02 E 005 770 000 701 329				FOOD SERVICES/SCHOOL LUNCH/POSTAGE AND EXPRESS/		100.00	
16729 RASMUSSEN, SCOTT		06/13/2016	1	GOLF LESSONS FOR STAFF WELLNESS	0	140.00	140.00
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		140.00	
16730 REALLY GOOD STUFF		06/13/2016	5520716		0	139.15	139.15
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		139.15	
16731 DARREL REFSLAND		06/13/2016	10	ENV. SCIENCE PROJECT	0	77.89	77.89
01 E 300 790 155 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/ENV		77.89	
16732 REGENTS OF THE UNIV. OF MN		06/13/2016	290030847		0	175.00	175.00
01 E 005 790 000 313 405				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		175.00	
16733 AL RESZEL		06/13/2016	1	BLDG BRIDGES	0	135.74	135.74
04 E 500 505 000 882 433				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/INDIVIDU		135.74	

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16734	RIDDELL/ALL AMERICAN SPORTS CO	06/13/2016	98197773	HELMETS	0	400.00	1,169.65
01 E 350 294 211 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		400.00	
01 E 300 294 211 000 401			98197773-	HELMETS	0	769.65	
				BOYS ATHLETICS//GENERAL SUPPLIES/FOOTBALL		769.65	
16735	RTS	06/13/2016	1		0	134.05	134.05
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		134.05	
16736	RYER PLUMBING INC.	06/13/2016	8708	BRE	0	326.34	826.34
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC		326.34	
01 R 300 361 000 000 619			8728	HOUSE	0	500.00	
				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		500.00	
16737	SAWMILL	06/13/2016	1		0	406.53	878.91
01 R 300 361 000 000 619				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		406.53	
01 E 300 301 501 830 433			10	AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	303.91	
						303.91	
01 E 300 255 000 000 450			2	INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/	0	16.98	
						16.98	
01 E 005 810 191 000 410			3	OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	151.49	
						151.49	
16738	SCHOLASTIC INC	06/13/2016	13199110	11	0	107.50	107.50
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		107.50	
16739	SCHWEGGMANS CLEANERS	06/13/2016	507133/134		0	48.00	48.00
01 E 300 258 233 000 382				MUSIC//LAUNDRY AND DRY CLEANING/INSTRUMENTAL MUSIC		48.00	
16740	SKYWARD INC.	06/13/2016	176383	LIC FEE FY17	0	11,693.00	11,693.00
01 A 131 00				GENERAL FUND/PREPAID EXPENSE		11,693.00	
16741	STAAB, FRANCIS	06/13/2016	1	CELL PHONE	0	120.00	120.00
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		120.00	
16742	STEVE WEISS MUSIC	06/13/2016	670473A		0	71.80	71.80
01 E 300 258 233 000 430				MUSIC//SUPPLIES/INSTRUMENTAL MUSIC		71.80	
16743	LISA STREICH	06/13/2016	1	MAY zumba	0	36.00	36.00
01 L 230 92				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		36.00	
16744	CASSANDRA SUTER	06/13/2016	4TH	4TH GRADE KID CH.	0	47.48	47.48
01 E 100 790 388 000 899				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		47.48	
16745	JACOB B SUTER	06/13/2016	1	ENV. SCIENCE	0	38.44	38.44
01 E 300 790 155 000 899				PROJECT		38.44	
				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/ENV		38.44	
16746	SW/WC SERVICE COOP - MARSHALL	06/13/2016	50475	LAPTOP - DENISE	0	867.61	7,476.61
01 E 005 020 000 302 555				SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/TECHNOLOGY EQUIP		867.61	
01 E 100 218 000 388 369			50519	SCIENCE & NATURE	0	74.00	
				GIFTED & TALENTED/TAG (06)/PARTICIPATION FEES/		74.00	
01 E 005 630 000 000 305			50546	TECH SUPPORT	0	5,881.50	
				TECHNOLOGY INSTRUCTIONAL//PROFESSIONAL FEES/		5,881.50	
01 E 005 108 000 000 305			50546-	TECH SUPPORT	0	653.50	
				TECHNOLOGY ADMINISTRATIVE//PROFESSIONAL FEES/		653.50	
16747	ROXANNE TANNER	06/13/2016	1	TOTES	0	33.69	33.69
01 E 100 216 667 401 401				TITLE I - PART A/TITLE I/GENERAL SUPPLIES/CURRENT SCHL		33.69	
16748	TEAM EXPRESS	06/13/2016	189544	BASEBALL	0	109.95	129.90
01 E 300 294 215 000 401				BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL		109.95	

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01 E 300 294 215 000 401			282886	BASEBALL BOYS ATHLETICS//GENERAL SUPPLIES/BASEBALL	0	19.95 19.95	
16749 TIERNEY BROTHERS INC 01 E 005 630 199 000 401		06/13/2016	717117	TECHNOLOGY INSTRUCTIONAL//GENERAL SUPPLIES/TECHNOLOGY	0	232.26 232.26	232.26
16750 TJOSVOLD EQUIPMENT INC. 01 E 005 810 191 000 350		06/13/2016	123463	OPERATIONS AND MAINTENANCE//REPAIRS AND MAINTENANCE SVC	0	87.07 87.07	87.07
16751 TORKE, BARB 01 E 300 211 000 000 367		06/13/2016	1	SPANISH TRIP MEAL SECONDARY EDUCATION GENERAL//TRAVEL-PROFESS DEVELOPMENT	0	12.00 12.00	12.00
16752 TOSTENSEN SEPTIC 01 E 300 292 000 000 899		06/13/2016	804	TRACK BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/	0	200.00 200.00	200.00
16753 TRANS-MISSISSIPPI BIOLOGICAL 01 E 100 203 000 000 430		06/13/2016	2392	SHIPPING ELEMENTARY GENERAL ED.//SUPPLIES/	0	20.87 20.87	20.87
16754 TRUE VALUE-GF/MONTE 01 E 005 810 191 000 410		06/13/2016	1	OM OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/OUTSID	0	70.25 70.25	343.33
01 E 300 301 501 830 433			2	AG AG EDUCATION (VOCATIONAL)/VOCATIONAL PROGRAMS/INDIVIDUA	0	179.18 179.18	
01 R 300 361 000 000 619			3	CARPENTRY VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/	0	8.49 8.49	
01 E 300 260 000 000 430			4	PETRICH NATURAL SCIENCES//SUPPLIES/	0	81.92 81.92	
01 E 300 255 000 000 430			5	IT - INDUSTRIAL EDUCATION//SUPPLIES/	0	-4.00 -4.00	
01 E 005 810 193 000 401			6	AUTO OPERATIONS AND MAINTENANCE//GENERAL SUPPLIES/CAR EXPENS	0	7.49 7.49	
16755 VIRTUAL ARCHITEC LLC 01 E 005 790 100 000 305		06/13/2016	2016050501	3d model OTHER PUPIL SUPPORT SERVICES//PROFESSIONAL FEES/BUSH FO	0	1,000.00 1,000.00	1,000.00
16756 Vendor Continued Void		06/13/2016					0.00
16757 Vendor Continued Void		06/13/2016					0.00
16758 Vendor Continued Void		06/13/2016					0.00
16759 VISA 01 E 100 640 000 316 401		06/13/2016	1	AMAZON STAFF DEVELOPMENT//STAFF DEVELOPMENT/GENERAL SUPPLIES/	0	114.09 114.09	6,605.41
01 E 100 620 000 000 470			10	SCHOLASTIC EDUCATIONAL MEDIA/LIBRARY//LIBRARY BOOKS/	0	82.96 82.96	
01 E 100 640 179 000 367			11	WESTIN- O'HARE FAGEN\$ STAFF DEVELOPMENT//TRAVEL-PROFESS DEVELOPMENT/FAGEN \$	0	1,189.02 1,189.02	
01 E 300 211 000 000 329			12	UPS -RH BOOKS CANBY SECONDARY EDUCATION GENERAL//POSTAGE AND EXPRESS/	0	20.86 20.86	
04 E 500 505 000 321 450			16	EPIC SPORTS COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	123.18 123.18	
01 E 005 790 000 313 430			2	AMAZON OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	392.00 392.00	
04 E 500 505 000 321 450			3	EPIC SPORTS COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	53.06 53.06	
01 E 100 640 179 000 367			4	DELTA- FAGEN\$ STAFF DEVELOPMENT//TRAVEL-PROFESS DEVELOPMENT/FAGEN \$	0	651.60 651.60	
01 E 300 292 219 000 401			40	EASTBAY BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/TRACK	0	344.09 344.09	

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01 E 300 292 225 000 401			41	ROCK BOTTOM GOLF BOYS/GIRLS ATHLETICS//GENERAL SUPPLIES/GOLF	0	125.84 125.84	
01 L 230 36			44	GENERAL FUND/DEFERRED REVENUE/MUSIC-BERT RANEY	0	151.15 151.15	
04 E 500 505 000 321 450			5	RAWLINGS COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	97.73 97.73	
01 E 005 790 000 313 430			50	VALLEY FAR OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	1,237.50 1,237.50	
09 L 230 27			55	ZOLL MEDICAL TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY	0	1,452.87 1,452.87	
01 E 300 050 000 000 367			6	JMC-DEB PRINCIPAL'S OFFICE//TRAVEL-PROFESS DEVELOPMENT/	0	25.00 25.00	
01 E 100 203 000 320 430			60	AMZAON ELEMENTARY GENERAL ED./SUCCES GRANT (INDIAN ED.)/SUPPL	0	484.36 484.36	
01 E 005 810 000 000 410			64	AMAZON- HVAC OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/	0	52.99 52.99	
01 E 300 292 000 000 899			7	UPS-KNAPPER BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/	0	15.10 15.10	
01 E 005 020 000 000 329			8	UPS-LEEaNN SUPERINTENDENT'S OFFICE//POSTAGE AND EXPRESS/	0	18.90 18.90	
01 E 300 292 000 000 899			88	EPIC SPORTS BOYS/GIRLS ATHLETICS//MISCELLANEOUS EXPENSE/	0	84.39 84.39	
01 E 100 203 000 000 329			9	UPS-MVCC ELEMENTARY GENERAL ED.//POSTAGE AND EXPRESS/	0	15.17 15.17	
01 E 300 211 000 000 430			99	AMZAON-TAX CREDIT SECONDARY EDUCATION GENERAL//SUPPLIES/	0	-126.45 -126.45	
16760 WEIDAUER, BARRY		06/13/2016	1		0	11.32	108.68
01 E 300 255 000 000 450				INDUSTRIAL EDUCATION//MATERIALS PURCH FOR RESALE/		11.32	
01 E 300 211 000 000 366			11	birch coulee fair SECONDARY EDUCATION GENERAL//TRAVEL-SCHOOL BUSINESS/	0	97.36 97.36	
16761 WEST CENTRAL TAE KWON DO		06/13/2016	1		0	450.50	450.50
04 E 500 505 000 321 450				MAY FEES COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		450.50	
16762 XCEL ENERGY		06/13/2016	1		0	11.75	33.00
01 E 025 810 184 000 330				OPERATIONS AND MAINTENANCE//UTILITY SERVICES/ELECTRICIT		11.75	
04 E 500 560 000 321 330			2		0	21.25	
				RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC		21.25	
16763 YME SCHOOL ACTIVITY ACCOUNT		06/13/2016	1		0	132.00	132.00
04 E 500 505 000 321 450				VB 7/8 COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		132.00	
16764 Vendor Continued Void		06/13/2016					0.00
16765 Vendor Continued Void		06/13/2016					0.00
16766 Vendor Continued Void		06/13/2016					0.00
16767 Vendor Continued Void		06/13/2016					0.00
16768 Vendor Continued Void		06/13/2016					0.00
16769 Vendor Continued Void		06/13/2016					0.00
16770 Vendor Continued Void		06/13/2016					0.00
16771 Vendor Continued Void		06/13/2016					0.00
16772 YME SCHOOLS-ADM		06/13/2016	1		0	-1.09	14,165.84
01 R 005 000 000 000 092				INTEREST INVESTMENT EARNINGS/		-1.09	
01 E 300 294 215 000 305			14225	VOID TIM BESEMAN BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL	0	-100.00 -100.00	

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01 E 300 294 225 000 369			14277	BENSON HS	0	120.00	
01 E 300 296 225 000 369				BOYS ATHLETICS//PARTICIPATION FEES/GOLF		60.00	
				GIRLS ATHLETICS//PARTICIPATION FEES/GOLF		60.00	
01 E 300 294 215 000 305			14278	STEVE JOHNSON	0	100.00	
				BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL		100.00	
01 E 300 294 215 000 305			14279	SCOTT HINDL	0	100.00	
				BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL		100.00	
01 E 300 255 000 000 430			14282	BENSON HS	0	50.00	
				INDUSTRIAL EDUCATION//SUPPLIES/		50.00	
01 E 300 292 219 000 305			14283	COLLEEN FORD	0	40.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		40.00	
01 E 300 292 219 000 305			14284	MARK HENDERSON	0	35.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		35.00	
01 E 300 292 219 000 305			14285	SHARON BUCHHOLZ	0	35.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		35.00	
01 E 300 292 219 000 305			14287	KYLIE JANS	0	40.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		40.00	
01 E 300 292 219 000 305			14288	PAXTON DANDURAND	0	30.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		30.00	
01 E 300 292 219 000 305			14289	BETTY LECY	0	30.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		30.00	
01 E 300 292 219 000 305			14290	SCOTT RASMUSSEN	0	30.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		30.00	
01 E 300 292 219 000 305			14291	MARK JENSEN	0	30.00	
				BOYS/GIRLS ATHLETICS//PROFESSIONAL FEES/TRACK		30.00	
01 E 300 296 210 000 305			14293	BOB DOLAN	0	160.00	
				GIRLS ATHLETICS//PROFESSIONAL FEES/SOFTBALL		160.00	
01 E 300 296 210 000 305			14294	CHRIS WEBB	0	160.00	
				GIRLS ATHLETICS//PROFESSIONAL FEES/SOFTBALL		160.00	
01 E 300 294 215 000 305			14295	MIKE GORT	0	100.00	
				BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL		100.00	
01 E 300 294 215 000 305			14296	SCOTT BEEKMAN	0	100.00	
				BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL		100.00	
01 R 300 361 000 000 619			14298	USC PROPANE	0	117.24	
				VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/		117.24	
01 E 350 292 219 000 369			14299	ACGC HS	0	40.00	
				BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK		40.00	
01 E 350 292 219 000 369			14300	MACCRAY HS	0	60.00	
				BOYS/GIRLS ATHLETICS//PARTICIPATION FEES/TRACK		60.00	
01 E 100 790 388 000 899			14301	GF YOUTH BASEBALL	0	40.00	
				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/KID		40.00	
01 E 005 810 000 000 320			14302	CENTURY LINK	0	745.31	
				OPERATIONS AND MAINTENANCE//COMMUNICATIONAL SERVICES/		745.31	
04 E 500 505 000 321 450			14303	MARSHALL UNITED	0	250.00	
				SOCCER ASSOC.			
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		250.00	
01 E 300 296 210 000 305			14304	MIKE SWAN	0	200.00	
				GIRLS ATHLETICS//PROFESSIONAL FEES/SOFTBALL		200.00	

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01 E 300 294 215 000 305			14305	CORY MARQUARDT BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL	0	100.00 100.00	
01 E 300 294 215 000 305			14306	TODD HODENFIELD BOYS ATHLETICS//PROFESSIONAL FEES/BASEBALL	0	100.00 100.00	
01 E 005 790 000 313 430			14307	CANBY THEATRE OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION	0	1,134.00 1,134.00	
01 R 300 361 000 000 619			14308	CASEY'S VOCATIONAL WEIDAUER//HOUSE EXPENSES-CONTRA REVENUE/	0	135.35 135.35	
01 L 230 33			14309	DQ GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	71.80 71.80	
01 E 300 211 165 000 899			14310	JOSTENS SECONDARY EDUCATION GENERAL//MISCELLANEOUS EXPENSE/GRAD	0	39.00 39.00	
02 R 005 000 000 701 601			14311	OSCAR & GLADYS ARCE SCHOOL LUNCH/SALES TO PUPILS/	0	25.00 25.00	
02 R 005 000 000 701 601			14312	TOM & KAREN BAKER SCHOOL LUNCH/SALES TO PUPILS/	0	11.55 11.55	
02 R 005 000 000 701 601			14313	STEVE & KATHY BUSACK SCHOOL LUNCH/SALES TO PUPILS/	0	21.05 21.05	
02 R 005 000 000 701 601			14314	BRUCE & KAREN GUSTAFSON SCHOOL LUNCH/SALES TO PUPILS/	0	33.30 33.30	
02 R 005 000 000 701 601			14315	TONY & JANE HAGERT SCHOOL LUNCH/SALES TO PUPILS/	0	38.07 38.07	
02 R 005 000 000 701 601			14316	JEFF & SHARON LOBDELL SCHOOL LUNCH/SALES TO PUPILS/	0	11.20 11.20	
02 R 005 000 000 701 601			14317	DAVE & MARY LUEPKE SCHOOL LUNCH/SALES TO PUPILS/	0	36.15 36.15	
02 R 005 000 000 701 601			14318	BARRY & JODI PETERSON SCHOOL LUNCH/SALES TO PUPILS/	0	118.50 118.50	
02 R 005 000 000 701 601			14319	DARREL & LES REFSLAND SCHOOL LUNCH/SALES TO PUPILS/	0	30.90 30.90	
02 R 005 000 000 701 601			14320	RICK & KRIS SAND SCHOOL LUNCH/SALES TO PUPILS/	0	9.50 9.50	
02 R 005 000 000 701 601			14321	RANDY & LORI SCHULER SCHOOL LUNCH/SALES TO PUPILS/	0	44.50 44.50	
02 R 005 000 000 701 601			14322	CHRIS STEENSON SCHOOL LUNCH/SALES TO PUPILS/	0	22.80 22.80	
02 R 005 000 000 701 601			14323	ROBERT SVOBODNY SCHOOL LUNCH/SALES TO PUPILS/	0	56.85 56.85	
02 R 005 000 000 701 601			14324	KURT & SHERI THORSTAD SCHOOL LUNCH/SALES TO PUPILS/	0	5.70 5.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
04 E 500 505 030 882 430			14325	SUBWAY	0	66.16	
				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/SUPPLIES		66.16	
01 L 230 92			14326	GRANITE RUN GOLF- WELLNESS OUTING	0	360.00	
				GENERAL FUND/DEFERRED REVENUE/WELLNESS \$		360.00	
04 E 500 505 030 882 369			14327	BIG KAHUNA	0	132.00	
				COMMUNITY EDUCATION GENERAL/21ST CENTRUY GRANT/PARTICIP		132.00	
01 E 300 292 219 000 339			14328	JOSH HOERNEMANN	0	15.00	
				BOYS/GIRLS ATHLETICS//STATE EXPENSES/TRACK		15.00	
01 E 300 298 216 000 899			14329	REGION 3A	0	6,746.00	
				EXTRACURRICULAR ACTIVITIES//MISCELLANEOUS EXPENSE/FLO-T		6,746.00	
01 E 300 298 216 000 187			14330	NICK RICHTER	0	385.00	
				EXTRACURRICULAR ACTIVITIES//CERTIFIED EVENT WKRS/FLO-TH		385.00	
01 E 300 298 216 000 187			14331	ADAM RANEY	0	280.00	
				EXTRACURRICULAR ACTIVITIES//CERTIFIED EVENT WKRS/FLO-TH		280.00	
01 E 300 298 216 000 187			14332	BENNETT KNAPPER	0	250.00	
				EXTRACURRICULAR ACTIVITIES//CERTIFIED EVENT WKRS/FLO-TH		250.00	
01 E 300 298 216 000 187			14333	NIKSON KNAPPER	0	200.00	
				EXTRACURRICULAR ACTIVITIES//CERTIFIED EVENT WKRS/FLO-TH		200.00	
01 E 300 298 216 000 187			14334	GF BASEBALL ASSN	0	1,175.00	
				EXTRACURRICULAR ACTIVITIES//CERTIFIED EVENT WKRS/FLO-TH		1,175.00	
16773 YME-FOOD SERVICE		06/13/2016	1		0	62.28	1,256.24
04 E 500 582 000 344 490				LEARNING READINESS/LEARNING READINESS/FOOD/		62.28	
01 E 100 203 362 000 899			10	SNACKS	0	797.61	
				ELEMENTARY GENERAL ED.//MISCELLANEOUS EXPENSE/HEALTHY S		797.61	
01 E 350 790 149 000 899			22	2ND CHANCE BREAKFAST	0	394.55	
				OTHER PUPIL SUPPORT SERVICES//MISCELLANEOUS EXPENSE/MIS		394.55	
01 E 300 260 000 000 430			33	SCIENCE	0	1.80	
				NATURAL SCIENCES//SUPPLIES/		1.80	
16774 ZEP MANUFACTURING CO		06/13/2016	902283051		0	1,914.10	1,914.10
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE//CUST/REPAIR SUPPLIES/		1,914.10	
137 Computer Check(s) For a Total of							478,395.31

	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
	137	Computer	Checks For a Total of	478,395.31
Total For	137	Manual, Wire Tran, ACH & Computer	Checks	478,395.31
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	478,395.31

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	54,591.07	8,645.52	387,783.46	451,020.05
02	FOOD SERVICE	0.00	465.07	17,492.37	17,957.44
04	COMMUNITY SERVICE	0.00	0.00	6,819.56	6,819.56
09	TRUST FUND	2,598.26	0.00	0.00	2,598.26

**Yellow Medicine East #2190**

**Board Report  
June 13, 2016**

Ending  
6/9/2016

2015-16 By Fund	Revised 2015-16	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison
					2014-15 YTD Expended
General	9,433,136	8,059,725	1,373,411	85.44%	86.81%
Food Service	410,235	353,156	57,079	86.09%	87.91%
Community Service	396,902	328,854	68,048	82.86%	72.85%
Debt Red.	1,259,120	1,257,765	1,355	99.89%	99.89%
OPEB Trust	268,106	114,551	153,555	42.73%	53.76%
OPEB Debt Service	192,420	191,870	550	99.71%	99.68%
<b>Total</b>	<b>11,959,919</b>	<b>10,305,921</b>	<b>1,653,998</b>	<b>86.17%</b>	<b>87.11%</b>

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

Salaries % expended to date (approximately)

Contracted July-June	Supt/Finance/Maint/Comm Ed	91.67%
Contracted August-July	Principals/Fd Svc Director	83.33%
Contracted Sept-August	Teachers/Nurse	75.00%
12 Month Non-certified	Secretaries	91.67%
12 Month Non-certified	Custodians	87.00%
9 Month non-Certified	Assistants/Cooks	92.50%

**Liquid Asset Fund**

Month End Cash Invested 5/31/2016 \$3,561,771.08 General Closing Market Value

**Electronic Fund Transfers/ACH Transfers/LAF Chec**

			From	To
05-06-16 to 05-11-16	\$ 302.20	rSchool Fees	LAF	rSchool
5/11/2016	\$ 300,000.00	Board Accounts Payable	LAF	Granite Falls Bank
5/20/2016	\$ 3,000.00	Payroll (F&M Bank)	LAF	F&M Bank
5/20/2016	\$ 271,000.66	Payroll (GF Bank direct deposit)	LAF	Granite Falls Bank
5/23/2016	\$ 100,000.00	Board Accounts Payable	LAF	Granite Falls Bank
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Trust Fund (PERA) OPEB \$871,837.24 Ending 6/8/2016

**YELLOW MEDICINE EAST  
ENROLLMENT REPORT  
2015-2016**

	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	56			56			55			55			54		
First Grade	49			53			53			53			52		
Second Grade	72			73			72			72			72		
Third Grade	58			57			57			56			55		
Fourth Grade	59			60			61			60			58		
Fifth Grade	62			62			62			62			62		
	356			361			360			358			353		
Sixth Grade		61			61			60			61			61	
Seventh Grade		63			62			62			63			63	
Eighth Grade		53			49			48			48			48	
Ninth Grade		55			56			56			55			53	
Tenth Grade		73			71			70			70			70	
Eleventh Grade		56			55			54			52			53	
Twelfth Grade		51			50			47			47			47	
	412			404			397			396			395		
K-12 TOTAL	768			765			757			754			748		

	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	54			53			53			53			53		
First Grade	52			51			50			50			50		
Second Grade	72			71			67			66			66		
Third Grade	55			55			55			55			55		
Fourth Grade	58			56			56			56			56		
Fifth Grade	62			60			60			59			60		
	353			346			341			339			340		
Sixth Grade		61			61			60			60			61	
Seventh Grade		63			62			62			60			60	
Eighth Grade		48			49			47			47			47	
Ninth Grade		52			52			52			52			52	
Tenth Grade		71			67			67			67			67	
Eleventh Grade		54			52			52			54			53	
Twelfth Grade		47			47			47			48			48	
	396			390			387			388			388		
K-12 TOTAL	749			736			728			727			728		

(Updated 6/7/2016)



# MASA Membership

## Minnesota Association of School Administrators

### July 1, 2016-June 30, 2017

## Membership Form

Please look over your form and make any changes or corrections so we have accurate information. Thank you.

**Salutation**  Mr.  Mrs.  Dr.  Ms.

**FName** Rick

**LName** Clark

**Title** Superintendent

**District Name** Yellow Medicine East Schools

**District Address** 450 9th Avenue

**District City/State** Granite Falls MN

**District Zip** 56241

**BusinessCounty** Yellow Medicine

**District Phone** 320-564-4081

**District Fax** 320-564-4782

**Email Address** rclark@isd2190.org

**Cell Phone** 320-522-2553

**Ass't. Name** Denise Streich

**Ass't. Email** dstreich@isd2190.org

**Congressional Dist.** District 7

**Legislative Dist.** 16A, 17A

Please check appropriate button(s)

**Membership Status**  New  
 Renewing  
 Title Chg  
 Dist Chg

**For MASA members:**

We **MUST** have all personal information to obtain insurance and legal benefits on your behalf

**Your Gender** M

**Partner Name** Lynnette Clark

**Home Address** 608 South Clearbrook

**City, State, Zip** Sioux Falls SD 57106

**Home Phone** 320-522-2553

**Beneficiary** Lynnette Clark

### Your Membership Categories Are:

(you have the option of changing these categories)

- MASA Membership Categories:**
- Only MASA \$ 825.00
  - Service MASA Membership \$ 532.00
  - Student MASA Membership \$ 59.00
  - Person On Leave MASA Membership \$ 171.00
  - Subscription MASA Membership \$ 59.00

- AASA Membership Categories:**
- Administrator-AASA \$ 450.00
  - College Professor-AASA \$ 200.00
  - MASE non-voting \$ 152.00

You must be an MASA member to have the MASE option

- Your Chosen MASA Component Group**
- Superintendent
  - Special Education
  - Central Office
  - Service Provider
  - Curriculum
  - Technology
- MASA Region** 03
- MASE Area** \_\_\_\_\_

Please submit a copy with your payment

Make your check payable to:

**MASA**  
 1884 Como Avenue  
 St. Paul, MN 55108

MASA Federal Tax ID # 41-0880260

Total Amount Due \$825.00

Office Use Only

Date \_\_\_\_\_

Check # \_\_\_\_\_

Amount \_\_\_\_\_

# YELLOW MEDICINE EAST – ISD 2190

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

Rick Clark, Ed.D., Superintendent  
450 9<sup>th</sup> Avenue - Granite Falls, MN 56241  
Phone: 320-564-4081 - Fax: 320-564-4781

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## REQUEST FOR BIDS

### *Milk/Milk Products*

The Yellow Medicine East, ISD #2190, School Board is requesting sealed bids for supplying the milk and milk products for delivery to the Yellow Medicine East School District for the 2016-2017 school year and the Summer Food Service Program.

Return the enclosed bid form to:

Yellow Medicine East  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Attn: Food Service Bids

Bids will be accepted until 1:00 pm on Thursday, July 7, 2016. Bids will be opened and evaluated at that time and the official bid will be awarded at the regular school board meeting held Monday, July 11, 2016 at 6:00 pm.

The school board reserves the right to accept or reject any or all bids and to waive any defects or irregularities.

# YELLOW MEDICINE EAST – ISD 2190

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

Rick Clark, Superintendent

450 9<sup>th</sup> Avenue - Granite Falls, MN 56241

Phone: 320-564-4081 - Fax: 320-564-4781

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## **REQUEST FOR BIDS**

### ***Bread/Bread Products***

The Yellow Medicine East, ISD #2190, School Board is requesting sealed bids for supplying the bread and bread products for delivery to the Yellow Medicine East School District for 2016-2017 school year and the Summer Food Service Program.

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Yellow Medicine East  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Attn: Food Service Bids

Bids will be accepted until 1:00 pm on Thursday, July 7, 2016. Bids will be opened and evaluated at that time and the official bid will be awarded at the regular school board meeting held Monday, July 11, 2016 at 6:00 pm.

The school board reserves the right to accept or reject any or all bids and to waive any defects or irregularities.



Voice For Greater Minnesota Education

June 1, 2016

Rick Clark  
Superintendent  
Yellow Medicine East Schools  
450 9th Ave  
Granite Falls MN 56241-1399

Dear Rick,

MREA thanks you for your ongoing commitment to prepare your students to join the World's Best Workforce. We are pleased to augment your efforts to improve educational opportunities by successfully advocating for K-12 funding increases, reducing inequities in long-term maintenance funding, and proposing changes to address the state's critical teacher shortage. We are also proud of our heritage as the only advocate focused on *Greater Minnesota* students and schools.

**Our strength stands in members like you.** District memberships have grown 65% in the last five years to 214 member districts. Business and organizational memberships have nearly tripled.

**How Your Membership Supports Greater Minnesota Education**

Every year, your membership helps us reach every corner of Minnesota to:

- Analyze education issues for the impact on districts
- Meet with legislative leaders to drive change at the Capitol
- Communicate weekly with you and 2,400+ school leaders
- Recognize exemplary educators and programs with our annual awards

We know you'll agree MREA delivers substantial value for your district and Greater Minnesota schools. *See the enclosed flyer to learn more.*

**Renew Your Membership Today**

It's time to renew your MREA membership for the 2016-17 membership year. Please return the enclosed invoice with your payment and membership listing. We look forward to continuing to advocate on behalf of Yellow Medicine East Schools.

Sincerely,

Jeremy Kovash, MREA Board President

Fred Nolan, MREA Executive Director

**P.S. Mark your calendar to attend MREA's 2016 Annual Conference,** "Making Teaching Matter," November 13-15 at Cragun's Resort. Submit a presentation proposal now at [mnrea.org](http://mnrea.org), and watch your email for online registration opening in July.



**Minnesota Rural Education Association**  
[ A P.O. Box 187, St. Cloud, MN 56302-0187 ]  
[ T 320-762-6574 E mrea@mnrea.org W mnrea.org ]

**Membership # 2190**

Rick Clark  
Superintendent  
Yellow Medicine East Schools  
450 9th Ave  
Granite Falls MN 56241-1399  
rclark@isd2190.org

**Invoice date: June 1, 2016**

**Due Date: July 15, 2016**

**(Membership year 7/01/16-6/30/17)**

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**\*\*\* MREA MEMBERSHIP RENEWAL INVOICE \*\*\***  
**FY 2016-17**

**MREA Membership Type:** FULLISD

**Base Fee:** \$1,100.00

**APU =** 843

**\*APU Legislative Fee:** + \$843.00

**\*\*SHARED DISTRICT (if applicable):**

**Total 2016-17 MREA Dues =** **\$1,943.00**

\*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum. APU based on MDE estimates for 2016-17.

\*\*Districts with SHARED Membership Type must BOTH join MREA to qualify for the discounted Base Fee of \$825.

**Please send your membership dues payment, payable to MREA, with a copy of this invoice.  
Update the enclosed membership listing as needed and return with your payment.**

*MREA dues are not deductible as a charitable contribution for U.S. federal income tax purposes, but may be deductible as a business expense. MREA estimates that 42.4% of your dues are not deductible because of MREA lobbying activities on behalf of our members.*

"I want to express my profound gratitude to MREA for promoting this new revenue source. I think your work and the resulting legislation are exemplars of grownup governance. Please keep it up!

*Phil Grant, Superintendent  
Clinton-Graceville-Beardsley*



Voice For Greater Minnesota Education

Please help MREA keep your organization's leadership list current by updating names and email addresses for new or replaced district leaders, including: School Board members, principals, department heads, teacher representatives, and superintendent's assistant. Anyone not currently on our e-mail communications list will be sent an invitation link to subscribe.

Please also update the district phone, website, and so on at the bottom of the page.

2190 ATTN: Executive Assistant

Yellow Medicine East Schools
450 9th Ave
Granite Falls MN 56241-1399

Table with 4 columns: FIRST, LAST, POSITION, E-MAIL. Contains 13 rows of contact information for school board members and principals.

Phone: 320.564.4081
Website: www.isd2190.org
Service Coop: SWWC

Org. Email: rclark@isd2190.org
County: Yellow Medicine
MASA Region: 06

IF THERE ARE CHANGES, RETURN THIS FORM VIA MAIL, FAX, OR EMAIL. THANK YOU!

[ A P.O. Box 187, St. Cloud, MN 56302-0187 T 320.762.6574 F 888.884.7932 E mrea@mnrea.org W mnrea.org ]

MREA is the only advocate exclusively for Greater Minnesota school districts. Under the leadership of school board members, administrators, teachers and community members, MREA focuses on what puts first the education, growth and development of learners to bring about our best possible future.



## LEADING ADVOCACY FOR GREATER MINNESOTA STUDENTS

### In 2015

- Secured Long-Term Maintenance Funding (LTMF) with a 3-year phased in equalized levy
- Reduced agricultural land valuation in equalization for Long-Term Maintenance Funding
- Gained new funding for American Indian students
- Extended one-time Teacher Development and Evaluation funding to service cooperatives, education districts and other cooperatives
- Established new loan forgiveness program to attract teachers to the profession

### In 2016

Gained legislative approval and awaiting Governor's signature:

- 40 percent Ag 2SchoolTax Credit for voter-approved school construction bonded debt
- \$2 million increase in loan forgiveness for teachers
- \$385,000 to initiate para-to-teacher program at Southwest State
- \$3 million for ONLINE18: A Northwest Regional Partnership, a pilot program for Higher Learning Commission required content credits for concurrent enrollment teachers
- \$900,000 for Northwest Mobile Manufacturing Lab
- Metro equity "bump" to all districts, driving upwards of \$15 per pupil for many rural schools
- \$35 million for rural broadband expansion grants

### Closing the Donut Hole

School districts continue to benefit from MREA's leadership and advocacy for a highly equalized \$300 board-approved levy and closing the Donut Hole with up to \$424 additional school board LOR authority for the lowest funded districts.

**Success is not achieved alone.** MREA partners with a variety of advocates to help put students first. Learn more about what we're achieving together and get a full progress report at [MnREA.org/ProgressReport](http://MnREA.org/ProgressReport)

“

I want to express my profound gratitude to MREA for promoting this new [LTFM] revenue source. I think your work and the resulting legislation are exemplars of grownup governance. Keep it up!”

Phil Grant, Superintendent, Clinton-Graceville-Beardsley

## Ways We Connect with Members

- Weekly insider briefings on key issues and news
- Action Alerts to help you effect change on issues
- Email alerts when key legislation is passed with its impact
- Interactive maps and analysis that illustrate the impact of an issue on district, regional and state level
- Lobbyists focused on key issues impacting schools
- Capitol Insider Blog honing in on key issues facing schools and the impact
- Professional development and networking at Annual Conference in November
- Regional meetings to discuss issues and connect with other school leaders
- Lower ACT prep costs for districts through partnership with John Baylor Test Prep
- Social Media Partnership Project on using social media to connect with parents and the communities

Learn more at [MnREA.org](http://MnREA.org)

# 98%

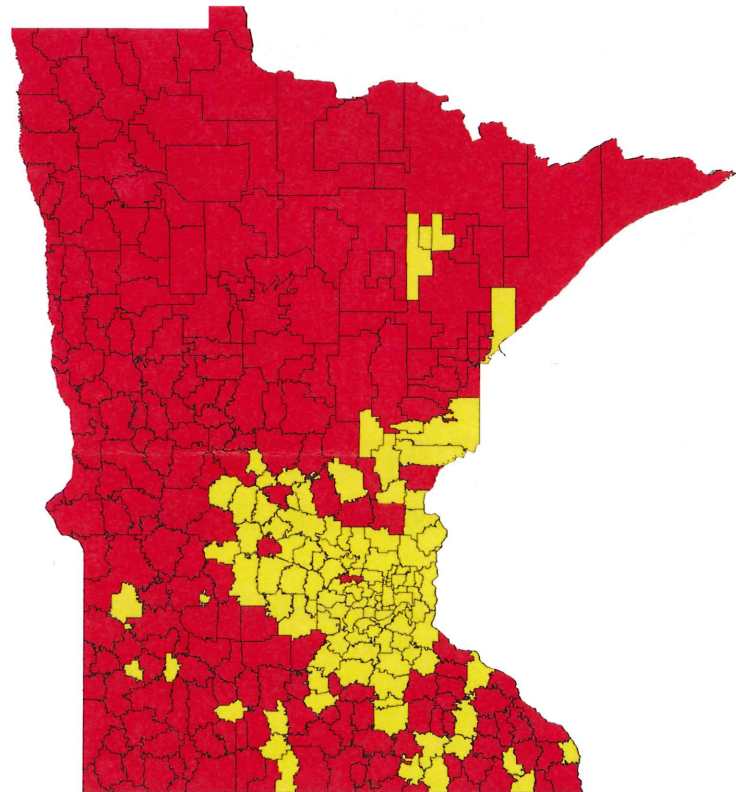
OF MEMBERS RATE MREA'S  
COMMUNICATIONS AS EFFECTIVE

Where education policy affects rural education, MREA identifies, analyzes, tracks and advocates for it on behalf of rural education.

“

I am very happy that we became a member of MREA. I am impressed, in particular, with the webinars that update us on what is happening at the capitol. It is apparent we have a great lobbyist in Sam. I appreciate your responsiveness to concerns that I have had in the short time I have been with MREA.”

Bob Indihar, Superintendent, Moose Lake Schools



■ MREA Member School Districts

In addition to Greater Minnesota School Districts, MREA members include:

- Service Cooperatives
- Minnesota Education Districts Association
- Special Education Cooperatives
- Colleges & Universities
- Businesses & Nonprofits
- Individuals

**MREA**  
Voice For Greater Minnesota Education

P.O. Box 187  
St. Cloud, MN 56302  
Phone: 320-762-6574  
Email: [mrea@mnrea.org](mailto:mrea@mnrea.org)

**Yellow Medicine East Public Schools**  
**District #2190**  
**ENGLISH LEARNERS (EL) PROGRAM**

The mission of Yellow Medicine East (YME) Public Schools is “To create lifelong learning opportunities in a positive, inclusive environment where all individuals experience success as respectful, responsible, and productive citizens of a global community.” The EL department views its purpose to provide students who fit the state requirements for EL instruction with the skills necessary for success in school and in a global world. Our goal is to enable all English learners (EL) to take full advantage of their education by achieving academic language proficiency in Listening, Speaking, Reading, and Writing.

While EL students face new challenges, they also contribute new cultural and linguistic dimensions in our schools. In planning to meet their needs, we can benefit from their strengths to enrich our schools and community.

**Minnesota’s Definition of an EL Student**

As defined in the Minnesota Education for Limited English Proficiency Act (M.S.124D.59), EL students are students in grades Kindergarten through 12 who meet the following criteria:

- a) The pupil, as declared by parent/guardian (1) first learned a language other than English, (2) comes from a home where the language usually spoken is other than English, or (3) usually speaks a language other than English; and
- b) The pupil is determined by: developmentally appropriate measures, which might include observations, teacher judgment, parent recommendations, or developmentally appropriate assessment instruments, to lack the necessary English skills to participate fully in classes taught in English.

**Identification Process for EL Students**

For the academic success of a student with limited English proficiency, it is important to properly identify and place students for EL services. The identification process will include the following:

- 1. Completion of the *Home Language Questionnaire* (a copy of this can be found in Appendix A) by parent/guardian of all new students in YME Public Schools. (A positive response to items on the questionnaire does not identify a student as limited English proficient; it merely helps to identify students who potentially could be and should be tested to see if they are EL students.)
- 2. Assessments in the areas of reading, writing, listening, and speaking will be used when determining student proficiency. The assessment tools used are the W-APT and ACCESS. These will be administered by the EL teacher.
- 3. The respective school’s office assistant will enter a start date and EL – Y in MARSS in the student meets the Eligibility Criteria (See below).

4. Parents will be notified within five business days by letter if their child qualifies for servicing.

YME will make every effort to provide parents with materials and communication in their native language. A list of available interpreters will be provided to all EL teachers, classroom teachers and all administrative assistants at the beginning of each school year. The list is also available through the Human Resource Officer at the District Office. The school does employ minority advocates who speak Spanish. These advocates should be your first point of contact if the parent needs an interpreter. The identification process will be shared with parents during the enrollment process.

### **Eligibility Criteria and Procedures/Program Entrance K-12**

1. Indication of another language on the Home Language Questionnaire.
2. For students in grades 1 (semester 2)-12 scoring below a 5 overall on the W-APT or below a 4 on listening, speaking, reading or writing domains. For students in Kindergarten-1 (semester 1) scoring below a 26 on the W-APT.

The W-APT uses a 1-6 scale. The performance definitions are as follows:

- 1-Entering**
- 2-Emerging**
- 3-Developing**
- 4-Expanding**
- 5-Bridging**
- 6-Reaching**

Parents/guardian have the right to refuse EL service for their child even if they are identified as an EL student. If this happens, the student must remain EL identified in MARSS but would have no start date for EL services.

When a student begins receiving service, a start date for EL service should be entered in the student's MARSS information. A start date for EL service must be entered in MARSS annually.

### **Parent Notification**

When a student is eligible for placement in an EL program, parent(s)/guardian(s) must be notified in writing within ten days of the student being placed in the EL program and given the opportunity to withdraw the student from the program. This notification does not have to happen annually unless the District is receiving Title III dollars. If the District is receiving Title III dollars, parents must be notified annually if their child is participating in the EL program within 30 days of the beginning of the year or within two weeks if the child enters the district during the course of the year. (Parent letters can be found in Appendix A.)

## **Services for EL Students**

EL instruction means direct EL services from a certified EL instructor either in a general education setting (co-teaching), or a pull-out instruction.

### Descriptions of Services

**Pull-Out:** EL teacher instructs students in a separate classroom.

**Co-Teaching:** EL teacher and content area teacher teach the content area together. For example, at Bert Raney Elementary the EL teacher and a content teacher could teach an ELA class together using one of five models.

EL students are also identified by performance levels as follows: newcomer, beginner, intermediate, or advanced that is determined by their W-APT score or their ACCESS score.

The chart below defines the performance levels of EL students in grade 1 (semester 2) through grade 12.

<b>Performance Levels</b>	<b>W-APT / ACCESS Score</b>
Newcomer	0-1.9 speaks very little or no English
Beginner	1.5-2.9
Intermediate	3-4.4
Advanced	4.5-5 and above

The information below defines the performance levels of EL students in Kindergarten through semester 1 for students in grade 1.

<b>Performance Levels</b>	<b>ORAL Proficiency Score on W-APT</b>
Newcomer	0-3
Beginner	4-10
Intermediate	11-18
Advanced	19-26
Proficient	27-30

<b>Performance Levels</b>	<b>READING Proficiency Score on W-APT</b>
Newcomer	0-2
Beginner	3-10
Intermediate	11-12
Advanced	13
Proficient	14-15

<b>Performance Levels</b>	<b>WRITING Proficiency Score on W-APT</b>
Newcomer	0-3
Beginner	4-11
Intermediate	12-14
Advanced	15-16
Proficient	17-18

**Services Provided by Building**

<b>Bert Raney Elementary (PreK-5)</b>	
Newcomer/Beginner	Pull-out, Push-in, Co-Teaching
Intermediate	Pull-out, Push-in, Co-Teaching
Advanced	Pull-out, Push-in, Co-Teaching
<b>High School (HS) Grades 9-12</b>	
Newcomer/Beginner	Pull-out
Intermediate	Pull-out
Advanced	Pull-out, Push-in

EL students may also be provided academic support by Title I personnel or special education programming depending upon student need. The Title I personnel will work under the guidance of the EL and mainstream teacher(s) but not necessarily in the EL classroom. Students qualify for special education services by following the special education identification process. If a student is identified as needing special education services, the special education teacher and the EL teacher will work together to provide the best education for the student.

**Guidelines for Weekly EL services are as follows:**

**Bert Raney Elementary**

Grades K-5

Newcomer	150 - 200 minutes
Beginner	150 minutes
Intermediate	120 minutes
Advanced	90 minutes

**YME High School**

Grades 9-12

Newcomer	200 – 250 minutes
Beginner	200 minutes
Intermediate	150 minutes
Advanced	100 minutes

**Annual Progress Evaluation**

Each year all EL students will be evaluated for progress using the ACCESS assessment, which the EL teacher will administer. The results of this assessment will determine progress and placement within the EL program. This information can also be used to meet exit criteria from the EL program.

## **Exit from EL Program Procedure**

The decision to exit a student is based on one of the following criteria being met:

### **Students in Bert Raney Elementary Grades K-5**

1. Achieve a score of 5 or higher on the ACCESS (Grades K-4) and no lower than a 4 in the other language domains.

### **Students in YME High School Grades 9-12**

1. Achieve a score of 5 or higher on the ACCESS (Grades 9-12) and no lower than a 4 in the other language domains.

Parents and student are also informed in regards to exiting. A student who is exited from the EL program will be monitored for a period of up to two school years to ensure a successful transition to a total mainstream environment.

When a student meets exit criteria, the parent/guardian of the student will be contacted through a meeting, phone call, and/or letter mailed home. If a parent attends an exit meeting, they should sign the EL Student Exit Form, which would then be placed in the student's cumulative file (see Appendix A). If the parent cannot attend the meeting and a phone call is made, a letter should be mailed home and a copy of the exit document placed in the student's cumulative file.

If a parent wants to remove their child from the EL Program, they must sign the EL Student Withdrawal Form. Even though the student is not in the EL Program, they must remain classified as EL in MARSS with no service start date.

A copy of the EL Student Withdrawal Form or the exit letter sent home will be placed in the student cumulative file. A copy will also be forwarded to the EL Coordinator.

If a student arrives from another district in MN or another state that is a part of the WIDA consortium, they would already have taken the W-APT or ACCESS. The student would not be retested. Their scores will be provided from their previous district and those will be used to make any placement decisions.

## **Reclassification of Exited Students as No Longer EL**

Once a student is exited from the EL program, he/she should be reclassified in MARSS. Students may be exited from the EL program mid-year but should continue to be classified in MARSS as EL -Y for the remainder of the school year. The student would be reported as EL - N for the following school year. The change in status is to be completed by the building administrative assistant at the end of the school year.

## **Communication to Stakeholders**

All of this information can be found on the EL coordinator's website: <https://sites.google.com/a/isd2190.org/mr-runck-s-el-classroom/>. This manual and other EL services will also be communicated to stakeholders in the following ways:

<b>Parents</b>	Interpreters; Parent-Teacher Conferences; Parent Meetings; Phone Calls; Written Format; Quick Sheets in English and Spanish; Teacher Websites; Family Night
<b>Teachers</b>	New teachers will receive training on EL services and EL manual during the new teacher workshop each year; There will also be annual EL trainings available for all certified staff; Family Night
<b>Administrators</b>	EL topics are discussed quarterly at administration meetings; The EL Manual will be reviewed annually; Family Night
<b>Community Members</b>	Round table discussion; Teacher Websites; Family Night

In addition to the website that is available for all staff and parents to see, the YME EL Department also uses other methods of communication to other staff members and community. For staff, the EL Department is integrated into PLC's to test action plans and communicate and collaborate over student work and data. The EL teacher(s) must also use Google Docs to communicate the following: daily and two hour late schedule and individual student note records. All of the staff have access to the schedules and the school stakeholders must be attached to the EL record data. The record data should include a forum for concerns or questions that the staff may record, a list of units and materials done in the EL class and miscellaneous notes. Parents have access to this information during Parent/ Teacher conferences. Parents are also all welcomed to the annual Family Night where there are games, food and a short update on the EL department for the parents.

# Appendix A

**Home Language Questionnaire**  
 ED-01336-08E

*The following is to be completed by School District Personnel:*

STUDENT IDENTIFICATION INFORMATION		
Student's Full Name		
Date Of Birth	Age	Grade Level

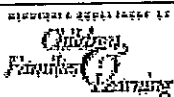
  

DISTRICT INFORMATION/VERIFICATION INFORMATION		
School name	District number	
I hereby verify that the above information is true and accurate to the best of my knowledge and belief.		
_____ Name (Printed)		
_____ Signature – Responsible Authority	_____ Title	_____ Date

*The following is to be completed by Parent/Guardian:*

STUDENT LANGUAGE INFORMATION	
<i>Dear Parents and Guardians:            In order to help your child learn, your child's teachers need to determine which language your child uses most.            Please respond to the questions below by checking the appropriate box.</i>	
1. Which language did your child learn first?	<input type="checkbox"/> English <input type="checkbox"/> Other (specify): _____
2. Which language is most often spoken in your home?	<input type="checkbox"/> English <input type="checkbox"/> Other (specify): _____
3. Which language does your child usually speak?	<input type="checkbox"/> English <input type="checkbox"/> Other (specify): _____

PARENT/GUARDIAN INFORMATION	
I hereby verify that the above information is true and correct to the best of my knowledge and belief.	
_____ Name (Printed)	
_____ Signature – Parent/Guardian	_____ Date



LBP Education Unit  
1500 Highway 36 West  
Roseville, MN 55113-4266

**CUESTIONARIO SOBRE EL IDIOMA DEL HOGAR  
HOME LANGUAGE QUESTIONNAIRE**

ED-01336-07  
Spanish

***LO SIGUIENTE DEBE SER LLENADO POR EL PERSONAL DEL DISTRITO ESCOLAR:***

**INFORMACIÓN DE IDENTIFICACIÓN DEL ESTUDIANTE**

Nombre del estudiante (nombre, inicial del segundo nombre, apellido)

Fecha de nacimiento

Edad

Grado

**INFORMACIÓN DE IDENTIFICACIÓN/VERIFICACIÓN DEL DISTRITO**

Nombre de la escuela

Número del distrito

Por este medio verifico que la información anterior es verdadera y correcta a mi mejor saber y entender.

\_\_\_\_\_  
Nombre (en letra de imprenta)

\_\_\_\_\_  
Firma - Autoridad responsable

\_\_\_\_\_  
Cargo

\_\_\_\_\_  
Fecha

***LO SIGUIENTE DEBE SER LLENADO POR EL PADRE/TUTOR:***

**INFORMACIÓN SOBRE EL IDIOMA DEL ESTUDIANTE**

*Estimados Padres y Tutores:*

*A fin de ayudar a su hijo a aprender, los maestros de su hijo necesitan determinar qué idioma usa su hijo con más frecuencia. Sírvase contestar las preguntas a continuación marcando la casilla apropiada.*

1. ¿Qué idioma aprendió su hijo primero?

Inglés

Español

Otro (especifique): \_\_\_\_\_

2. ¿Qué idioma se habla con más frecuencia en su hogar?

Inglés

Español

Otro (especifique): \_\_\_\_\_

3. ¿Qué idioma habla generalmente su hijo?

Inglés

Español

Otro (especifique): \_\_\_\_\_

**VERIFICACIÓN DE INFORMACIÓN DEL PADRE/TUTOR**

Por este medio verifico que la información anterior es verdadera y correcta a mi mejor saber y entender.

\_\_\_\_\_  
Nombre (en letra de imprenta)

\_\_\_\_\_  
Firma - Padre/Tutor

\_\_\_\_\_  
Fecha

# Exited from the EL Program

Name:

Date:

Parent Signature:

EL Teacher Signature:

Student Signature:

Administration Signature:

# Salido del Programa de EL

Nombre:

Fecha:

Estudiante:

Firma de Padres or Tutor:

Maestro de EL:

Administración:

9-15-2015

Estimados Padres/Guardianes:

Soy Andrew Runck, el professor de ELs (English Learners) para las Yellow Medicine East Public Schools. Este es un programa que está diseñado para ayudar a todos los estudiantes a mejorar su idioma Inglés. También trabaja para garantizar que si un estudiante habla un idioma distinto del Inglés, van a seguir mejorando ese idioma y Inglés. En el siglo 21, las personas que hablan dos idiomas tienen más oportunidades de encontrar buenos empleos para ayudar a sus familias. De acuerdo con la Home Language Survey, su hijo habla otro idioma, y es muy importante para esta escuela y para mí que él o ella continúa mejorando su primera lengua y aprende Inglés. Por favor, lea toda la información, y en contacto conmigo en la escuela si usted tiene alguna pregunta o le gustaría hablar sobre cómo ayudar mejor a su hijo hablar dos o más idiomas. Usted puede llamarme en 320-564-4082.

Atentamente,

Mr. Runck  
EL Director/ Coordinator

9-15-2015

Dear Parents/Guardians,

I am Andrew Runck, the EL (English Learner) teacher for Yellow Medicine East Public Schools. This is a program that is designed to help all students improve their English language. It also works to ensure that if a student speaks a language other than English, they will continue to improve that language and English. In the 21<sup>st</sup> century, people who speak two languages have more opportunities to find good jobs to help their families. According to the Home Language Survey, your child speaks another language, and it is very important to this school and me that he or she continues to improve his or her first language and learn English. Please read through all of the information, and contact me at school if you have any questions or would like to talk about how to best help your child speak two or more languages. You can reach me at 320-564-4082.

Sincerely,

Andrew Runck  
EL Director/ Coordinator

## Carta de Notificación para los Padres

(Parent Notification Letter – Spanish)

Fecha:

Estimado Padre/Tutor Legal de \_\_\_\_\_ :  
 (Nombre del alumno)

La ley del Estado de Minnesota y la ley federal que dicta que no se deje atrás a ningún niño, "No Child Left Behind Act" (NCLB, por sus siglas en inglés), requieren que identifiquemos si los alumnos de nuestro distrito escolar son Alumnos Principiantes de Inglés (ELLs – English Language Learners). Ambas leyes requieren un programa educativo de enseñanza del idioma para los alumnos ELLs que tienen conocimiento limitado del inglés. Además, la ley NCLB requiere que le proporcionemos a usted información referente al proceso de identificación de su hijo, servicios de enseñanza y otra información, como se define en la *Hoja de Información de la Ley que Dicta que No se Deje Atrás a Ningún Niño "No Child Left Behind Act"*. El proceso de identificación y la colocación de su hijo en un programa educativo de enseñanza del idioma están basados en una combinación de un cuestionario del idioma que se llena en casa, el criterio del maestro, los resultados de las pruebas de inglés y otras medidas. Los resultados de las pruebas de conocimiento del inglés de su hijo se muestran a continuación.

### Resultados de las Pruebas de Inglés de su Hijo

Habilidades Evaluadas	Nombre de la Prueba	Fecha de la Prueba	Calificación del Alumno	Nivel de Conocimiento del Inglés
Conversación y Comprensión	ACCESS	Primavera		
Lectura	ACCESS	Primavera		
Escritura	ACCESS	Primavera		

Su hijo ha sido identificado como un Alumno Principiante de Inglés (ELL). Su hijo será colocado en el programa de Inglés como Segundo Idioma (ESL – English as a Second Language)/Educación Bilingüe, como se describe en el documento adjunto. Creemos que este programa ayudará a cubrir las necesidades educativas de su hijo e incrementar su éxito académico en la escuela.

Usted puede retirar a su hijo del programa en cualquier momento enviando una carta a la escuela en la que se indique su deseo de retirar a su hijo del programa de ESL/Educación Bilingüe. De ser así, a su hijo se le colocará en los programas regulares de enseñanza para alumnos que conocen bien el idioma inglés. Por favor considere seriamente las consecuencias de su decisión con respecto al éxito educativo a largo plazo de su hijo.

Lo invitamos a visitar la escuela y a reunirse con nuestro personal para aprender más acerca de los beneficios del programa y de otros servicios disponibles en la escuela. Si tiene alguna pregunta, por favor llame a la escuela al 320-564-4082.

Atentamente,

  
 Administrador de la Escuela

# YELLOW MEDICINE EAST PUBLIC SCHOOLS

Independent School District 2190

Serving the Communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run and Upper Sioux

## Success for All Learners

Date:

Dear Parent/Legal Guardian of \_\_\_\_\_:  
(Name of student)

Minnesota Law and the federal *No Child Left Behind Act* (NCLB) require that we identify whether the students in our school district are English Language Learners (ELLs). Both these laws require a language instruction educational program for ELLs with limited English proficiency. In addition, NCLB requires that we provide you with information regarding your child's identification process, instructional services and other information, as outlined in the *No Child Left Behind Fact Sheet*. The identification process and placement of your child in a language instruction educational program is based on a combination of home language questionnaire, teacher judgment, English test results and other measures. Your child's English proficiency test scores are shown below.

### Your Child's English Test Results:

Skills Tested	Name of Test	Date of Testing	Student's Score	English Proficiency Level
Speaking and Listening	ACCESS	Spring		
Reading	ACCESS	Spring		
Writing	ACCESS	Spring		

Your child has been identified as an English Language Learner (ELL). Your child will be placed in the ESL Education program, as outlined in the attached document. We believe that this program will help meet your child's educational needs and enhance his or her academic success in school.

You may withdraw your child from the program at any time by sending a letter to the school, indicating your desire to withdraw your child from the ESL/Bilingual Education program. Your child will then be placed in the regular instruction programs for students who are fluent in English. Please seriously consider the consequences of your decision on your child's long-term educational success.

We invite you to visit the school and meet with our staff to learn more about the benefit of the program and other services available at the school. If you have questions, please call the school at 320-564-4082

Sincerely,

*Mrs. Hansen*

**Descripción del Programa de Inglés como Segundo Idioma/Educación Bilingüe**

(BSL/Bilingual Education Program Description – Spanish)

2015-2016

(Año Escolar)

\_\_\_\_\_  
(Nombre del Alumno)

**Descripción**

El programa de Inglés como Segundo Idioma (ESL - English as a Second Language)/Educación Bilingüe está diseñado para los alumnos cuya lengua materna no es el inglés y quienes tienen dificultad con el inglés escrito o hablado. El programa proporciona una enseñanza educativa del idioma apropiada para ayudar a los alumnos a tener éxito en las materias académicas y a aprender el inglés.

**Metas del Programa de ESL/Educación Bilingüe:** alcanzar los niveles de desempeño académico para pasar de grado y obtener dominio del idioma inglés.

**Componentes del Programa**

Su hijo recibirá enseñanza en las áreas indicadas con una "X":

Clases de Educación Bilingüe o lecciones individuales en la lengua materna de su hijo en:

- |  |   |
|--|---|
| <input type="checkbox"/> Lectura y escritura                 | <input type="checkbox"/> Historia de los Estados Unidos |
| <input type="checkbox"/> Matemáticas                         | <input type="checkbox"/> Educación para el Consumidor   |
| <input type="checkbox"/> Ciencias                            | <input type="checkbox"/> Salud                          |
| <input type="checkbox"/> Ciencias Sociales                   | <input type="checkbox"/> Educación para Conducir        |
| <input type="checkbox"/> Civismo                             |   |
| <input type="checkbox"/> (Otro, por favor especifique) _____ |   |

Clases de ESL o lecciones individuales en inglés en:

- |  |   |
|--|---|
| <input type="checkbox"/> Inglés como Segundo Idioma          | <input type="checkbox"/> Historia de los Estados Unidos |
| <input type="checkbox"/> Lectura y escritura                 | <input type="checkbox"/> Educación para el Consumidor   |
| <input type="checkbox"/> Matemáticas                         | <input type="checkbox"/> Salud                          |
| <input type="checkbox"/> Ciencias                            | <input type="checkbox"/> Educación para Conducir        |
| <input type="checkbox"/> Ciencias Sociales                   | <input type="checkbox"/> Civismo                        |
| <input type="checkbox"/> (Otro, por favor especifique) _____ |   |

**Procedimiento para Salir del Programa**

Los alumnos permanecen en el programa de ESL/Educación Bilingüe hasta que hayan obtenido el conocimiento del inglés académico. En promedio, a los Alumnos Principiantes de Inglés (ELLs – English Language Learners) del distrito les toma como 6 años para salir del programa, dependiendo de las circunstancias individuales. Los padres pueden retirar a sus hijos del programa en cualquier momento enviando a la escuela una solicitud por escrito. El porcentaje de alumnos ELLs que se gradúan de la escuela secundaria (preparatoria - highschool) en el distrito es del 98%.

**Educación Especial**

Servicios de Educación Especial: para los alumnos con discapacidades que requieran un programa educativo de enseñanza del idioma, ESL/Educación Bilingüe debe incluirse en el Programa de Educación Individualizada (IEP – Individualized Education Program) del alumno.

**Programas de Enseñanza Regular**

Programas de enseñanza regular para los alumnos con conocimiento del idioma inglés: en los programas de enseñanza regular, la enseñanza es en inglés todo el tiempo; no se usa la lengua materna; y no se ofrece enseñanza del Inglés como Segundo Idioma. La meta de enseñanza es alcanzar los niveles de desempeño académico apropiados para pasar de grado y graduarse.

ESL/Bilingual Education Program Description

2015-2016

(School Year)

(Name of Student)

Description

The ESL/Bilingual Education program is designed for non-native English speakers who have difficulty with written or spoken English. The program provides an appropriate language instruction educational program to help students succeed in academic subjects and learn English.

Instructional Goals of ESL/Bilingual Education: To meet academic achievement standards for grade promotion and to become proficient in English.

Program Components

Your child will receive instruction in the areas marked with an "X":

Bilingual Education classes or tutoring in your child's native language in:

- Reading and writing
Mathematics
Science
Social studies
Civics
(Other, please specify)
American History
Consumer Education
Health
Driver's Education

ESL classes or tutoring in English in:

- English as a Second Language
Reading and writing
Mathematics
Science
Social studies
(Other, please specify)
American History
Consumer Education
Health
Driver's Education
Civics

Exit Procedures

Students remain in the ESL/Bilingual Education program until they reach proficiency in academic English. On average, it takes about 6 years for English Language Learners (ELLs) in the district to be exited from the program, depending on individual circumstances. Parents may remove their child from the program at any time by sending a written request to the school. The graduation rate of ELLs in the district from high school is 98%.

Special Education

Special Education services: For students with disabilities requiring a language instruction educational program, ESL/Bilingual Education must be included in the student's Individualized Education Program (IEP).

Regular Instruction Programs

Regular instruction programs for students fluent in English: In regular instruction programs, instruction is in English at all times; native language is not used; and no English as a Second Language instruction is offered. The instructional goal is to meet grade appropriate academic achievement standards for grade promotion and graduation.

	<b>Learner Options</b> 1500 Highway 36 West Roseville, MN 55113-4266	<b>NOTIFICACIÓN DE SERVICIOS BILINGÜES/INGLÉS COMO SEGUNDO IDIOMA</b> <b>NOTIFICATION OF ESL / BILINGUAL SERVICES</b>	ED-02246-01 Spanish
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**LAS SECCIONES A Y B DEBEN SER LLENADAS POR EL PERSONAL DEL DISTRITO ESCOLAR ANTES DE ENVIARSE AL HOGAR DEL ESTUDIANTE.**

A. INFORMACIÓN DE IDENTIFICACIÓN DEL ESTUDIANTE		
Nombre del estudiante (nombre, inicial del segundo nombre, apellido)		
Fecha de nacimiento	Edad	Grado
Está programado que este estudiante sea admitido en un (marque uno):		
<input checked="" type="checkbox"/> Programa de Inglés como Segundo Idioma		<input type="checkbox"/> Programa de Educación Bilingüe

B. INFORMACIÓN DE IDENTIFICACIÓN DEL DISTRITO	
Nombre de la escuela <i>Yellow Medicine East</i>	Número del distrito <i>2190</i>

Estimados Padres y tutores:

Su hijo ha sido matriculado en un Programa de Inglés como Segundo Idioma (ESL) o en un Programa de Educación Bilingüe.

Un programa de Inglés como Segundo Idioma (ESL) es un programa educativo para la enseñanza de alumnos que tienen una habilidad limitada del inglés en las siguientes destrezas: hablar, escuchar, leer y escribir. Un programa de Educación Bilingüe es un programa educativo en el que la enseñanza se imparte tanto en inglés como en la lengua materna de los alumnos que tienen una habilidad limitada del inglés. El objetivo de ambos programas es enseñar el inglés a su hijo de una manera que asegure que su hijo pueda participar en todas las clases y materias que se enseñan en la escuela.

C. DERECHOS DE LOS PADRES/TUTORES
Es importante que usted conozca la siguiente información con respecto a la participación de su hijo en el o los programas indicados arriba.
<ul style="list-style-type: none"> <li>• usted tiene el derecho de visitar las clases de Inglés como Segundo Idioma o de Educación Bilingüe en las que su hijo está matriculado;</li> <li>• usted será informado de la hora y la manera en que puede solicitar y obtener una conferencia para que se le explique la índole y el propósito del programa y el progreso de su hijo;</li> <li>• usted tiene el derecho de retirar a su hijo del programa de Inglés como Segundo Idioma o de Educación Bilingüe.</li> </ul>

D. SOLICITUD DE RETIRO DEL PROGRAMA
Si usted prefiere que su hijo <u>no</u> participe en este programa, sírvase llenar esta sección y devolverla a la escuela de su hijo. Si firma este formulario y lo devuelve a la escuela, su hijo <u>no</u> recibirá enseñanza específica en el desarrollo del idioma inglés.
Deseo retirar a mi hijo, _____, del programa de Inglés como Segundo Idioma o de Educación Bilingüe en el que está matriculado.
(Nombre del estudiante)
Firma _____ Fecha _____

**SECTION A AND B ARE TO BE COMPLETED BY SCHOOL DISTRICT PERSONNEL BEFORE SENDING TO STUDENT'S HOME**

**A. STUDENT IDENTIFICATION INFORMATION**

Student's Name (First, Middle, Last)		
Date of Birth	Age	Grade Level
This student is scheduled to be admitted into a(n) (check one):		
<input checked="" type="checkbox"/> English as a Second Language Program <span style="margin-left: 150px;"><input type="checkbox"/> Bilingual Education Program</span>		

**B. DISTRICT IDENTIFICATION INFORMATION**

School Name <i>Yellow Medicine East</i>	District Number <i>2190</i>
--	--------------------------------

Dear Parents and Guardians:

Your child has been enrolled in an English as a Second Language (ESL) or Bilingual Education Program.

An **English as a Second Language (ESL)** program is an education program for the instruction of pupils of limited English proficiency in the following skills: speaking, listening, reading, and writing. A **Bilingual Education** program is an education program in which instruction is given in both English and the primary language of pupils of limited English proficiency. The goal of both programs is to teach your child English in a manner that will ensure that your child will be able to fully participate in all classes and subjects taught in school.

**C. PARENT(S)/GUARDIAN(S) RIGHTS**

It is important for you to be aware of the following information regarding your child's enrollment in the above-mentioned program(s).

- you have the right to visit the English as a Second Language or Bilingual Education classes in which your child is enrolled;
- you will be informed of the time and manner in which to request and receive a conference to explain the nature and purpose of the program and the progress of your child;
- you have the right to withdraw your child from the English as a Second Language or Bilingual Education Program.

**D. REQUEST FOR WITHDRAWAL**

If you would prefer that your child not participate in this program, please fill out this section and return it to your child's school. If you sign this form and return it to the school, your child will not receive specific instruction in English language development.

I would like to withdraw my child, \_\_\_\_\_, *from the English as a Second Language or*  
Name of Child  
*Bilingual Education program in which he or she is enrolled.*

\_\_\_\_\_ \_\_\_\_\_  
Signature Date

**TITLE III**  
**HOJA DE INFORMACIÓN DE LA LEY QUE DICTA QUE NO SE DEJE ATRÁS A**  
**NINGÚN NIÑO, "NO CHILD LEFT BEHIND ACT":**  
**LO QUE LOS PADRES DE ALUMNOS PRINCIPIANTES DE INGLÉS**  
**DEBEN SABER**  
(No Child Left Behind Fact Sheet – Spanish)

El Título III de la ley que dicta que no se deje atrás a ningún niño, "No Child Left Behind Act" (NCLB, por sus siglas en inglés), requiere que la escuela de su hijo le informe acerca de la educación de su hijo como Alumno Principiante de Inglés (ELL, English Language Learner). La escuela debe informarle de manera comprensible y, hasta lo posible, en su lengua materna.

A usted se le debe informar, a más tardar a los 30 días de haber comenzado el año escolar, acerca de la identificación de su hijo para ser colocado en un programa educativo de enseñanza del idioma. O, si su hijo es colocado a mediados del año escolar, a más tardar a las 2 semanas de haber colocado a su hijo en dicho programa. A usted se le debe informar acerca lo siguiente:

- Los motivos por los cuales su hijo ha sido identificado y es elegible para el programa en el cual ha sido colocado.
- El nivel de conocimiento del idioma inglés de su hijo en cuanto a comprensión, conversación, lectura y escritura.
- Los métodos de enseñanza usados por el personal de la escuela con su hijo.
- De qué manera el programa cubrirá las necesidades educativas y académicas de su hijo.
- De qué manera el programa ayudará a su hijo a aprender inglés y a alcanzar el nivel exigido para su edad y grado escolar.
- Los requisitos específicos para que su hijo salga del programa.
- Si su hijo tiene discapacidades, de qué manera el programa cubrirá las necesidades educativas de su hijo.
- El tiempo de transición esperado que toma para pasar del programa especial al programa del curso normal.
- El porcentaje de alumnos graduados esperado en la escuela secundaria (preparatoria – high school) en la que su hijo está inscrito.
- Su derecho de retirar a su hijo del programa.
- La disponibilidad de asistencia que le proporciona la escuela para explicarle y seleccionar entre los varios programas y métodos de enseñanza ofrecidos por la escuela.
- De qué manera puede usted, como padre, participar activamente en la educación de su hijo, incluso ayudándolo a: a) aprender inglés, b) alcanzar niveles altos en materias académicas esenciales, y c) alcanzar el mismo nivel desafiante de contenido académico y normas académicas del Estado exigido a todos los alumnos.
- Si su hijo no ha hecho progreso para alcanzar los objetivos de desempeño mensurables del año para cualquier año fiscal, a más tardar a los 30 días de haber ocurrido dicha falla.

# TITLE III

## NO CHILD LEFT BEHIND (NCLB) FACT SHEET

### WHAT PARENTS OF ENGLISH LANGUAGE LEARNERS NEED TO KNOW

Title III of the No Child Left Behind Act requires your child's school to inform you about your child's education as an English Language Learner (ELL). The school must inform you in an understandable manner and, to the extent practicable, in your native language.

You must be informed not later than 30 days after the beginning of the school year regarding your child's identification for placement in a language instruction educational program. Or, if your child is enrolled in the middle of the school year, not later than 2 weeks after your child's placement in such a program. You must be informed about the following:

- The reasons for your child's identification and eligibility for the program in which your child is being placed.
- Your child's level of English proficiency in listening, speaking, reading, and writing.
- The methods of instruction used by the school's staff with your child.
- How the program will meet your child's educational and academic needs.
- How the program will help your child learn English and meet age and grade level expectations.
- The specific student exit requirements from the program.
- If your child has disabilities, how the program will meet your child's educational needs.
- The expected transition rate from the program into the regular instruction programs.
- The expected graduation rate at the high school in which your child is enrolled.
- Your right to remove your child from the program.
- The availability of assistance provided to you by the school in explaining and selecting among the various programs and methods of instruction offered by the school.
- How you as a parent can be actively involved in the education of your child, including helping your child to a) learn English, b) achieve at high levels in core academic subjects, and c) meet the same challenging State academic content and academic standards expected of all students.
- If your child has failed to make progress in meeting annual measurable achievement objectives for any fiscal year, not later than 30 days after such failure occurs.

**INFORME DE ESTADO DEL DISTRITO  
OBJETIVOS DE DESEMPEÑO MENSURABLES DEL AÑO  
PARA ALUMNOS PRINCIPIANTES DE INGLÉS**

Estimado Padre/Tutor Legal:

La ley que dicta que no se deje atrás ningún niño, "*No Child Left Behind Act*" (NCLB, por sus siglas en inglés) de 2001, requiere que el estado de Minnesota establezca normas para el desarrollo de aptitud académica en niños en proceso de aprendizaje del idioma inglés. Anualmente, el estado de Minnesota evalúa estudiantes aprendiendo inglés. Minnesota usa el la Prueba de Comprensión de Inglés Académico (TEAE, por sus siglas en inglés) y la Matriz de Observación de Lenguaje Oral del Estudiante en MN (MN SOLOM, por sus siglas en inglés) para medir la habilidad de los estudiantes en lectura, escritura, conversación y comprensión.

El NCLB también requiere que el Departamento de Educación del Estado de Minnesota revise anualmente el desempeño de los distritos con Alumnos Principiantes de Inglés. Los programas para alumnos principiantes de inglés en estos distritos deben cumplir con tres objetivos. Estos objetivos se denominan Objetivos de Desempeño Mensurable del Año (AMAO por sus siglas en inglés):

- Progreso anual en el aprendizaje de inglés
- Logro de competencia en el idioma inglés demostrado con las pruebas TEAE y SOLOM MN.
- Logro de aptitud académica en las artes de lenguaje y de matemáticas.

Los distritos que no cumplan con estos objetivos, deberán notificar a los padres de los alumnos principiantes en el distrito, que no se ha cumplido con todos los objetivos. Este año nuestro distrito no ha cumplido con uno o más de estos objetivos.

Si tiene preguntas acerca del desempeño de su hijo/a, por favor comuníquese con la escuela. También comuníquese con la escuela para informarse acerca de programas de ayuda dentro del distrito para que alumnos principiantes de inglés obtengan la habilidad necesaria con el idioma inglés y logren sus metas académicas.

AMAO Parent Letter  
Spanish Version

Dear Parents/Guardians of ELL Students:

The No Child Left Behind Act (NCLB) of 2001 requires Minnesota to set standards for the development of English language proficiency skills for children learning English. Minnesota tests students learning English each year. Minnesota uses the Test of Emerging Academic English (TEAE) and the MN SOLOM to measure English proficiency in the skills of reading, writing, speaking, listening, and comprehension.

NCLB also requires the Minnesota Department of Education to review annually the performance of districts with English language learners. The programs for English language learners in these districts must meet three targets. These targets are known as annual measurable achievement objectives (AMAO):

- Annual progress in learning English
- Attainment of English language proficiency on the TEAE and MN SOLOM
- Reaching academic standards in language arts and mathematics

Districts that did not meet all three of these targets are required to notify the parents of English learners in their district that not all targets were met. For the 2010-2011 school year, the Minnesota River Valley Education District Title III consortium (YME is a member) has not met one or more of the targets.

If you have any questions about the performance of your child, please contact your child's school. Please contact Melissa Larson, English as a Second Language Teacher at 320-564-4082 for information on programs within the Yellow Medicine East School District to help English learners attain English proficiency and meet academic goals.

Sincerely,

MAY 20 2016

Ryan Luft  
Yellow Medicine East Schools  
450 9th Ave.  
Granite Falls, MN 56241

Dear Mr. Luft

Although I have enjoyed the past year at Yellow Medicine East, I will be moving on next year. I have applied for, and accepted, a position at Minnesota State University, Mankato to be a Graduate Teaching Assistant in the Communication Studies department and pursue my master's degree.

As such, please accept my resignation, effective July 1, 2016. I truly appreciate the opportunity I have had to work with the students here, and gain experience teaching. Best of luck on the upcoming school year.

Sincerely,



Ryan Zahn

# Senior Advocate

155 7th Avenue,  
Granite Falls, MN 56241

Phone 320-564-0947

~~Email: sradvocate@mutualirelax.com~~



*"People Helping People"*

12 May 2016

Community Education  
Yellow Medicine East  
Attn. Tim Knapper  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241

Dear Mr. Knapper,

I am writing to inform you of my resignation from my position as the Granite Falls Senior Citizen Coordinator. Due to my recent acceptance into Graduate School at the University of South Dakota, my last day with the organization will be Friday, July 22, 2016.

I hope you are just as pleased as I am with how far this organization has come since I took over in December of 2014. From the move back to the Senior Center which has many improvements including an AED, new furniture, and ventilation system, to the increased number of educational and recreational opportunities for area senior citizens, this organization has been able to rebuild itself from the ground up.

Thank you for the opportunity to serve our area senior citizens. I have learned so much during my time in this position. I am grateful for the experience and knowledge I have gained in the human services field. I apologize for any inconveniences this causes. However, I will be willing to assist with the hiring process if needed and I will be able to help with transitioning the new employee into this position until my last day.

Sincerely,

Kayla Hegna

MAY 31 2016

May 31, 2016

Yellow Medicine East ISD 2190  
450 9th Ave  
Granite Falls, MN 56241

Yellow Medicine East School Board:

At the end of the 2015-16 school year, I will be retiring  
from my position in the Food Service Dept.

June 2, 2016 will be my last day.

Sincerely,

*Karla J Meyer*

cc: Marlys Lacroix

June 1<sup>st</sup>, 2016

Dear Ryan Luft,

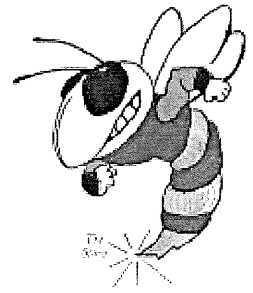
Please accept this letter of resignation from the position of paraprofessional at Yellow Medicine East High School. I will be furthering my education at Southwest Minnesota State University for Elementary Education. I am available to substitute on Mondays, Wednesdays, and Fridays during the 2016-2017 school year. Thank you for providing me with the opportunity to work here - it was a great experience. Have a great summer.

*Beth Stinson*

# Yellow Medicine East Schools

High School Office  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241

Phone: 320-564-4083  
Fax: 320-564-4782  
Website: [www.isd2190.org](http://www.isd2190.org)



JUN 13 2016

6-13-16

TO: Tim Knapper

FROM: Jeff Iverson

RE: Head Musical Position

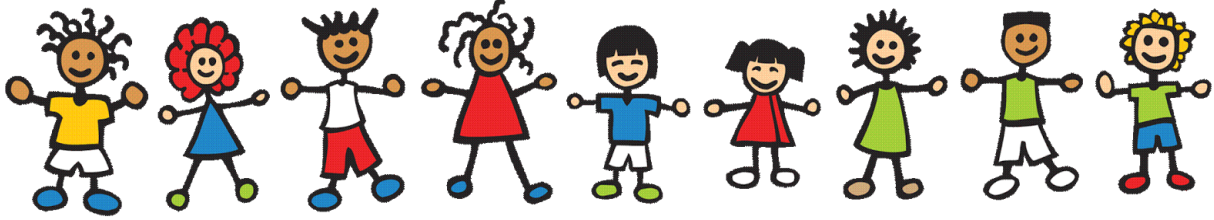
Mr. Knapper,

This letter is to inform you of my resignation from Head Director of the Fall Musical. Thank you for the opportunity to have this position over the past ten years. I am resigning due to health issues.

Depending on different variables, I may be interested in filling an assistant directing position this fall.

Sincerely,

Jeff Iverson



## Bert Raney Elementary Board Report

June 2016

Mrs. Hansen, Elementary Principal

### BRE - Current Enrollment

	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	7/16
<b>K</b>	58	57	56	55	54	54	54	53	53	53	53	
<b>1st</b>	50	49	53	53	53	52	52	51	50	50	50	
<b>2nd</b>	74	72	72	72	72	72	73	71	67	66	66	
<b>3rd</b>	57	59	57	57	56	55	55	55	55	55	55	
<b>4th</b>	60	59	61	61	59	58	58	56	56	56	56	
<b>5th</b>	62	62	62	62	62	62	62	60	60	59	60	
<b>Total</b>	361	357	361	360	356	353	354	346	341	339	340	

<p><b>BRE Happenings</b></p> <ul style="list-style-type: none"> <li>a. Sting Pride Trip</li> <li>b. Minnesota Twins Trip</li> <li>c. Fun Day</li> <li>d. Kindergarten Camp</li> <li>e. Looking Ahead to 2016-17</li> <li>f. End of the Year Data</li> </ul>	<p><b>Upcoming Events:</b> Kindergarten Camp: August 1-4, August 8-11</p> <p><b>BRE Goals for 2015-16:</b> SMART Goal: The percentage of all students in grades 3-5 at Bert Raney Elementary School enrolled by October 1 who are proficient on the <u>Reading</u> MCA will increase from 48% in 2015 to 52% in 2016.</p> <p>SMART Goal: The percentage of all students in grades 3-5 at Bert Raney Elementary School, enrolled by October 1 who are proficient on the <u>Mathematics</u> MCA will increase from 55.6% in 2015 to 58.6% in 2016.</p>
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# YME Middle/High School Board Report June 2016

## Enrollment Numbers - Date of Report June 7th, 2016

**Membership Count Report**  
From: 244 - 06/07/2016 - Tuesday to: 244 - 06/07/2016 - Tuesday

Day		KA	KB	KC	KD	EC	HK	KG	1	2	3	4	5	6	7	8	9	10	11	12	Total
244	F	0	0	0	0	0	0	0	0	0	0	0	0	31	25	22	26	32	22	22	180
06/07/2016	M	0	0	0	0	0	0	0	0	0	0	0	0	30	35	25	26	35	31	26	208
	Totals	0	0	0	0	0	0	0	0	0	0	0	0	61	60	47	52	67	53	48	388

Good Evening YME Board Members:

Summer!

Here are some of the items we have been working on and getting prepared to do.

1. Thank you very much for attending and participating in the Class of 2016 Graduation Ceremony on June 3rd at Espeland Gymnasium. It truly is a capstone moment for students, staff, families, friends and alumni. I want to recognize Deb Beckler and Krystle Enninga who organize the ceremony and the Honor Staff for taking the time out of their busy schedules. Congrats to all of the 2016 Graduates!
2. There has been a few requests made by parents and students for the return of the Careers Course taught by Kaia Bergeson. The class was not offered during the 2015 ~ 2016 final master schedule due to low enrollment. During pre-registration we only had 9 kids sign up. If we did offer the class it would be a overload for Kaia. I am guessing we could get class enrollment up to 15 or so if the board would approve the additional cost to the district.
3. The PBIS Team and Ramp Up for Readiness Teams have been meeting to develop action plans to continue the work we have started. I am very impressed with the commitment to our students and the attention to detail. Next year the student body will be doing a book by author V.J. Smith titled, " The Richest Guy in Town". This book is originated in Brookings, SD. Here is what his website previews the book: This gift book published by Simple Truths is VJ Smith's story of getting to know Marty Martinson, an elderly Wal-mart greeter in Brookings, SD who affected thousands of people across the country, and all of the lessons on life he taught him. We are hoping to get Mr. Smith here during the school year to address the student body. Good things are happening here at YME!
4. On May 20th we held the Clarkfield Charter School 6th grade transition day. The students had a brief introduction with the 6th grade team and office support staff. They then took off with our MS/HS Student Council members to show them the in's and out's of the building and by stopping at a variety of classrooms. We are excited to show off what we can offer students.
5. Below I have included the updated standardized tests for the 2015 ~ 2016 schools. I am happy to report we made some good gains. We have not met our goals yet but the hard work we are putting in will pay off.

Integration/WBWF Goals ~ Lag

The Yellow Medicine East Middle School will increase all students Math proficiency from 28% to 31% on the MCA's;						
The Yellow Medicine East High School will increase all students Math proficiency from 34% to 37%;						
The Yellow Medicine East Middle School will increase all student Reading proficiency from 44.6% to 48.6% on the MCA's;						
The Yellow Medicine East High School will increase all student Reading proficiency from 45.3% to 49.3% on the MCA's;						
		Total	Proficient	Percent		
Middle School Reading		163	71	43.56%	Not Met	
Middle School Math		163	56	34.36%	Met	
High School Reading		67	36	53.73%	Met	
High School Math		51	18	35.29%	Not Met	
Building MCA Proficiency						
Math	214	74	34.58%			
Reading	230	107	46.52%			

Q-Comp Building Goals ~ Lead

Q-Comp/Teacher Evaluation						
<ul style="list-style-type: none"> <li>The percentage of all students enrolled in Fall 2015 in grades 6-8 at Yellow Medicine East Middle School will increase their projected growth goal on the NWEA test in mathematics from 38.8% in Spring 2015 to 41.8% in Spring 2016.</li> </ul>						
<ul style="list-style-type: none"> <li>The percentage of all students enrolled in Fall 2015 in grades 9-10 at Yellow Medicine East High School will increase their projected growth goal on the NWEA test in math from 52.8% in Spring 2015 to 55.8% in Spring 2016.</li> </ul>						
		Total	Proficient	Percent		
Middle School Reading		144	60	41.67%	Not Met	
Middle School Math		146	79	54.11%	Met	
High School Reading		109	60	55.05%	Not Met	
High School Math		106	64	60.38%	Met	

Lead Goals for 2016 ~ 2017

1. SMART Goal ~ 100 percent of staff will participate in the book study centered on, *“Fair Isn’t Always Equal”*, to support our continued learning on the second Dufour question, “How do we know students know it?”

Why we are looking at grading? Standardized tests are not matching up to teacher gradebooks.

	Percent of Students in grade achieve an "A"		Percent of Students in grade achieve a "B"		Percent of Students in grade achieve a "C"		Percent of Students in grade achieve a "D"		Percent of Students in grade achieve No Credit	
Grade 6	44.76%		22.84%		14.22%		8.39%		9.79%	
Grade 7	45.18%		22.48%		13.76%		8.26%		10.32%	
Grade 8	52.48%		21.43%		12.11%		4.35%		9.63%	
Grade 9	40.84%		20.30%		13.86%		8.66%		16.34%	
Grade 10	35.98%		25.19%		16.48%		9.09%		13.26%	
Grade 11	43.26%		25.89%		14.89%		5.32%		10.64%	
Grade 12	43.86%		29.82%		17.89%		4.21%		4.21%	

2. SMART Goal ~ Train 100 percent of certified staff on the Teacher Observation Form
3. SMART Goal ~ 100 percent of staff will complete one curriculum map for one course taught. “What do we want the students to know?”
6. Academic Honors Awards Banquet ~ this year we held the 2nd annual awards ceremony to recognize the academic achievements of the graduating class as well as other students for their achievements. Here are the award recipients:

**Presidential Award for Academic Excellence** Criteria is as follows:

Students who earned Silver Level recognition have a cumulative GPA between 3.40 and 3.69 through the end of their senior year. The Silver Level Presidential Award for Academic Excellence Award recipients are:

Danica Anderson  
 Kalli Knudson  
 Johnathon Steenson  
 Ashley Struffert

Students who earned a Gold Level recognition have a cumulative G.P.A of 3.70 and above through the end of their senior year. The Gold Level Presidential Award for Academic Excellence Award recipients are:

Danielle Clarke  
 Brevin Gustafson  
 Madison Hagert  
 Jordan Hinz  
 Joshua Hoernemann  
 Maggie Scheffler

**Lions Club Honor Students:** This past month the Lion's Club Organizations for Granite Falls and Clarkfield held an awards ceremony recognizing students who have achieved a 3.0 GPA during their high school career here at Yellow Medicine East. This year's recipients are:

Danica Anderson  
John Baker  
Brooklyn Busenbark  
Danielle Clarke  
Brevin Gustafson  
Madison Hagert  
Blake Helgeson  
Jordan Hinz  
Joshua Hoernemann  
Samuel Jans  
Kalli Knudson  
Zachery Moe  
Annie Refsland  
Maggie Scheffler  
Garrett Schmitz  
Johnathon Steenson  
Paige Steffen  
Jasmine Stock  
Ashley Struffert

The **National Honor Society** is open to all Juniors and Seniors who meet the following guidelines. Students qualify in terms of scholarship, leadership, service and character. Students must have a cumulative Grade Point Average of 3.7 or above and receive a high character ranking from the staff. The character ranking is based on a student's demonstration of respect, honesty, responsibility, courtesy and kindness. Students must also document volunteer service experiences and participation in school activities.

The 2015 ~ 2016 Junior Honor Society Inductees are:

Ali Ator, Makayla Dyrdaahl, Kaitlyn Ladwig, Tommy Lindstrom, Ali Miller, Jordan Odegard, Cody Speh, and Rachel Trudel.

Senior YME Honor Society Cord Recipients which will be worn during the graduation ceremony: Danielle Clark, Madison Hagert, Jordan Hinz, Josh Hoernemann, Maggie Scheffler, Johnny Steenson, Ashley Struffert

**Sting Mentorship Recognition:** This year the High School started a new program called The Sting Mentorship. These students take one day out of their study hall periods to volunteer with young students in BRE. These students are paired with individual students to make a positive impact on a little guy or gal who really needs someone to look up to. I would like to recognize these students who went above and beyond for their fellow Sting. Next year we already have over 20 volunteers and are looking for more.

Sting Mentors: Danielle Clarke, Hannah Lecy, Anna McCosh, Kaitlyn Mortenson, Madison Hagert

**Yellow Medicine East Most Outstanding Male and Female Students** for each grade in the Middle and High School for the 2014- 2015 school year. The voting was done by the YME staff and the selection criteria was the following: A YME student must possess 1) quality grades, 2) good attendance, 3) respectful behavior, and 4) active membership in co-curricular and extracurricular activities. There will be one male and one female for each grade level.

The 6th Grade winners are: Patrick Hoernemann & Janessa Bakkelund

The 7th Grade winners are: Oscar Galvan & Brylea Ruff Mulligan

The 8th Grade winners are: Taylor Bakkelund & Madison Hinz

The Freshman class winners are: Rory Shackelford & Whitney Tennis

The Sophomore class winners are: Josh Nordaune & Anna McCosh

The Junior class winners are: Tie between Austin Friese & Cody Speh, and Kaitlyn Ladwig

The Senior class winners are: Tyler Kluver & Danielle Clarke

**Middle School Perfect Attendance:** Through the Middle Level Principals Association and the Minnesota Twins, they have sponsored a program to recognize students in the Middle who have perfect attendance during the 2015 ~ 2016 school year. This years winners are:

Violet Anderson (6)

Maci Irvine (6)

Ethan Kamps (6)

Autumn Ladwig (6)

Derrick Lein (6)

Jordan Wright-Mayokok (6)

Cole Fischer (7)

Michael Gomez (8)

Elliott Korstad (8)

Cole Mathiowetz (8)

Quinton Staab (8)

The Middle Level Association awarded YME Middle School four tickets to the Minnesota Twins. These seats are not located in the cheap area, but lower level near the field. Two students were selected through a lottery process. Each student winner will receive two tickets to a game in June. This years winners are:

Quinton Staab and Cole Fischer

**High School Perfect Attendance** for the entire school year are:

Daniel Bartels (11)

Kaitlyn Ladwig (11)

Bethany Rupp (11)

Bryce Schmidt (10)

**Top 5 GPA's per class in the high school.** The scores accumulated through the 3rd quarter of this year. This year's recipients are:

*CLASS OF 2019 (9)*

5. *Whitney Tennis*
4. *Chelsea Hoernemann*
3. *Mackenzie Dyrdaahl*
2. *Skylar Corner*
1. *Samantha Anderson*

*CLASS OF 2018 (10)*

5. *Maya Shebala*
4. *Saraya Burgeson*
3. *Asa Ulferts*
2. *Bryce Schmidt*
1. *Kaitlyn Mathiowetz*

*CLASS OF 2017 (11)*

5. *Alison Ator*
4. *Austin Friese*
3. *Jordan Odegard*
2. *Rebecca Velde*
1. *Thomas Lindstrom*

**Class of 2016 Honor Cord recipients**

- The following students are recognized as Achievement Level Honors:
  - Students received WHITE HONOR CORDS for obtaining a cumulative GPA 3.00-3.39 during their high school career.
    - Zach Moe
    - Sam Jans
    - John Baker
    - Annie Refsland
    - Blake Helgeson
    - Garrett Schmitz
    - Paige Steffen
    - Brooklyn Busenbark
    - Jasmine Stock
- The following students have achieved Honors Level:
  - Students received SILVERS HONOR CORDS for obtaining a cumulative GPA 3.40-3.69 during their high school career.
    - Ashley Struffert
    - Kalli Knudson
    - Johnathon Steenson
    - Danica Anderson
- The following students have achieved Highest HONORS for a cumulative GPA 3.70-4.00. The students received GOLD HONOR Cords.
  - Madison Hagert
  - Jordan Hinz
  - Maggie Scheffler
  - Josh Hoernemann

- Brevin Gustafson
- Danielle Clarke

#### Yellow Medicine East Class of 2016 Valedictorian

This year's Valedictorians with an overall GPA of 4.00 --- Madison Hagert, Jordan Hinz, Maggie Scheffler

6. Summer office hours will be Monday through Thursday 8 a.m. to 4 p.m. and will be consistent with the District, BRE and Activities Office summer schedules.



# Minnesota State High School League Region III-A

Jim Lasley, Executive Secretary  
215 Aspenwood • Redwood Falls, MN 56283 • 507-637-8058

## MINUTES OF THE REGION 3A COMMITTEE MEETING

**WEDNESDAY, JUNE 1, 2016**  
**Wooden Nickel - Marshall**

**Members present:** Doug Robertson, Larry Traetow, Keith Buckridge, Todd Oye, Dan Bettin, Mike Dammann, Martin Heidelberger, Ryan Giles, Leo Theisen, Paul Berggren, Lisa Letcher. Also present were Bruce Olson, Clay Anderson, Jim Lasley, John Weir, Steve Wiertzema, Bill Tauer, Bob Grey, Steve Beals.

The meeting was called to order at 10:10 AM by Larry Traetow, Region 3A Chairman.

A motion was made by Todd Oye, seconded by Doug Robertson, to approve the agenda as presented. Motion carried.

A motion was made by Lisa Letcher, seconded by Dan Bettin, to approve the minutes of the April 13, 2016 region committee meeting as presented. Motion carried.

### **FINANCES**

A motion was made by Mike Dammann, seconded by Doug Robertson, to approve the payment of bills as presented. Motion carried.

A motion was made by Lisa Letcher, seconded by Ryan Giles, to approve the financial report as presented. Motion carried.

A motion was made by Leo Theisen, seconded by Paul Berggren, to approve the 2015-2016 fine arts financial reports. The reports included One Act Play, Speech, Music, & Visual Arts. Motion carried.

### **WRESTLING FORMAT FOR 2017**

A motion was made by Mike Dammann, seconded by Doug Robertson, to have Section 3AA Team Wrestling Tournament be seeded 1-11. Motion failed by a roll call vote. (3-Yes, 8-No)

A motion was made by Mike Dammann, seconded by Dan Bettin, to have Pipestone Area host the 3A Section Wrestling Team semi-finals & finals and to have Wabasso host the 3AA Section Wrestling Team semi-finals & finals. Motion carried.

### **MSHSL STATE ACTIVITY RECOMMENDATIONS**

The committee reviewed 5 activity recommendations. (3 Speech & 2 Softball) They were in favor of two speech and not in favor of one speech recommendation. **Softball:** They voted in favor of seeding the state tournament and was split on the mercy rule.

### **APPROVAL OF COMMITTEE MEMBERS (2016-2020)**

A motion was made by Doug Robertson, seconded by Keith Buckridge, to approve the following to serve a four year term (August 1, 2016 – July 31, 2020) on the Region 3A Committee:

**Superintendent:** Bruce Olson, Red Rock Central

**Principal:** Tim Christensen, Adrian

**Athletic Director:** Tim Knapper, Yellow Medicine East  
**School Board:** Darin Balken, Montevideo  
**Boys' Sports Representative:** Clay Anderson, Pipestone Area  
**Fine Arts Representative:** Lisa Letcher, Windom Area  
Motion carried.

#### **MSHSL REPRESENTATIVE DELEGATE (2016-2018)**

A motion was made by Doug Robertson, seconded by Todd Oye, to have Leo Theisen serve as a Region 3A MSHSL Representative delegate for two years. Motion carried.

#### **2015-2016 REGION 3A AUDIT**

A motion was made by Lisa Letcher, seconded by Keith Buckridge, to have Tom Stotesbery of Redwood Falls to do the 2015-2016 Region 3A audit report. Motion carried.

#### **2016-2017 HANDBOOK**

A motion was made by Paul Berggren, seconded by Doug Robertson, to approve the following meet dates for 2016-2017: September 21, November 30, February 1, April 19, and May 31. Motion carried.

A motion was made by Keith Buckridge, seconded by Lisa Letcher, to approve the following changes for pay guidelines: **SITE MANAGERS FEES:** Pay volleyball, basketball, baseball & softball - \$50 per game; Pay sub section OAP \$150 and section OAP \$200. **OFFICIALS & JUDGES FEES:** Pay judges \$160 for judging the Section OAP contest and Section Speech contest. Motion carried.

#### **EXECUTIVE COMMITTEE REPORT: Administrative Salaries for 2016-2017**

A motion was made by Leo Theisen, second by Todd Oye, to approve a salary of \$36,000 for Jim Lasley, Region Executive Secretary, \$4,900 for Ann LeBrun, administrative assistant, and \$4,400 for Vicki Kletcher, bookkeeper. Motion carried.

A motion was made by Todd Oye, seconded by Mike Dammann, to approve a salary of \$6,900 for each sub-region coordinator. Motion carried.

#### **PRESENTATION OF PLAQUES**

Plaques of service to Region 3A were presented to the following: Larry Traetow, Todd Oye, Martin Heidelberg, Leo Theisen, Shelia Siebenahler-Holland & Melissa Sagedahl.

#### **DISCUSSION: Discussion was held on the following with no action taken:**

- Spring Sports
- MSHSL Update/Bob Grey

#### **ANNOUNCEMENTS:**

The first Region 3A Committee Meeting for the next school year will be held at the Wooden Nickel on Wednesday, September 21, 2016 starting at 10:00 AM. Region 3A activities committees for speech, wrestling, baseball, softball, track, golf, and possibly cross country will be held on Wednesday, September 28, 2016 at the Tracy Area HS starting at 7:00 PM.

A motion was made by Todd Oye, seconded by Leo Theisen, to adjourn the meeting at 12:13 PM. Motion carried.

Jim Lasley,

Region 3A Executive Secretary



## Region 3A

# UPDATES JUNE

Make sure other administrators and coaches/directors are kept informed. Make sure you run off the information and share the information with others.

### MILEAGE REPORT FORM FOR 2015-2016 SCHOOL YEAR: DUE JUNE 15, 2016

Mail to Jim Lasley by June 15. If you participated in an activity that was not administered by Region 3A, you still record mileage for the section tournaments your school participated in.



### 2016-2017 CALENDAR CHANGE

The only change for next year's calendar was for 3AA Team Wrestling Final Four. The Final Four (Semi-finals & Finals) will be held at Wabasso on February 18 starting at 12:30 AM. The 3A Final Four will remain at Pipestone on February 18 starting at 12:30 AM. A tentative calendar for the 2017-2018 is included in this mailing.

### New Committee Members (2016-2020)

The following were approved to serve on the region committee the next four years:

**Superintendent:**

Bruce Olson, Red Rock Central, Sub Region 9

**Principal:**

Tim Christensen, Adrian, Sub Region 10

**Athletic Director:**

Tim Knapper, Yellow Medicine East, Sub Region 11

**School Board:**

Darin Balkin, Montevideo, Sub Region 12

**Boys Sports Representative:**

Clay Anderson, Pipestone Area, Sub Region 10

**Fine Arts Representative:**

Lisa Letcher, Windom Area, At Large



A thank you to Larry Traetow (Jackson County Central) Todd Oye (Luverne), Martin Heidelberg (KMS), Leo Theisen (Westbrook-Walnut Grove), Sheila Siebenahler-Holland (Tracy Area) for their service and contributions to Region 3A. Their terms come to an end as of July 31.

## 2016 SPRING CHAMPIONS & RUNNER-UP

	CHAMPION	RUNNER-UP
3A Boys Tennis	Luverne	Montevideo
3A Girls Golf	Windom Area	Westbrook-Walnut Grove
3A Boys Golf	Murray County Central	Westbrook-Walnut Grove
5A Girls Golf	Minneota	BBE
5A Boys Golf	LQPV	Ortonville
3AA Girls Golf	Minnewaska Area	Jackson County Central
3AA Boys Golf	Minnewaska Area	Worthington
3A Girls Track	Luverne	Springfield/Cedar Mtn/Comfrey
3A Boys Track	Montevideo	Pipestone Area
3A Softball	Edgerton/SWC	BOLD
3AA Softball	Pipestone Area	Martin County West
3A & 3AA Baseball Tournaments are not completed.		

## 2017-2018 SECTION III-A **TENTATIVE** CALENDAR

ACTIVITY	PROJECTED DATE	SITE	STATE CONTEST
<b>Cross Country</b>	October 26	Madison Golf Club	November 4
<b>Volleyball</b> • 3A • 3AA	Oct. 23, 27, 31 Nov. 2, 4 Oct. 27, 31 Nov. 2, 4		Nov. 9-11
<b>Football</b>	Oct. 24, 28, Nov 3	Finals at SMSU	Nov. 9-11, 16-18, 24-25
<b>One Act Play</b>	February 3	Redwood Valley	February 8-9
<b>Dance Team</b>	February 10	Montevideo	February 16-17
<b>Girls Gymnastics</b>	February 17	Luverne	February 23-24
<b>Wrestling (Team)</b> • Class 3AA • Class 3A	February 15 & 17 February 15 & 17		March 1
<b>Wrestling (Individual)</b>	February 23-24 3A 3AA	Pipestone Luverne	March 2-3
<b>Girls Basketball</b> • Class 3A • Class 3AA	Feb. 22, 24, 27 March 2, 9 Feb. 24, 27, March 3, 9		March 13-17
<b>Boys Basketball</b> • Class 3A • Class 3AA	March 1, 3, 8, 10, 15 March 2, 8, 10, 15		March 21-24
<b>Speech</b>	April 14	SMSU	April 20-21
<b>Visual Arts</b>	April 25	Olivia	
<b>Music – Large Group</b>			
<b>Music – Solo Ensemble</b>			
<b>Golf - Girls &amp; Boys</b>	1 <sup>st</sup> Day: May 23 or 24 2 <sup>nd</sup> Day: May 30 or 31		June 12-13
<b>Boys Tennis</b>	May 21, 22, 24, 29		June 5-8
<b>Softball</b>	May 22, 26, 29, 31		June 7-8
<b>Track – Girls &amp; Boys</b>	Sub-Sections: May 24 Section 3A: May 31	Montevideo	June 8-9
<b>Baseball</b>	May 26, 29, 31 June 2, 5, 7		June 14-15

# Region 3A Activity Committees

## BASEBALL

**Region Committee: Tim Knapper**

Chad Olson	Wabasso
Kevin Larson	Minneota
Mike Wenninger	Luverne
Tim Epema	Montevideo

## VOLLEYBALL

**Region Committee: Mike Dammann**

Terese Bourne	MACCRAY
Katie Gervais	TMB
Shannon Schmidt	Benson
Andy Regnier	Redwood Valley

## BOYS BASKETBALL

**Region Committee: Keith Buckridge**

Derrick Jenniges	WWG
Cory Larson	Dawson-Boyd
Rick Haberman	TMB
Roger Lindahl	Benson

## WRESTLING

**Region Committee: Bruce Olson**

Joel Skillings	Minneota
Brett Bartholmaus	RRC
Karl Campbell	TMB/WWG
Randy Baker	JCC

## GIRLS BASKETBALL

**Region Committee: Dan Bettin**

Randy Strand	Adrian
Ryan Giles	LQPV
Jay Johnson	Pipestone Area
Brett Thorfinnson	Minnewaska Area

## SPEECH

**Region Committee: Lisa Letcher**

Teresa Goddard	Montevideo
Tammy Purrington	TMB
Monica Sullivan	Pipestone Area
Joyce McCarthy	Adrian

## BOYS TENNIS REPRESENTATIVE

Mark Johnson	Montevideo
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## ONE-ACT PLAY

**Region Committee: Lisa Letcher**

Neil Witte	RTR
Lindsay Sells	Pipestone Area

## GYMNASTICS REPRESENTATIVE

Cheryl Bass	JCC
Joni Reitmeier	Worthington

## DANCE TEAM

**Region Committee: Bob Grey**

Karen Smith	BOLD
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## GOLF

**Region Committee: Clay Anderson**

Corey Larson -5A	Canby
Dave Blank - 3A	Wabasso
Steve Rops - 3AA	Pipeston Area
Dan Janke - 3AA	New Ulm

## VISUAL ARTS

**Region Committee:**

Bill Richards	WWG
Bill Gabert	BOLD

## SOFTBALL

**Region Committee: Keith Buckridge**

Eileen Suter	KMS
James Wager	MCC
Shelly Hotzler	JCC
Melissa Bergeson	NLS

## MUSIC

**Region Committee: Paul Berggren**

Robert Van Maasdam	RRC
John Pollman	Pipestone Area
Carmen Zupfer	Lakeview
Brock Duncan	Benson

## TRACK

**Region Committee: Doug Robertson**

Todd Tinklenberg	Pipestone Area
Steve LeBouffillier	WWG
Ted Kern	RTR
Todd Rietreld	Montevideo

## CROSS COUNTRY

**Region Committee: Ryan Giles**

Shawn Cilek	Redwood Valley
Pete Janiszski	Luverne
John Shurb	LQPV

## 2015-2016 MUSIC CONTESTS SUMMARY

EXPENSES	LARGE GROUP	SMALL GROUP	2014-15 TOTALS	2015-16 TOTALS
Judges Fees & Mileage	\$5,367.00	\$8,161.00	\$13,688.00	\$13,528.00
Tournament Manager	1,120.00	1,120.00	2,200.00	2,240.00
Site Managers Fees	600.00	1,600.00	2,100.00	2,200.00
Site Rental	1,610.00	1,096.25	2,731.25	2,706.25
Piano Rental & Tuning	335.00	9,080.00	9,945.00	9,415.00
Meet Personnel	280.00	824.00	1040.00	1104.00
Other	---	---	30.00	---
Awards	---	1,296.00	1,458.00	1,296.00
Shares In (Music)	---	---		
<b>TOTALS</b>	<b>\$9,312.00</b>	<b>\$23,177.25</b>	<b>\$33,192.25</b>	<b>\$32,489.25</b>

MUSIC CONTEST EXPENSES	2011-12	2012-13	2013-14	2014-15	2015-16
	\$33,603.15	\$31,488.98	\$31,225.62	\$33,192.25	\$32,489.25



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## **Minnesota State High School League Region III-A**

Jim Lasley, Executive Secretary  
215 Aspenwood • Redwood Falls, MN 56283 • 507-637-8058

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### **REGION 3A COMMITTEE MEETING DATES 2016-2017**

<b>Wednesday, September 21, 2016</b>	<b>10:00 a.m.</b>
<b>Wednesday, November 30, 2016</b>	<b>10:00 a.m.</b>
<b>Wednesday, February 1, 2017</b>	<b>10:15 a.m.</b>
<b>Wednesday, April 19, 2017</b>	<b>10:00 a.m.</b>
<b>Wednesday, May 31, 2017</b>	<b>10:00 a.m.</b>

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**ALL MEETINGS ARE HELD AT THE  
WOODEN NICKEL (MARSHALL)**

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 9.1  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Authorize A.G. Bush Grant Expenditures

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

The A.G. Bush Grant was received in 2014. Planning and other considerations have been ongoing for over two years. The Buildings and Grounds Committee has met and has provided input to the original plan and to the current option plan. The Buildings and Grounds Committee is in agreement to proceed with the current plan and financial limits based upon the concept of “no school funding” and to construct within the remaining \$90,000.00 approx. from the original \$100,000 grant.

The plan includes the use of Extreme Panel for the greenhouse environmental factors and utilize local bidders for excavation, concrete, electrical, plumbing, miscellaneous.

Extreme Panel will provide the mechanical and elevation drawings upon the signing of a purchase contract.

**PRESENTER(S)** Dr. Clark and Buildings & Grounds

**COMMITTEE** Buildings and Grounds

**SUPERINTENDENT RECOMMENDATION**

Recommend support of this action item.

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 9.2  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Consideration of Website contract for three (3) years

**BOARD ACTION**

Required                      Requested  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Investigation of up to three (3) web hosts has been completed.  
It is a concern of the superintendent that the current website does not meet the needs of “ease of navigation” or “eye appeal”.

This change meets the wishes of the board of education to improve the image of ISD 2190.

**PRESENTER(S)**      Dr. Clark and Krystal Eninga

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend moving discussion item to action item and approving the three year contract with SchoolPointe and allow the superintendent to appoint a webmaster at an annual stipend of \$500.00.



**Get Connected. Get Results.**

## Our Mission

The SchoolPointe mission is to create a communications and educational link for our clients that will continue to meet the rapidly increasing informational and technological demands placed upon them by students, parents, faculty, and other members of their communities.

## Confidential Proposal For:

# Yellow Medicine East School District

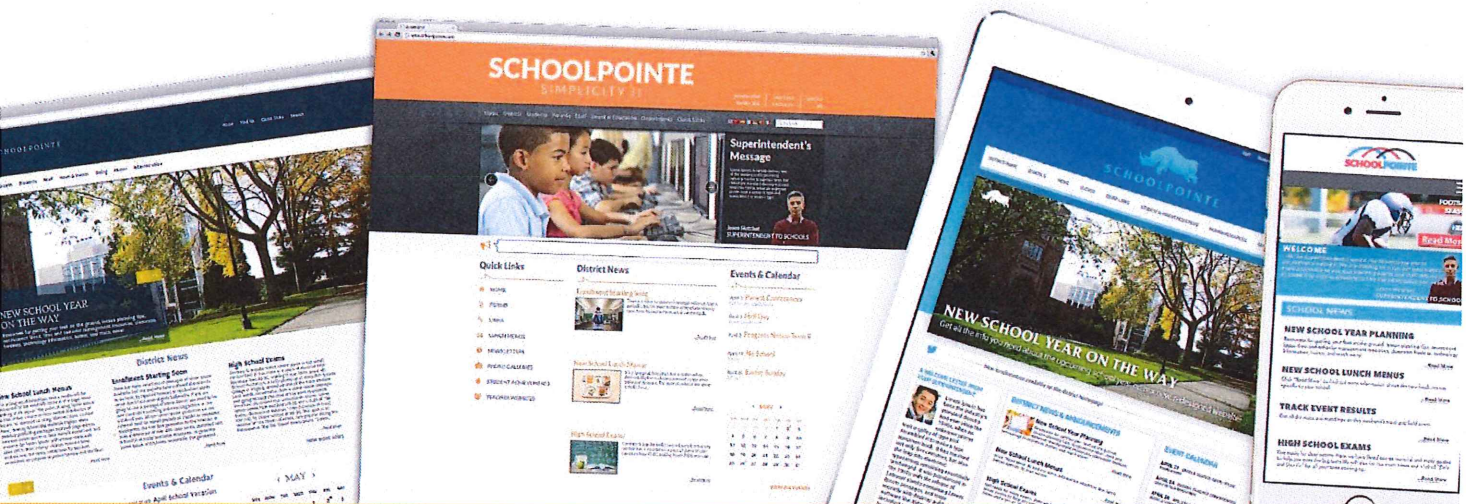
## Presented By:

**Lorenzo McKeever**  
Educational Account Representative

Office Phone: 866-545-2549 ext:718

Mobile Phone: 614-307-7985

Email: [lmckeever@schoolpointe.com](mailto:lmckeever@schoolpointe.com)



## Executive Summary

SchoolPointe has prepared the following website/CMS proposal for your school. We will provide you with a CMS solution that enables your users to quickly and easily manage content and engage visitors. Your new SchoolPointe website will serve as an information portal for your community, parents, students and staff.

## SchoolPointe Background and Methodology

SchoolPointe has been providing a high quality and cost efficient CMS product to schools systems for over 10 years. Through the years we have fine-tuned our implementation process in order to meet, and most times exceed, our clients' timelines and requirements. Our executives are heavily involved with all of our clients and the implementation process to ensure the highest quality results.

SchoolPointe is focused solely on the k-12 market. As a result, our CMS is built with school administration and framework in mind. Our product provides a suite of features that are ALL included in our base price. Unlike other national vendors, we do not charge per feature. We also push out all updates and new features to our customers at no additional cost. Our customers provide valuable feedback that has influenced product enhancements and new features. Our implementation of our customers' feedback is a significant reason why we operate on a 98% customer retention rate.

## Project Personnel

SchoolPointe will provide your school a dedicated Project Specialist. Your Project Specialist will be your single point of contact throughout the design, training and implementation process. After your new website has been implemented, your specialist will continue to be your single point of contact for ongoing customer service. Their entire focus is to make sure your transition is smooth and that your school receives the highest level of service.

Along with providing a dedicated project specialist, we provide an online FAQ section of our CMS. This section includes how-to training videos and manuals. Our customers are able to access this section 24 x 7 x 365. Our Customer Support can be reached at (866) 545-2549.

## Design Approach

SchoolPointe understands the importance of your website design and your complete satisfaction is imperative. Whether you leverage one of over 35 template designs or create a completely customized site, your school will work with our professional design team to tailor your new website to your specific needs. All of SchoolPointe's designs, whether template or custom are responsive. Your new website will be viewable from any device (PC, MAC, Android, IOS or Windows 8 mobile) without the need of a mobile version or an app.

## Our Commitment

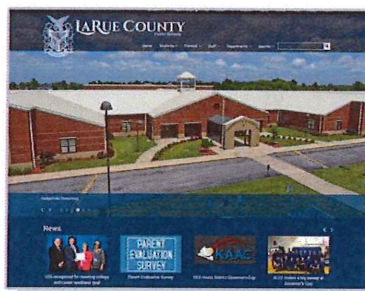
- Provide cost-effective solutions that will dramatically improve your school's communication efforts with parents, students, staff, and other members of your community.
- Implement the latest web technologies that will allow your district to continue being the best resource for community news and events.
- Build and strengthen a personal and business relationship with you.
- Meet and exceed your expectation for sales, customer service, web development, and technical support.
- Ensure that all school personnel are properly trained, and all questions are answered on the functionality, usage, and navigation of our Content Management System in a quick and timely manner, to maximize the value of your website.
- Provide your school with a complete web solution for all of your current and future needs. From design and launch, to hosting, management, and support.

## Design

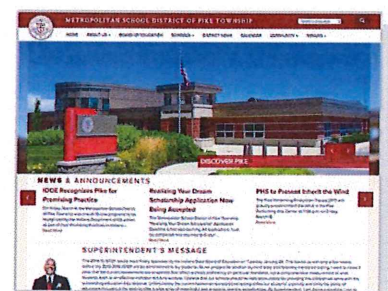
SchoolPointe offers over 30 template designs that can be tailored to your specific school colors and logos. If your school wants a custom design, SchoolPointe's design team will create a new site for you that promotes your unique mission, brand, and vision.



Westerville City Schools  
Westerville, Oh



LaRue County Public Schools  
Hodgensville, Ky



Metropolitan School District  
of Pike County  
Indianapolis, In



Community School Corp  
of Southern Hancock  
New Palestine, In



Monarch Christian School  
Chatsworth, Ca



Kalispell Public Schools  
Kalispell, Mt

# Features



## Alumni Tool

Keep your alumni up to date on the latest reunion information, school news and fundraiser opportunities.



## Athletics Tool

A comprehensive tool to keep the community updated with athletic schedules, news and photo galleries.



## Board of Education

A centralized location to post board agendas and meeting minutes. Allows easy access to board member profiles, contact information and board meeting videos.



## Bully/Harassment Module

Provides a safe and anonymous way to report incidents. Text and email notifications alert administrators along with a tracking tool that helps your district deal with incidents in timely manner.



## Online File Manager

SchoolPointe provides unlimited cloud based storage to all levels of users that is compatible with all file types.



## School Closings

Quickly informs parents and community members of any school closings



## School Intranet

A password protected environment where staff can access important information, forms and links that you don't want made available to the public.



## Ticketing System

An internal ticketing system that allows your district to manage simple maintenance requests at a district or building level.



## Web Hosting

SchoolPointe has more than ten years experience hosting and managing websites with 99.9% up-time. We have a secure, completely web-based solution with full server redundancy and constant monitoring.



## Responsive CMS

Our fully responsive CMS makes updating your website easy from anywhere on anydevice.



## E-Communication Tool

A simple way to communicate your message to parents and community members via text or email.



## E-Surveys

Unlimited surveys, individual and group reports with export capabilities. Having dynamic control of surveys can give your district the ability to pull important information from students, faculty and parents.



## Employment

Allows your district to post employment opportunities. Can be organized by job type or location.



## Friendly URLs

Friendly URLs increase the SEO of your website by allowing you to adjust them according to the content on the page.



## Teacher Webpages

A useful tool that teachers can use to keep students and parents informed on classroom information.



## SchoolPointe Breaking News Feed

A banner that gives the ability to post emergency and non-emergency information district wide or to individual building pages.



## 3rd Party Integration

SchoolPointe integrates with outside calendars and social media to eliminatedual entry and streamline processes. We also provide single sign on with Google and Microsoft.



## SchoolPointe Video Tool

Easily embed videos on your website to engage users. Our video tool allows you to create a playlist and adjust the player size to incorporate video anywhere on your website.



## Training and Support

Unlimited email and phone support for all levels of users. Webex and on-site training available.



## Mobile App

Alert users instantly via push notifications.

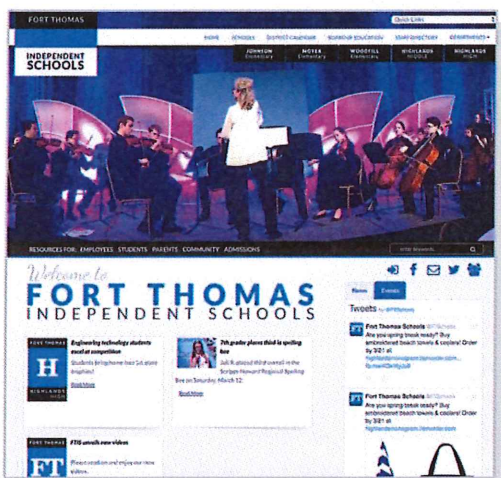


## Some nice things that SchoolPointe clients are saying



"With the strategic goal to improve the district's position and communications within the community, the website project became an increasingly important element to achieve this goal. After School Pointe was selected as the website management company, it became evident that this choice was to the benefit of our schools. Our principals now have access to manage their own content, and the community has embraced our updated form of communication with endless compliments. We are very pleased with School Pointe's performance thus far and look forward to our continued partnership."

- Mt. Vernon Community School Corporation, Indiana.



"Prior to selecting SchoolPointe, Fort Thomas ISD would have paid over \$24,000 if we would have stayed with a national competitor. SchoolPointe gave us a price that was almost 1/4 of our overall cost and provided more features than our previous vendor. At first, we were concerned that the quality of customer service and future feature development would be inferior at such a low cost. SchoolPointe has proved that not only are the prices superior, but they also have gone above and beyond our expectations. They continually improve their product and offer all the latest updates and features at no additional cost. Most of the schools in my region use SchoolPointe, and I am sure they would agree with me that SchoolPointe has been a great partner. We look forward to our continued relationship for many years to come."

- Fort Thomas Independent Schools, Kentucky.

## Key Differences With SchoolPointe

- Our product is NOT a-la-carte
- All updates and new features get pushed out to ALL of our customers with NO additional cost
- Unlimited storage for files, pictures and videos
- Ongoing training and support is included in our price
- Any level of staff can contact us, not just the administrator.
- All of our staff or in one building so if changes need to be made we can do it on the spot
- All of our designs (template or custom) are responsive and do not require a mobile version
- Very easy to use CMS with a uniform editor that requires no coding experience.

# Investment Required

## Start Up Cost

Item	Price
Custom Design, Setup & Implementation	<b>\$1125.00</b>

SchoolPointe will invoice your school the total amount of the one-time start up costs upon receipt of signed contract

## Annual Cost

Item	Price
Recurring Annual Cost (Based on 3 Year Contract)	<b>\$3000.00</b>

SchoolPointe will invoice your school the total amount of the annual cost starting July 1st and will recur on every July 1st for the subsequent years of the contract.

## Training and Support

Item	Price
Unlimited Live WebEx Training For All Levels of Users	<b>Included</b>
Unlimited Customer Support For All Levels of Users	<b>Included</b>
Onsite Training- First Day	Please Inquire
Onsite Training- Additional Day	Please Inquire

## Optional Features

Item	One-Time Setup Cost	Recurring Annual Cost
Content Transfer	\$800.00	N/A
SchoolPointe Group App	Included	N/A
SchoolPointe Branded App	\$1000.00	\$1500.00
FacilityPointe- Facility Management System	\$100.00	\$500.00
Learning Management System	<b>Included</b>	<b>Included</b>

SchoolPointe will not migrate content from current calendars, athletic pages, photos or teacher webpages



**Get Connected. Get Results.**

**Products and Services Contract**

**For**

**Yellow Medicine East**

Date Created: May 23, 2016

Created by: Melissa Miller

Term: 3 Years

Subscription Start Date: June 13, 2016

Subscription End Date: June 30, 2019



3248 W. Henderson Rd, Columbus, Ohio 43220 Phone: (866) 545-2549 Email: sales@schoolpointe.com

## **SCHOOLPOINTE WEBSITE DEVELOPMENT AGREEMENT**

**This Website Development Agreement** (this "Agreement") is dated as of June 13, 2016 by IndexBlue Inc. (d.b.a. SchoolPointe), an Ohio Corporation ("SP"), located at 3248 W. Henderson Rd., Suite 100, Columbus, Ohio 43220, and Yellow Medicine East, a school organized under the laws of Minnesota, located at 450 9th Avenue, Granite Falls, Minnesota 56241 ("SCHOOL"). Collectively referred as the "Parties".

**1. Term** The term of the Agreement shall be for a period of 3 Years and will commence on June 13, 2016 and shall remain in force until June 30, 2019 except as otherwise provided in this Agreement. This Agreement will automatically renew for successive one (1) year periods if SCHOOL does not notify SP of their intent to discontinue services ninety (90) days prior to the expiration of the then current term.

**2. Services** SP agrees to develop, implement and maintain a website for SCHOOL as set forth in the original proposal to SCHOOL (Appendix A), including the development of all software for the website (the website and all software development in connection therewith and hereinafter together referred to as the "SCHOOL Website").

### **3. Payments**

(a) For the services rendered hereunder, SCHOOL agrees to pay SP the total amount of \$1,925.00 until June 30, 2016. SCHOOL will subsequently make annual payments to SP in the amount of \$3,000.00 on July 1st of each year of the contract.

#### **Bill Dates**

June 13, 2016	\$1,925.00
July 1, 2016	\$3,000.00
July 1, 2017	\$3,000.00
July 1, 2018	\$3,000.00

(b) SP will provide SCHOOL with invoices of the current services being provided at the time the invoice is generated.

(c) Optional modules and services may be requested by SCHOOL at any time. The payment schedule and amounts will be modified accordingly.

(d) A late fee of five percent (5%) of payment due may be assessed to any payment not received by the due date hereunder.

**4. Cooperation** Both SP and SCHOOL acknowledge and agree that successful development and implementation of the SCHOOL Website so as to become operational SCHOOL's specified domain shall require their full and mutual good faith cooperation, including, without limitation, the fulfillment by SCHOOL of the obligations set forth in **Section 6**.

**5. SP Obligations** In addition to providing SCHOOL with full, good faith cooperation and such information as may be required by SP in order to develop and implement the SCHOOL Website, SP shall:

(a) not sell advertising space on the SCHOOL's Website. Nothing in this Agreement prohibits the sale of advertising by the SCHOOL or the use of SCHOOL web pages to recognize sponsorship of SCHOOL programs.

(b) act or refuse to act such that its actions must uphold FERPA, COPPA, the SCHOOL's state privacy laws, and all other State and Federal regulations regarding the privacy of staff, students and faculty. SP is only responsible for its own actions, and is not responsible for content uploaded or content and/or practices specifically authorized by SCHOOL personnel.

(c) provide data security consistent with standard practices in the industry, and will not provide any SCHOOL data to third party or make any use of such data whatsoever outside the use provided for in this Agreement without the express written permission of the SCHOOL. SP will immediately inform the SCHOOL of any security breaches involving SCHOOL data, and will fully cooperate with the SCHOOL's Director of Technology in investigating and defending against intrusions into the SCHOOL system that involve SP servers or networks. The SCHOOL will avoid, where possible, transmission of any data to SP that is confidential.

(d) assist the SCHOOL in complying with the SCHOOL's state public records laws, records retention legislation, and other applicable laws and regulations. The SCHOOL will respond to any such requests, with SP's cooperation if necessary. SP will immediately notify the SCHOOL of any request made directly to it for SCHOOL data. SP will archive changes to the SCHOOL's Websites consistent with SCHOOL's policy on records retention.

**6. SCHOOL Obligations** In addition to providing SP with full, good faith cooperation and such information as may be required by SP in order to develop and implement SCHOOL Website, SCHOOL shall:

(a) provide SP with specific and detailed information concerning SCHOOL's work flow, procedures and transaction volumes as they relate to applications of the SCHOOL Website;

(b) setup, format and make available to SP the files and tables specified by SP;

(c) make available to SP, personnel of SCHOOL for testing the SCHOOL Website and training users of the SCHOOL Website;

(d) provide one employee of SCHOOL to act as coordinator of all SCHOOL activities in connection with the development of the SCHOOL Website, and to supervise all projects undertaken by SCHOOL in connection with the modification, preparation, installation or use of the SCHOOL Website;

(e) in general, to provide all information and access to key personnel needed to develop and implement the SCHOOL Website.

**7. Termination With Cause** In the event that SCHOOL can prove that it is financially impossible to allocate on their budget the amounts payable to SP required under the Agreement, then SCHOOL may terminate the Agreement upon ninety (90) days written notice to SP of this qualifying event. Either party shall have the right, with cause, to terminate this Agreement upon ninety (90) days written notice to the other party upon:

(a) violation or breach, by its officers or employees, of any provision of this Agreement, including, but not limited to confidentiality and payment. In the event that there is a breach of this Agreement the breaching party will have sixty (60) days from receipt of the notice of the breach to cure the breach. If the condition has been satisfactorily resolved this Agreement will remain in force;

(b) termination of the business;

(c) voluntarily or involuntarily filing of a bankruptcy petition or similar proceeding under state law; or

(d) becoming insolvent or making any assignment for the benefit of creditors. Notwithstanding termination of this Agreement, the obligations of the parties contained in **Sections 3, 9-12 inclusive, 16, and 19** shall survive the termination of this Agreement and continue in perpetuity.

**8. Termination Without Cause** In the event that SCHOOL terminates this Agreement without cause, SCHOOL will be responsible to pay SP liquidated damages, not to be construed as a penalty, in the amount of 50% of the sum of all remaining payments described in **section 3** of this Agreement. Any such payments must be received within ten (10) days of the proposed date of termination. If such payment is not received, the termination notice will be considered void and the contract, along with all regularly required payments, will remain in full force and effect until all payments due under this contract are received.

**9. Title to Software** SP and SCHOOL agree that the software code used to operate the SCHOOL Website under this Agreement is sole property of SP. Both parties also agree that all data entered into the SCHOOL Website is owned by the SCHOOL. Further, receipt by SP of the final payment due under this Agreement, title to the software code utilized to run the SCHOOL Website and all derivative works developed there from and all copies thereof shall remain the property of SP. Transfer of ownership of the aforementioned software code to SCHOOL will only occur in the event SP ceases business operations while this Agreement is in force and all payments are current or at the termination of this Agreement, if it is not renewed, the SCHOOL may purchase the compiled source code of the web pages for a price agreed upon by the parties, which shall not to exceed \$50,000.

**10. Title to SCHOOL Marks and Intellectual Property** SP and SCHOOL agree that the name, associated logos, the names of individual buildings, and all content uploaded by or received from the SCHOOL is the property of the SCHOOL, and may not be reproduced or used outside the terms of this Agreement.

**11. License to SP** Subject to the terms and conditions in this Agreement, SP shall have a perpetual, worldwide, royalty-free irrevocable license to use software code used to develop the SCHOOL Website and all derivative works developed there from. Both parties acknowledge that SP develops software and web applications as its primary business function and may at SP's sole discretion sell applications that may have similar functionality, in part or in whole, as the software code developed to operate the SCHOOL Website before and after the termination of this Agreement.

**12. Non-Disclosure** Both parties shall take all steps necessary to maintain the SCHOOL Website in confidence and shall not, nor shall it permit its employees, or its permitted agents or consultants to sell, transfer, disclose, display or otherwise make accessible any confidential information relating to the SCHOOL Website, or any copies thereof, in whole or in part, to any third party without written consent. Any unauthorized use of confidential or proprietary information without consent will result in damages due to the breaching party. If either party is required to secure legal assistance to recover any amount of damages the prevailing party will be entitled to legal fees as stated in **section 20** of this Agreement.

**13. Governing Law and Venue** This Agreement shall be governed by and construed under the laws of the State of Ohio. The parties to this Agreement hereby designate the state or federal courts of Franklin County, Ohio as the courts of proper jurisdiction and exclusive venue for any actions or proceedings relating to this Agreement or any document or instrument executed in connection herewith; hereby irrevocably consent to such designation, jurisdiction, and venue; and hereby waive any objection or defenses relating to jurisdiction or venue with respect to any action or proceeding initiated in such courts.

**14. Complete Contract and Amendments** This Agreement together with any exhibits attached hereto, supersedes all prior agreements and understandings between the parties hereto for performance of the services described herein, and constitutes the complete agreement and understanding between the parties hereto unless modified in writing, signed by both parties.

**15. Notices** Any notice or communication required to be given by either party hereunder shall be in writing and shall be hand delivered or sent by recognized overnight courier to the party receiving such communication at the recipient party's address.

**16. Non-Solicitation** SCHOOL recognizes that the employees and agents of SP, and such employee agents' loyalty and service to SP, constitute a valuable asset of SP. Accordingly, SCHOOL hereby agrees not to knowingly and directly or indirectly make any offer of employment to, nor enter into a consulting relationship with, any person who was employed or otherwise engaged by SP within two (2) years of such person's employment or other engagement by SP. This time period will only be waived in the event that SP either discontinues operation prior to the expiration of the term or if SP provides SCHOOL with a written waiver to this provision.

**17. Force Majeure** Except as to the payment of money by the due date required under this Agreement, which will in no event be excused hereunder, neither party shall be liable to the other for any delay or failure to perform due to causes beyond its reasonable control. Performance times shall be considered extended for a period of time equivalent to the time lost because of any such delay.

**18. Assignment** Either party may not assign or transfer, without the prior written consent of the other party, its rights, duties or obligations under this Agreement to any person or entity, in whole or in part.

**19. Equitable Relief** The parties acknowledge and agree that irreparable harm would result in the event of a breach or threat of a breach by either party of this Agreement. In such an event, and notwithstanding any other provision of this Agreement, the non-breaching party shall be entitled to a restraining order, order of specific performance, or other injunctive relief, without showing actual damage and without bond or other security. The remedies under this section are not exclusive, and shall not prejudice or prohibit any other rights or remedies under this Agreement or otherwise.

**20. Attorney's Fees** In the event either party is required to obtain legal assistance (including, but not limited to, in-house counsel) to enforce its rights under this Agreement, or to collect any monies due for Service provided or damages sustained, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred enforcing its rights and or collecting its monies.

**21. Indemnification** The Parties shall indemnify and hold harmless the other from any claim, cause of action, loss, damage, cost and expense, judgement, order civil and criminal penalty, forfeiture and/or assessment against either party asserted by or awarded to, any third party arising from or related to acts committed solely by the other party. Notwithstanding anything in this Agreement to the contrary, SCHOOL expressly reserves the right to assert, in whole or in part, the defense(s) of governmental or sovereign immunity permitted under the laws of the State of Ohio.

**22. Independent Contractors** The Parties are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or principal and agent, joint venture, partnership, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Neither SP or SCHOOL nor any of their respective agents or employee shall control or have any rights to control the activities of the other party in carrying out the terms of this Agreement. Neither party, nor any employees or agents thereof, shall have any claim under this Agreement or otherwise against the other party for social security benefits, workman's compensation, disability benefits, unemployment insurance, vacation, sick pay or any other employee benefits of any kind, and SP is not responsible for any payroll withholding obligations of any nature whatsoever arising as a consequence of this Agreement, including, without limitation, withholding of federal and/or state taxes, FICA (social security) taxes, unemployment insurance taxes, and disability insurance taxes.

**23. Headings** The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.

**24. Severability** In the event that one or more provision(s) of this Agreement are deemed invalid, unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

**25. Negotiated Agreement** This Agreement is the result of negotiations between the parties both of whom are deemed the craftsman of this Agreement.



3248 W. Henderson Rd, Columbus, Ohio 43220 **Phone:** (866) 545-2549 **Email:** sales@schoolpointe.com

IN WITNESS WHEREOF, the parties have executed this Agreement as of:

June 13, 2016

IndexBlue, Inc. (d.b.a. SchoolPointe),

an Ohio Corporation

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Name: Josh Boyer

Title: Vice President of SchoolPointe

Yellow Medicine East,

a Minnesota School

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Name: RickClark

Title:



3248 W. Henderson Rd, Columbus, Ohio 43220 **Phone:** (866) 545-2549 **Email:** sales@schoolpointe.com

## APPENDIX A: PRICING

Yellow Medicine East

Enrollment: 780

### Setup Costs

Description	Price
<b>Custom Design, Setup, Unlimited Live WebEx Training &amp; Implementation</b>	\$1,125
<b>Content Transfer Service</b>	\$800
Excludes calendars, athletics, clubs, photos, teacher pages and information requiring a login to access	
<b>SchoolPointe Stay Connected Mobile App</b>	Included
<b>Total</b>	<b>\$1,925</b>

### Annual Costs

Description	Price
<b>Annual Subscription</b>	\$2,625
<b>Web Hosting &amp; Unlimited Customer Support</b>	\$375
Excludes calendars, athletics, clubs, photos, teacher pages and information requiring a login to access	
<b>Total</b>	<b>\$3,000</b>



3248 W. Henderson Rd, Columbus, Ohio 43220 **Phone:** (866) 545-2549 **Email:** sales@schoolpointe.com

## **APPENDIX B: IMPLEMENTATION**

**Timeline:** We will launch your site as quickly as possible. We'll help you complete your design phase and launch your beta site. After your site is in beta, all that's left is to add your school data. As soon as you are satisfied with your website, we can launch your new, live website.

**Design:** We will provide your school with access to our design gallery to you select a beginning point for your design. If you have chosen a custom design, you will receive a survey to find out the direction your school would like to go with the design. You'll then work with one of our designers to personalize your new website design. You'll receive 3 design revisions to ensure you get your desired look and feel.

**Training:** As a SchoolPointe customer, you'll receive unlimited live online training. The training will cover all areas of our website and can be attended by as many participants as needed via online training. Onsite training can also be purchased.

**Ongoing Support:** As a subscription customer, you'll receive all website upgrades at no additional cost. You'll also have access to customer support through phone, email and online issue tracking at no additional cost.



3248 W. Henderson Rd, Columbus, Ohio 43220 Phone: (866) 545-2549 Email: sales@schoolpointe.com

## APPENDIX C: SERVICE LEVEL AGREEMENT

This Service Level Agreement ("SLA") governs SchoolPointe Services ("Services") provided under the SchoolPointe Terms and Conditions of Services agreed to by each user of the Services ("Customer") and IndexBlue, LLC ("SchoolPointe Business"). SchoolPointe Business may supplement or amend this SLA without notice, with such changes being effective upon their posting to [www.schoolpointe.com/sla.pdf](http://www.schoolpointe.com/sla.pdf).

### Description and Objectives

SchoolPointe Services will be measured on the basis of the following service level objectives ("SLA Objectives"): site availability ("Availability"), notification of scheduled maintenance and mean time to respond ("MTTR"). The SLA provides for 24 hours a day, 7 days per week coverage of the SLA. The SLA does not apply before official implementation or ("go live date") of a customer site.

### Availability

The SLA Objectives for Availability are as follows:

Component	Description	Up-time Percentage
Public Website	The public facing website accessible to end users.	99.9% (about 45 min/month)
CMS Admin Panel	The area for the customer to administer the site content and settings.	99.9% (about 45 min/month)
Learning Management System ("LMS")	The area in which the customer, students and parents interact/communicate.	99.9% (about 45 min/month)

Availability will be measured in sliding three month windows, based on the average of actual minutes of Service availability as a percentage of the corresponding total available minutes for the three month window, and will be calculated as follows:

$$\text{Availability} = \frac{\text{Calendar Months Minutes} - \text{Excluded Minutes} - \text{Outage Minutes}}{\text{Calendar Months} - \text{Excluded Minutes}} \times 100$$

An outage is defined as a period of 5 minutes or more where a Service is unavailable from a browser or other HTTP client due to an error or system issue within the SchoolPointe hosting environment or software. All outages must be verified by SchoolPointe Business before the resolution process will begin. Outages caused by the customer's own network, DNS interruptions outside of SchoolPointe's control, or issues with general accessibility, are not covered. Excluded minutes include time spent waiting for required response from customer and scheduled maintenance of SchoolPointe services.

## Other SLA Objectives

Other SLA Objectives covered under the SchoolPointe SLA include the following which will be measured on a best effort basis:

Objective	SLA
<p><b>Scheduled Maintenance</b></p> <p>We will notify the customer of all significant maintenance to SchoolPointe Services.</p>	<p><b>Notification-</b> No less than 24 hours prior to maintenance window unless changes are to address a Critical or Major issue.</p> <p><b>Maintenance for Public Website and CMS Admin Panel-</b> Will be restricted to off-peak hours</p> <p><b>Maintenance for Learning Management System ("LMS")-</b> Can usually be performed without any interruption of service. If service will be interrupted, the implementation will be restricted to off-peak hours.</p>
<p><b>Mean Time To Respond ("MTTR")</b></p> <p>SchoolPointe will respond to customer support tickets within a reasonable amount of time.</p>	<p><b>Response/Resolution time by request category:</b></p> <ul style="list-style-type: none"> <li>• <u>Low/Informational:</u> no time frame</li> <li>• <u>Minor:</u> 48 hours or less</li> <li>• <u>Major:</u> 24 hours or less</li> <li>• <u>Critical:</u> 12 hours or less</li> </ul> <p><b>Definition of Classifications:</b> SchoolPointe Business will take notice of severity level of request from customer, but will access and classify the level of request based on its own assessment. In assessing the level of request classification, SchoolPointe Business will utilize the following categorizations:</p> <ul style="list-style-type: none"> <li>• <u>Low/Informational-</u> A notification of information or a request that does not have immediate urgency.</li> <li>• <u>Minor-</u> A notification of a support request item with low impact and/or individual user impact.</li> <li>• <u>Major-</u> Service impact of item of at least 50% of users with little to no workarounds.</li> <li>• <u>Critical-</u> Service Outage</li> </ul>

## Submitting a Support Request

The following steps should be followed when reporting an outage with SchoolPointe:

Step Number	
<b>One</b>	<ul style="list-style-type: none"> <li>• Contact SchoolPointe Customer Service via email at support@schoolpointe.com</li> </ul>
<b>Two</b>	<ul style="list-style-type: none"> <li>• For critical and major issues call technical support at (866) 545-2549 2</li> <li>• For minor and low issues call support during business hours 8:00 AM EST to 5:00 PM EST, Monday through Friday at (866) 545-2549</li> </ul>



3248 W. Henderson Rd, Columbus, Ohio 43220 **Phone:** (866) 545-2549 **Email:** sales@schoolpointe.com

### **Proactive Measures for Objective Completion**

SchoolPointe has gone to great lengths to ensure that it exceeds all of its objectives. Here is a summary of the steps that have been taken to ensure all objectives are able to be met.

- **Redundancy-** SchoolPointe has gone to great lengths to ensure that there is no single point of failure wherever possible. This applies to web servers, DNS servers, file servers and other systems.
- **Enterprise Monitoring-** SchoolPointe uses enterprise-grade application and server monitoring for both proactive and historical response. The monitoring system in use will alert the SchoolPointe Business in the event of any Service outages or if various metrics are outside set thresholds.
- **Backups-** SchoolPointe is committed to safeguarding customer data. Database backups are taken daily and are retained for the following periods:

Daily Backups- 1 Month

Monthly Backups- 1 year

User files are stored redundantly on at least two servers.



Rick Clark <rclark@isd2190.org>

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## Details on Legislative Impacts for Rural Schools

1 message

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**Fred Nolan, Executive Director** <mrea@mnrea.org>

Tue, May 24, 2016 at 7:48 AM

Reply-To: us6-85281bc35f-f27beb3bdd@conversation01.mailchimpapp.com

To: Rick <rclark@isd2190.org>

Hi Rick,

What legislative changes will impact rural schools? The Tax and Supplemental budget bills passed by the legislature contain several positive provisions for rural schools. With assistance from legislative staff and other education advocates, MREA assembled several documents to help you sort through what exactly made it to Governor Dayton's desk after the Legislature left St. Paul yesterday.

### **Ag2School Credit**

The school bond credit for agricultural land, otherwise known as Ag2School, is a major win for rural communities. This new credit program will help rural districts positively engage with their farmers on school bond referendums. Rural bond passage rates are typically a third or even half that of the metro area in any given year. The new credit should improve the rural district batting average and allow for 21st century facilities for our kids. View analysis of the Ag2School credit and impact on your district

### **New, Ongoing Revenue**

The supplemental budget bill contains some modest new, ongoing revenue for most Greater Minnesota schools. The expansion of the metro equity "bump" to all districts will drive upwards of \$15 per pupil for many rural schools. In a year when new, ongoing funding was scarce this was a nice addition to the final bill. View the formula's impact on your district

The Governor's Pre-K initiative is another source of ongoing revenue. It will be interesting to see how it rolls out for the districts who receive these funds and what, if any, tweaks might be needed next session. Calculate the impact of this pre-K program on your district. View instructions.

### **A Thank You**

Many smaller initiatives were also included and we have many legislators on both

sides of the aisle and in both the House and Senate to thank for their work this session. Governor Dayton has said he will sign or veto these two bills within 48 hours of receiving them so we should know their fate soon. We think these bills are worthy of his signature.

### **Details & Impact**

Enclosed in this message are several links for you to look at. Take a look at these resources and let us know if you have questions.

Overview of legislative changes:

New education policy

Funding provisions

Calculating impact:

Analysis of the Ag2School credit and impact on your district

District run on the new equity formula

Worksheet to calculate impact of new pre-K program ([View instructions](#))

We look forward to hearing from you and seeing many of you this summer.

Sincerely,

Your MREA Team

[mrea@mnrea.org](mailto:mrea@mnrea.org)

320-762-6574



Voice For Greater Minnesota Education

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**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 9.3  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Drivers Education increase to rate of payment - instructors

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

The negotiations committee, during negotiations, proposed the payments to drivers education instructors remain OFF of Master Agreement language and was supportive of reviewing the existing schedule with support for “some” increase to drivers education instructors.

The proposal from the Community Education Director request a \$2.00 per hour increase to classroom and behind the wheel rate.

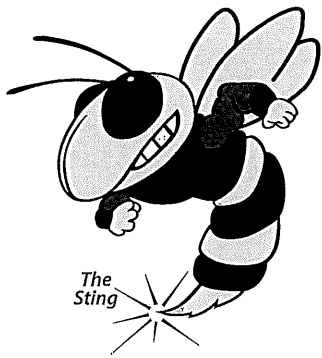
The increase is minimal.

**PRESENTER(S)** Negotiations Committee and Dr. Clark

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend adoption and immediate implementation



# YELLOW MEDICINE EAST

## COMMUNITY EDUCATION DEPARTMENT

450 9<sup>th</sup> Avenue - Granite Falls, MN 56241

Phone: 320-564-4083

Tim Knapper, Director --- Ext. 110

Alvssa Johnson, Assistant --- Ext. 111

June 6, 2016

To: Dr. Clark & YME Negotiations Committee

From: Tim Knapper, YME Community Education Director

Re: Proposed hourly rate increase for drivers education instructors

We currently pay \$18/hour for behind the wheel instruction and \$20/hour for classroom instruction. Those amounts have not changed for quite some time and are considerably lower than the state average range of \$25-\$27 and slightly lower than the schools in our area pay which range from \$20 - \$24 per hour.

I would like to increase the hourly wage for both classroom instruction and behind the wheel by \$2/hour to remain competitive with the programs offered in our area.

Driver's education would remain separate from the EMYME contract.

### Financial Impact:

Classroom Instruction:	60 hours @ \$2 increase	=	\$120.00
	Payroll taxes	=	\$ 18.18
	<b>Classroom increase</b>	=	<b>\$138.18</b>
Behind the Wheel:	300 hours @ \$2 increase	=	\$600.00
	Payroll taxes	=	\$ 90.90
	<b>Behind the wheel increase</b>	=	<b>\$690.90</b>

**Total increase to Driver's Ed Budget = \$829.08**

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.1  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Kristen Castiglione – Long Term leave

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

Kristen Castiglione, Instrumental Music Teacher, is requesting childcare leave from the delivery date of November 2<sup>nd</sup> through the end of the school year. Under Article VI – Leaves of Absence the request will be to use earned leaves as far as they extend and the remainder of leave to be unpaid.

Under the conditions of Article VI – Leaves of Absence, Section 5, Subd 5 the school board may grant up to 12 months of leave for childcare.

**PRESENTER(S)**

**COMMITTEE** Board of Education

**SUPERINTENDENT RECOMMENDATION**

Recommend support of the request from delivery date to July 1 with reinstatement at the commencement of 2017-2018 school year. And, direct the administration to fill this vacancy.

June 3, 2016

Dr. Rick Clark  
Superintendent, YME Schools  
450 9th Ave.  
Granite Falls, MN 56241

Dear Dr. Clark,

I am writing to request a leave of absence from my position as Band Director at YME Schools during the 2016-2017 school year. I am pregnant with my first child and am due on November 2, 2016 (see attached doctor's note for verification). I am requesting a leave of absence to begin at the birth of my child and to last for the duration of the 2016-17 school year, utilizing childcare leave and any other available leave. According to the Teacher Contract, teachers may request up to a one-year leave of absence to take care of their child full-time, which is what I will be doing. I hope that you will consider my request as I thoroughly enjoy teaching at YME and hope to be able to return to my position in a year. Thank you for your consideration.

Respectfully,



Kristen Castiglione

*Received 6-6-16  
RC*

CC: Ryan Luft, HS Principal

Affiliated Community Medical Centers-Willmar | Main Clinic

101 Willmar Avenue SW  
Willmar, Minnesota 56201  
(320) 231-5000 or (888) 225-6580



For Kristen Castiglione Date: 5-27-14

Rx

Due date  
11-2-14

Shelly Beckamp

Expiration Date: \_\_\_\_\_

Number of Refills: \_\_\_\_\_

GENERIC SUBSTITUTION APPROVED

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.2  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Setting Board meeting and committee dates for 2016-2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

This annual approval is required to set the meeting dates for the Fiscal Year 2017. The meeting dates are corresponding dates and fall on the second Monday of each month.

I have also taken the liberty of scheduling the three (3) committees for the same period. The attempts to investigate and set these meeting dates are cumbersome at best and problematic at worst. By establishing these dates during the schedule adoption the district meets the three-day notice to the public.

**PRESENTER(S)** Dr. Clark

**COMMITTEE** Board of Education

**SUPERINTENDENT RECOMMENDATION**

Recommend adoptions of schedule

# YELLOW MEDICINE EAST – ISD 2190

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

**Dr. Rick Clark, Superintendent**

450 9<sup>th</sup> Avenue - Granite Falls, MN 56241

Phone: 320-564-4081 - Fax: 320-564-4781



## *Yellow Medicine East School Board Meeting Dates 2016-2017*

July 11, 2016  
August 8, 2016  
September 12, 2016  
October 10, 2016  
November 14, 2016  
December 12, 2016  
January 9, 2017  
February 13, 2017  
March 13, 2017  
April 10, 2017  
May 8, 2017  
June 12, 2017

The second Monday of the month will be designated for Board meetings.  
The fourth Monday of the month will be reserved should a second meeting need to be held.

Meetings will be held at 6:00 pm and will take place in the YME Board Room.

Meeting time and location are subject to change at the discretion of the Board.

YME MIDDLE/HIGH SCHOOL  
Ryan Luft, Principal  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4083  
Fax: 320-564-4782

BERT RANEY ELEMENTARY  
Lisa Hansen, Principal  
555 7<sup>th</sup> Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4082  
Fax: 320-564-4427

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

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

## Dates with Meeting Restrictions

January 1, 2016	New Year's Day	No school, no meetings
January 18, 2016	*Martin Luther King, Jr.'s Birthday Observed	No meetings
February 15, 2016	*Presidents' Day	No meetings
March 1, 2016	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
March 8, 2016	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 30, 2016	Memorial Day	No school, no meetings
July 4, 2016	Independence Day	No school, no meetings
August 9, 2016	Primary Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 5, 2016	Labor Day	No school, no meetings
October 10, 2016	**Columbus Day Observed (Optional Holiday)	No meetings unless board determines this is not a school district holiday
November 8, 2016	Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
November 11, 2016	*Veterans Day	No meetings
November 24, 2016	Thanksgiving Day	No school, no meetings
November 25, 2016	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2016	Christmas Day	No school, no meetings
December 26, 2016	Christmas Day Observed	No school, no meetings
January 1, 2017	New Year's Day	No school, no meetings
January 2, 2017	New Year's Day Observed	No school, no meetings
January 16, 2017	*Martin Luther King, Jr.'s Birthday Observed	No meetings
February 20, 2017	*Presidents' Day	No meetings
March 14, 2017	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 29, 2017	Memorial Day	No school, no meetings

Minnesota Statutes Sections 120A.42 & 645.44, Subd. 5

\* If determined a school day and so reflected in the teacher's contract, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, please see Minnesota Statutes Section 120A.42 (Conduct of School on Certain Holidays).

\*\* If determined a school day, must be so reflected in the teacher's contract. For more information, please see Minnesota Statutes Section 120A.42 (Conduct of School on Certain Holidays).

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.3  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Resolution Calling for Election

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

You have been provided the information necessary to initiate the election process for the election of four (4) board members in conjunction with the General Election on Tuesday, November 8, 2016.

**PRESENTER(S)** Dr. Clark

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No 2190, State of Minnesota as follows:

(a) 1. It is necessary for the school district to hold its general election for the purpose of electing four school board members for terms of four (4) years each.

(b) The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 8<sup>th</sup> day of November, 2016.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

**GENERAL ELECTION BALLOT**

INDEPENDENT SCHOOL DISTRICT NO. 2190  
YELLOW MEDICINE EAST

NOVEMBER 8, 2016

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**INSTRUCTIONS TO VOTERS**

To vote, completely fill in the ovals(s) next to your choice(s) like this:



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SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR

---



CANDIDATE U



CANDIDATE V



CANDIDATE W



CANDIDATE X



\_\_\_\_\_  
Write-in, if any



\_\_\_\_\_  
Write-in, if any



\_\_\_\_\_  
Write-in, if any



\_\_\_\_\_  
Write-in, if any

---

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota statutes, Section 204D.04, a sufficient, bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for any other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.4  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Review of Policy Series 100 and 200

**BOARD ACTION**

Required  
Information X  
Scheduled Report

**BACKGROUND/RATIONALE**

The request of the Policy Committee is to review a “couple” of Previously Adopted Policies annually. During the review it was determined that Item 10.5 was required annually.

**PRESENTER(S)** Sharon Rupp, Steve Zumehof and Dr. Clark

**COMMITTEE** Policy Committee

**SUPERINTENDENT RECOMMENDATION**

Question and Comments welcome – No Action Required as these items have previous approval/adoption.

## **101 LEGAL STATUS OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

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

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

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

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

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

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

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

and expend such funds, subject to applicable law.

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

B. Raising Funds

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

C. Property

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

D. Contracts

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

real property.

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

E. Textbooks, Educational Materials, and Studies

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

F. Actions and Suits

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

**Legal References:** Minn. Const. art. 13, § 1  
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)  
Minn. Stat. Ch. 179A (Public Employment Labor Relations)  
Minn. Stat. § 465.035 (Conveyance or Lease of Land)  
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)  
*Minnesota Association of Public Schools v. Hanson*, 287 Minn. 415, 178 N.W.2d 846 (1970)  
*Independent School District No. 581 v. Mattheis*, 275 Minn. 383, 147 N.W.2d 374 (1966)  
*Village of Blaine v. Independent School District No. 12*, 272 Minn. 343, 138 N.W.2d 32 (1965)  
*Huffman v. School Board*, 230 Minn. 289, 41 N.W.2d 455 (1950)  
*State v. Lakeside Land Co.*, 71 Minn. 283, 73 N.W.970 (1898)

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of School Board)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 705 (Investments)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)  
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA Service Manual, Chapter 3, Employee Negotiations  
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

## **101.1 NAME OF THE SCHOOL DISTRICT**

### **I. PURPOSE**

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

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

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

### **III. UNIFORM NAME**

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

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

***Cross References:***

## 102 EQUAL EDUCATIONAL OPPORTUNITY

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

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

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

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

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

### **I. PURPOSE**

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

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

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

the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

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

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 514 (Bullying Prohibition)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

## **104 SCHOOL DISTRICT MISSION STATEMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

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

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

### **III. MISSION STATEMENT**

*To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.*

### **IV. REVIEW**

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)  
Minn. Rule Parts 3501.0010-3501.0180  
Minn. Rule Parts 3501.0200-3501.0270

**Cross References:**

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

### **I. PURPOSE**

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

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

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

### **III. DEFINITION**

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

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

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

*[Note: This number may be different for combining or consolidating school boards that are in a transition period.]*

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.

- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

**V. POWERS AND DUTIES**

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
  - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
  - 2. conduct the business of the schools and pay indebtedness and proper expenses;
  - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
  - 4. provide services to promote the health of its pupils;
  - 5. provide school buildings and erect needed buildings;
  - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
  - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
  - 8. employ and discharge necessary employees and contract for other services;
  - 9. provide for transportation of pupils to and from school, as governed by statute; and

10. procure insurance against liability of the school district, its officers, and employees.

F. The school board, at its discretion, may perform the following:

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

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

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

and Duties

## 202 SCHOOL BOARD OFFICERS

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. ORGANIZATION

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

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

*[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.]*

*The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize their human resources director, or a person exercising similar duties, to contact legal counsel.]*

#### IV. OFFICER'S RESPONSIBILITIES

##### A. Chair

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

##### B. Treasurer

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

##### C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:

- (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
  - (2) length of school term and enrollment and attendance by grades; and
  - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

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

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;

- c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
- d. superintend school grading practices and examinations for promotions;
- e. make reports required by the commissioner; and
- f. perform other duties prescribed by the school board.

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

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

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

### **I. PURPOSE**

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

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

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

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

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

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

***[Note: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]***

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

***Cross References:***

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

### **I. PURPOSE**

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

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

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

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

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

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

receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.

***[Note: The school board may choose to include in the policy a method of calling the roll.]***

- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

***[Note: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]***

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

***Cross References:*** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)

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

### **I. PURPOSE**

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

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

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

### **III. ORDER**

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

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors.
4. Approval of prior meeting minutes.
5. Consent agenda.
6. Presentation of additional bills for payment.
7. Reports.
8. Written communications.
9. Superintendent's announcements.
10. Other old or unfinished business.
11. New business.

12. Adjournment.

*[Note: The school board should incorporate its preferred order of business into this policy.]*

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

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

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

## **203.5 SCHOOL BOARD MEETING AGENDA**

### **I. PURPOSE**

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

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

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

### **III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

*[Note: The Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]*

- C. The tentative agenda and supporting documents shall be sent to the school board members \_\_\_\_\_ (\_\_\_) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

***Legal References:*** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

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

## **203.6 CONSENT AGENDAS**

### **I. PURPOSE**

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

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

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

### **III. CONSENT AGENDAS**

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

The consent agenda items shall be separately recorded in the minutes.

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

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

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

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

## **204 SCHOOL BOARD MEETING MINUTES**

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

### **I. PURPOSE**

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

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

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

### **III. MAINTENANCE OF MINUTES AND RECORDS**

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

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

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

the following time periods:

- a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
  - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
  - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
  - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
  - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

- a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### **IV. PUBLICATION OF OFFICIAL PROCEEDINGS**

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:** Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)  
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)  
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)  
Op. Atty. Gen. 161-a-20, December 17, 1970  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d  
428 (1956)

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

Adoption: May 14, 2012  
Reviewed: June 13, 2016

## 205 OPEN MEETINGS AND CLOSED MEETINGS

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITION

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

limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

#### **IV. PROCEDURES**

##### **A. Meetings**

###### **1. Regular Meetings**

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

###### **2. Special Meetings**

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

###### **3. Emergency Meetings**

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

*[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.]*

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

#### 4. Recessed or Continued Meetings

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

#### 5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

B. Votes

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

C. Written Materials

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

D. Data

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

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting,

decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

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

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05,

Subd. 2, to discuss educational or certain other nonpublic data.

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

8. Meetings to Discuss Certain Not Public Data

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

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

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

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

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

10. Security Matters

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

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

describe the subject to be discussed.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)  
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)
- Cross References:** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining

unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

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

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against

an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
  
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

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

#### **VI. PROCEDURES**

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

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

C. Open Forum

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

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

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

## **VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law,

Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

## **207 PUBLIC HEARINGS**

### **I. PURPOSE**

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

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

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

### **III. PROCEDURES**

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

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

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

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

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

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

case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

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

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

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

*[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]*

### **I. PURPOSE**

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

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

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

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

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

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

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The

proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

## V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

*[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]*

- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of

Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

***Cross References:*** MSBA/MASA Model Policy 305 (Policy Implementation)

## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

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

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

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

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD**

MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

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

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

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

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.

4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

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

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

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

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.

3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

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

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

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

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

### **I. PURPOSE**

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

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

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### **III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS**

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and

must only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
  - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
  - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note:*

*This section applies only where the school district has a population of 1,000 or less according to the last federal census.)*

6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

#### **IV. LIMITATIONS ON RELATED EMPLOYEES**

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

#### **V. CONFLICTS PRIOR TO TAKING OFFICE**

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract.

At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

## **VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS**

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

***Legal References:*** Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

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

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. CIVIL ACTIONS**

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

injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

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

D. Service of Subpoenas

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

E. Leave to Testify

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

#### **IV. CRIMINAL CHARGES OR CONDUCT**

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to

defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

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

C. Criminal Investigations

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

D. Data Practices

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

**V. STATEMENTS WHEN LITIGATION IS PENDING**

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)  
Minn. Stat. § 123B.25(b) (Actions Against Teachers)  
Minn. Stat. § 466.07, Subd. 1 (Indemnification)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 1983 (Civil Action for Depriving Rights)  
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)  
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)  
*Dyppress v. School Committee of Boston*, 446 N.E.2d 1099 (Mass. App. Ct. 1983)  
*Wood v. Strickland*, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

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

## **212 SCHOOL BOARD MEMBER DEVELOPMENT**

### **I. PURPOSE**

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

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

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

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

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

*Adoption: May 14, 2012*  
*Reviewed: June 13, 2016*

## **213 SCHOOL BOARD COMMITTEES**

### **I. PURPOSE**

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

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

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

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

- A. The school board hereby appoints the following standing committees:
  - 1. Audit.
  - 2. Policy.
  - 3. Building and Grounds.
  - 4. Negotiations Committee(s) for various employee groups.

*[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]*

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

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

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

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

**Cross References:** MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA Service Manual, Chapter 13, School Law Bulletin “C”  
(Minnesota’s Open Meeting Law)

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

*[Note: School districts are required by statute to adopt a policy addressing this issue.]*

### **I. PURPOSE**

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

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

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

### **III. APPROPRIATE TRAVEL**

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

### **IV. REIMBURSABLE EXPENSES**

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

### **V. REIMBURSEMENT**

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging,

commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

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

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

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

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.5  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Presentation of Preliminary Budget for Fiscal Year 2017

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

The preliminary budget will be presented by LeeAnn Boushek, Finance Director for the school year 2016-2017 or Fiscal Year 2017. The budget contains the normal assumptions of student count on the last day of school, Minnesota Department of Education “What If” calculation worksheet, retirements with new hires, capital expenditures at approximately equal to revenue, the new Deferred Maintenance Revenue and supply budgets at approximately similar levels to Fiscal Year 2016.

**PRESENTER(S)** LeeAnn Boushek, Finance Director

**COMMITTEE** Board of Education

**SUPERINTENDENT RECOMMENDATION**

Recommend adoption as presented with considerations provided for Actual Revenue based on the student count on the Friday of the First Full Week (9/16/16).

## Yellow Medicine East District 2016-17 Preliminary Budgets

Fund	Description	Revised Budgets 2015-16				Preliminary Budgets 2016-17			
	Appropriation	Projected Fund Balance 6-30-16	FY 16 Projected Revenues	FY 16 Projected Expenditures	Projected Fund Balance 6-30-2016	FY 17 Projected Revenues	FY 17 Projected Expenditures	FY17 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2017
	Health & Safety	-4,954	40,005	46,700	-11,649	-2,304	0	-2,304	-13,953
	Deferred Maint/LTFM	0	54,423	54,423	0	170,814	250,941	-80,127	-80,127
	Safe Schools	8,029	30,036	38,000	65	31,296	31,300	-4	61
	Capital	287,535	257,132	312,675	231,992	202,538	242,775	-40,237	191,755
	Severance/Health (Assigned)	19,946			19,946			0	19,946
	Staff Development	8,607			8,607				8,607
	Basic Skills	49,072			49,072			0	49,072
**	Unresrvd/Assigned/Nonsper	1,886,244	9,037,608	8,981,338	1,942,514	9,307,047	9,155,287	151,760	2,094,274
<b>01 General</b>	<b>Total</b>	<b>2,254,479</b>	<b>9,419,204</b>	<b>9,433,136</b>	<b>2,240,547</b>	<b>9,709,391</b>	<b>9,680,303</b>	<b>29,088</b>	<b>2,269,635</b>
185	Food Svc. Assigned	0	401,200	410,235	-9,035	400,400	413,830	-13,430	-13,430
	Transfer in from Gen. Fund for Deficit	0	9,035	0	9,035	13,430	0	13,430	13,430
	Inventory (Non-Spendable)	10,674			10,674			0	10,674
<b>02 Food Service</b>	<b>Total</b>	<b>10,674</b>	<b>410,235</b>	<b>410,235</b>	<b>10,674</b>	<b>413,830</b>	<b>413,830</b>	<b>0</b>	<b>10,674</b>
	ECFE/Learn. Readiness	33,122	135,290	126,457	41,955	165,151	161,315	3,836	45,791
	Pool	-47,535	23,518	45,720	-69,737	47,536	48,750	-1,214	-70,951
	Comm Ed Gen.	53,746	240,790	224,725	69,811	223,143	226,542	-3,399	66,412
<b>04 Comm. Ed.</b>	<b>Total</b>	<b>39,332</b>	<b>399,598</b>	<b>396,902</b>	<b>42,028</b>	<b>435,830</b>	<b>436,607</b>	<b>-777</b>	<b>41,251</b>
<b>07 Debt Svc</b>	<b>Total</b>	<b>96,467</b>	<b>1,219,122</b>	<b>1,259,120</b>	<b>56,469</b>	<b>1,264,594</b>	<b>1,225,730</b>	<b>38,864</b>	<b>95,333</b>
<b>25 OPEB</b>	<b>Total</b>	<b>870,460</b>	<b>81,000</b>	<b>268,106</b>	<b>683,354</b>	<b>76,500</b>	<b>242,417</b>	<b>-165,917</b>	<b>517,437</b>
<b>47 Dt Svc (OPEB)</b>	<b>Total</b>	<b>41,398</b>	<b>191,357</b>	<b>192,420</b>	<b>40,335</b>	<b>188,741</b>	<b>192,620</b>	<b>-3,879</b>	<b>36,456</b>
<b>Grand Total</b>		<b>3,312,811</b>	<b>11,720,516</b>	<b>11,959,919</b>	<b>3,073,408</b>	<b>12,088,886</b>	<b>12,191,507</b>	<b>-102,621</b>	<b>2,970,787</b>

\*\* General Fund expenditures include transfer to Food Service for FY16 projected deficit (\$9,035).

\*\* General Fund expenditures include transfer to Food Service for FY17 projected deficit (\$13,430).

**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.6  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** FFA Officer/Leadership Training

**BOARD ACTION**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE**

The FFA request for travel permission is compliant with board policy. Board authorized travel provides sanction and support for student activities and teacher participation.

**PRESENTER(S)**

**COMMITTEE**

**SUPERINTENDENT RECOMMENDATION**

Recommend support.



**ISD 2190 – BOARD OF DIRECTORS’  
AGENDA ANALYSIS**

**AGENDA ITEM:** 10.7  
**MEETING DATE:** June 13, 2016  
**SUBJECT:** Food Service Rates Discussion – 2016-2017

**BOARD ACTION**

Required  
 Information X  
 Scheduled Report

**BACKGROUND/RATIONALE**

The board of education is required to review and set, annually, the food service, participation and other rates for the upcoming school year. The federal requirements for minimum cost would require a 19 cent increase but permits an increase of 10 cents per year until the district average is achieved.

Breakfast	Current	Proposed
Grades K-3	Free	Free
Grades 4-12	\$1.45	\$1.55
Adults	\$2.10	\$2.20
Lunch	Current	Proposed
Grades K-5	\$2.50	\$2.60
Grades 6-8	\$2.60	\$2.70
Grades 9-12	\$2.70	\$2.80
Adults	\$3.70	\$3.80
Individual ½ pint – Milk	35 cents - all	35 cents - all

**PRESENTER(S)** Dr. Clark

**COMMITTEE** Board of Education

**SUPERINTENDENT RECOMMENDATION**

Review and comments.

MAY 16 2016



TAX EXEMPT AND  
GOVERNMENT ENTITIES  
DIVISION

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
WASHINGTON, D.C. 20224

Independent School District No. 2190  
Yellow Medicine East

Attn: Dr. Rick Clark, Superintendent  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241-1399

Taxpayer Identification Number:  
41-6004911

Form Number:  
8038

Person to Contact/ID Number:  
Charlotte Caldwell 1000668238

Contact Telephone Number:  
(405)329-9663

Contact Address:  
SE:T:GE:TEB:F:7224  
55 N. Robinson, Mail Stop 4900  
Oklahoma City, OK 73102

Date: May 12, 2016

RE: Notification of No Change Determination of Examination of \$8,260,000 Taxable  
General Obligation Alternative Facilities Bonds, Series 2010A (QZAB - Direct  
Payment), issued date July 22, 2010

Dear Dr. Clark:

We have recently completed our examination of the bond issue(s) named above (the "Bonds"). As a result, we have made a determination to close the examination with no change to the position that interest received by the beneficial owners of the Bonds is excludable from gross income under section 103 of the Internal Revenue Code.

Please note, if the need arises to open another examination on the Bonds, any change resulting from the future examination may affect all open years of the beneficial owners of the Bonds.

If you have any questions concerning this matter, please contact the person whose name and phone number are shown above.

Thank you for your cooperation in this matter.

Sincerely,

  
Allison D. Belsome  
Manager, Tax Exempt Bonds  
Field Operations

cc: Shelli A. Ness, CPA, Springsted Inc.

Minnesota Department of  
**Education**

May 19, 2016

Cindy Loe, Special Education Director  
Yellow Medicine East 2190-01  
450 9th Ave  
Granite Falls, MN 56241-1399  
cloe@isd2190.org

Re: Notice of Self Review

Dear Director Loe:

This letter serves as notice that the Minnesota Department of Education (MDE), Division of Compliance and Assistance, has scheduled Yellow Medicine East 2190-01 for Self Review during the 16-17 school year.

MDE is requiring the local educational agency (LEA) to review a number of special education records for compliance with state and federal regulations. Additionally, if there is a care and treatment facility within district boundaries, a minimum of two records of children served within the care and treatment facility will also be reviewed. In preparation for this requirement, MDE will be conducting required trainings over the course of the year. Each LEA will be notified of available training dates and date for formal registration for training in a separate communication. No specific action is required of the LEA until that time.

Please inform us of any change of special education director for your LEA. Please contact your LEA's lead monitor, Rebecca Nessel, 651-582-8238, rebecca.nessel@state.mn.us, with questions. Thank you for your attention to the required preparations for the LEA Self Review of compliance.

Sincerely,

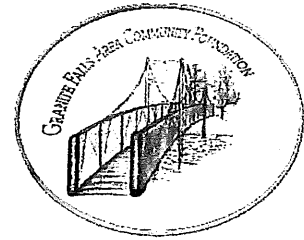


Erin Levin  
Program Monitoring Supervisor  
Division of Compliance and Assistance

EL: jmb

Cc: Dr. Rick Clark, Superintendent, rclark@isd2190.org

# Granite Falls Area Community Foundation



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Total grants since 2011: over \$19,000

## **\$9806.47 in grants impacting our local schools and students**

- 2011: 6<sup>th</sup> grade reading program  
Theater sound equipment
- 2012: Audio books for school I-pads
- 2013: YME Advisory reads program  
Friends of Music for microphones  
Chair storage carts  
YME Science Club – battery charger, rechargeable batteries
- 2014: YME Track & Field – pole vaulting landing pit  
YME Friends of Music – online band and choir classes  
YME Theater Dept. – for the Wizard of Oz  
Special Needs Classroom – washer and dryer  
Positive Behavior in School committee  
School within a School Project
- 2015: YME FIRST – Robotics/LEGO league equipment  
GF Comm. Ed. – Prairie Five Children’s Theater  
YME Friends of Music for sheet music  
YME High School Theater for set building  
YME Jr.-Sr. High Music Dept. – music stands storage carts