

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, June 10, 2019 at 6:00 PM  
Regular Meeting  
YME Board Room - # 113

Our Mission 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. Pledge of Allegiance
3. Roll Call of Board Members
4. Approval of Agenda
5. Reading of the YME Mission Statement
6. Public Address to the Board of Education
7. Consent Agenda
  1. Regular Business
    1. Approval of Meeting Minutes - May 13, 2019 4
    2. Approval of Payment for Claims 7
    3. Approval of Finance Report 18
    4. Approval of Enrollment Report 19
8. Reports
  1. Special Reports
    1. Indian Education Programming - Roberta Bjerkeset 21
    2. eLearning Day Proposal - Lisa Hansen & Ryan Luft 32
  2. District Report - Rich Schneider - Superintendent 44
  3. Bert Raney Elementary Report - Lisa Hansen, Principal 69
  4. YME MS/HS Report - Ryan Luft, Principal 73
  5. Written Reports Submitted
9. Old Business
10. New Business
  1. Personnel Items 80
    1. Leave Requests & Resignations

1. Resignation/Retirement - Bert Raney Paraprofessional - Char Midthun	81
2. Resignation - Food Service Director - Cheryl Christensen	82
3. Resignation - Volleyball Coach - Leah Fadness	83
4. Resignation - Track Coach - Bill Nelson	
2. New Hires	
1. Employment - Choir Teacher - Krishana Dempsey	84
2. Employment - Bert Raney Elementary Secretary I - Nicolle Kotek	
2. Direct Administration to Seek Quotations for Milk and Milk Products and Bread and Bread Products for the 2019-2020 School Year	86
3. Resolution for Membership in the Minnesota State High School League (MSHSL) - 2019-2020	91
4. Approve Revised Budget for 2018-2019 (Fiscal Year 2019)	94
5. Approve Preliminary Budget for 2019-2020 (Fiscal Year 2020)	96
6. Free Breakfast for ECFE - 3rd Grade	98
7. Approve Admission and Fee Schedule for 2019-2020	99
8. Approve Membership in Minnesota Rural Education Association (MREA) - 2019-2020	103
9. Approve Membership in the MRV CTE Collaborative	108
10. Authorize Superintendent to Make Changes to Food Service Lunchrooms and Staffing	109
11. Authorize Superintendent to Reduce Custodial Staffing	110
12. Authorize the Hiring of a Secretary II Position at Bert Raney Elementary	111
13. Authorize Agreement with Write Advantage	112
14. Approve Membership with the Minnesota School Boards Association (MSBA) 2019-2020	120
11. Policy Update	
12. Discussion Items	
1. Time Schedule for 2019-2020	
2. Bert Raney Elementary Student Handbook - 2019-2020	124
3. YME MS/HS Student Handbook - 2019-2020	139
13. Correspondence	
1. Special Education Program Compliance Review Report 2018-2019	167
14. Upcoming Events	
1. Work Session - June 24, 2019, 5:30 pm	
2. Board Meeting - July 8, 2019 - YME Board Room - 6:00 pm	
3. MSBA Summer Seminar - Bold Leadership - August 5, 2019 - Minneapolis	

15. Executive Session to Discuss Employee Negotiations and Property Sale Negotiations
16. Adjournment

**YELLOW MEDICINE EAST ISD #2190  
REGULAR BOARD MEETING MINUTES  
MONDAY, MAY 13, 2019 – 6:00 PM  
YME BOARD ROOM**

Sharon Rupp called the meeting to order.

The Pledge of Allegiance was recited

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Jeremy LeBlanc, Amanda Lecy, Sonja Pederson, Sharon Rupp, Ron Winter

Staff/Public Present: Deb Beckler, LeeAnn Boushek, Marci Doyle, Lisa Hansen, Kyle Klausung, Tim Knapper, Ryan Luft, Jiana Robertsdahl, Rich Schneider, Denise Streich, Cassie Suter

Motion by Susan Bones, second by Ron Winter, and carried to approve the agenda for the meeting.

Sharon Rupp read the YME Mission Statement.

The opportunity for the public to address the board received no response.

Motion by Sonja Pederson, second by Susan Bones, and carried to approve the consent agenda items as follows:

- minutes from the April 8, 2019 meeting.
- payment for claims in the amount of \$426,074.76 with checks numbered 22056-22177 and wire transfers in the amount of \$255,577.46 numbered 201800181-201800191.
- finance report, as submitted.
- enrollment report, as submitted.

Mr. Luft reviewed the proposed Student 1-to-1 Acceptable Use Policy in preparation for rolling out the 1-to-1 initiative for our high school students.

Mr. Schneider reviewed his submitted report.

Mrs. Hansen gave an overview on the recent meeting held with the local daycare providers in the community regarding their concerns with proposed preschool program.

Motion by Sharon Rupp, second by Susan Bones, and carried unanimously by roll call vote, to adopt a resolution placing Emily Enger on Unrequested Leave of Absence effective at the close of the 2018-2019 school year.

Motion by Jeremy Corner, second by Amanda Lecy, and carried to honor the request received from the Class of 2019 to be exempt from attendance on Wednesday, May 29, 2019, with parental approval.

Motion by Susan Bones, second by Amanda Lecy, and carried to accept the resignation of Jennifer Luepke, Bert Raney paraprofessional.

Motion by Susan Bones, second by Amanda Lecy, and carried to accept the resignation of Jeff Iverson, vocal music instructor.

Motion by Susan Bones, second by Amanda Lecy, and carried to accept the resignation & retirement of Darlys Listul, MS/HS technology instructor.

Motion by Sharon Rupp, second by Sonja Pederson, and carried unanimously by roll call vote, to resolve to recognize Darlys Listul for her 31-years of service to the students in the district.

Motion by Jeremy LeBlanc, second by Jeremy Corner, and carried to approve the employment of Scott Jans, half-time assistant track coach for the 2018-2019 school year.

Motion by Jeremy LeBlanc, second by Jeremy Corner, and carried to approve the employment of Ashly Cole, preschool teacher.

Motion by Susan Bones, second by Ron Winter, and carried to approve a reduction in time for Denise Streich, District Administrative Assistant for the summer of 2019.

Motion by Susan Bones, second by Sonja Pederson, and carried to approve the health insurance rates as submitted for 2019-2020.

Motion by Jeremy Corner, second by Amanda Lecy, and carried unanimously by roll call vote, to adopt a resolution for the school calendar adjustments for the 2018-2019 school year.

Motion by Sonja Pederson, second by Susan Bones, and carried to approve the agreement with Hildi, Inc. to conduct the July 1, 2019 actuarial study.

Motion by Jeremy Corner, second by Ron Winter, and carried to amend the minutes from the June 5, 2017 board meeting to reflect the correct parcel # 32-413-0210.

Motion by Susan Bones, second by Jeremy Corner, and carried to transfer land within the city of Clarkfield, MN, identified as Parcel # 32-413-0210, to the City of Clarkfield, MN.

Motion by Sonja Pederson, second by Ron Winter, and carried to approve the contract to provide payroll and accounting services to the Minnesota Valley Cooperative Center for the 2019-2020 school year.

Motion by Susan Bones, second by Ron Winter, and carried to purchase special education services from the Minnesota Valley Cooperative Center for the 2019-2020 school year.

Board Chair Sharon Rupp, reviewed the superintendent evaluation. Sharon will meet with Superintendent Schneider to review the responses.

Motion by Sonja Pederson, second by Susan Bones, and carried, with Jeremy LeBlanc, Jeremy Corner, and Ron Winter opposed, to approve the field trip request received from the YME Music Department to travel to California in March 2020.

Motion by Susan Bones, second by Ron Winter, and carried to approve the district office and custodial/maintenance staff summer hours.

Motion by Sharon Rupp, second by Amanda Lecy, and carried to approve the second reading and adoption of Policy 604 - Instructional Curriculum.

Motion by Sharon Rupp, second by Amanda Lecy, and carried to approve the second reading and adoption of Policy 618 - Assessment of Student Achievement

Motion by Sharon Rupp, second by Amanda Lecy, and carried to approve the second reading and adoption of Policy 619 - Staff Development for Standards.

Discussion Items:

Bert Raney Elementary Student Handbook - 2019-2020

YME MS/HS Student Handbook - 2019-2020

Upcoming Events: -

Technology Committee Meeting - May 14, 2019 - 3:20 pm

Finance Committee Meeting - May 14, 2019 - Board Room - 5:30 pm

Early Dismissal - Staff Development - May 15, 2019 - 2:30 pm

No School - Memorial Day - May 27, 2019

Last Day of the 2018-2019 School Year - May 30, 2019

Commencement Ceremony - Class of 2019 - Espeland Gym - May 31, 2019 - 7:00 pm

Negotiations - June 6, 2019 - 5:30 pm

Board Meeting - June 10, 2019 - YME Board Room - 6:00 pm

The meeting was adjourned by Sharon Rupp.

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
22178	DALLAS II	05/15/2019	1,020.00
22179	LIFE TRANSITION SERVICES LLC	05/15/2019	23.00
22180	YOUTH FRONTIERS, INC.	05/15/2019	750.00
22181	CITIZENS ALLIANCE BANK	05/23/2019	590.00
22182	AMAZON CAPITAL SERVICES	05/23/2019	68.17
22183	AMERICAN FAMILY LIFE ASSURANCE	05/23/2019	508.75
22184	AMERITAS LIFE INSURANCE CORP.	05/23/2019	538.44
22185	CENTURY LINK	05/23/2019	868.61
22186	DELTA DENTAL	05/23/2019	6,234.55
22187	HIRE IMAGE LLC	05/23/2019	26.00
22188	MADISON NATIONAL LIFE	05/23/2019	1,935.86
22189	MSEA	05/23/2019	1,026.37
22190	154200 NCPERS GROUP LIFE INS	05/23/2019	64.00
22191	SCHULTE, TREVOR	05/23/2019	400.00
22192	SELECT ACCOUNT	05/23/2019	17,415.12
22193	EDUCATION MINNESOTA YME	05/23/2019	3,078.20
22199	ABI ATTACHMENTS	06/10/2019	121.49
22200	ADVOCATE TRIBUNE	06/10/2019	461.90
22201	ALMICH'S MARKET	06/10/2019	1,664.63
22202	ALPHA WIRELESS INC.	06/10/2019	81.15
22204	AMAZON CAPITAL SERVICES	06/10/2019	1,027.83
22210	BENNETT & BENNETT INC.	06/10/2019	40,652.67
22211	BENSON LAUNDRY	06/10/2019	39.81
22212	BSN SPORTS	06/10/2019	616.90
22213	CANON FINANCIAL SERVICES	06/10/2019	682.46
22214	CASTIGLIONE, KRISTEN	06/10/2019	89.00
22215	CENEX CREDIT CARD	06/10/2019	613.10
22219	CITIZENS ALLIANCE BANK	06/10/2019	10,881.65
22221	CITY OF GRANITE FALLS	06/10/2019	16,026.00
22222	CITY OF GRANITE FALLS	06/10/2019	4,000.11
22223	COUNTRYSIDE PUBLIC HEALTH	06/10/2019	454.00
22224	DEAN FOODS NORTH CENTRAL, INC.	06/10/2019	2,605.31
22225	DEMCO, INC.	06/10/2019	92.77
22226	E&C GRAPHICS	06/10/2019	270.00
22227	ECOLAB	06/10/2019	175.73
22228	EMC INSURANCE COMPANIES	06/10/2019	9,000.00
22229	FIREFLY COMPUTERS	06/10/2019	270.73
22230	FJERMESTAD, CHERI	06/10/2019	53.50
22231	FORD JAMES	06/10/2019	63.50
22232	GRAND AFFAIR	06/10/2019	585.00
22233	GRANITE FALLS AUTO PARTS	06/10/2019	163.19
22234	GRANITE HARDWARE	06/10/2019	476.98
22235	GREAT PLAINS NATURAL GAS CO	06/10/2019	3,449.95
22236	GUERTIN, DAVID	06/10/2019	44.03
22237	HANSEN, LISA	06/10/2019	120.00
22238	HANSEN ADVERTISING	06/10/2019	830.49
22239	HANSON, SARA	06/10/2019	411.35
22240	HANSON, SCOTT	06/10/2019	72.00
22241	HILLYARD/HUTCHINSON	06/10/2019	1,382.34
22242	HOERNEMANN, AMY	06/10/2019	125.00
22243	INNOVATIVE OFFICE SOLUTIONS LLC	06/10/2019	252.81
22244	INSTRUMENTALIST AWARDS	06/10/2019	146.00
22245	ISCORP	06/10/2019	195.50
22246	IVERSON, JEFFREY	06/10/2019	171.00
22247	JAHN, ELIZABETH	06/10/2019	125.00
22248	JIM'S CLOTHING & SPORTING GOOD	06/10/2019	1,307.85

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
22249	JOSTEN'S	06/10/2019	363.98
22250	KIBBLE EQUIPMENT, INC.	06/10/2019	550.86
22251	KILOWATT COMMUNITY CENTER	06/10/2019	1,415.00
22252	KMS	06/10/2019	1,206.51
22253	KNAPPER, TIMOTHY	06/10/2019	480.00
22254	LALIM, JEFF	06/10/2019	63.50
22255	LITTLE CROW TELEMEDIA NETWORK	06/10/2019	2,940.00
22256	LOFFLER	06/10/2019	110.12
22257	LUFT, RYAN	06/10/2019	1,401.01
22258	MACCRAY SCHOOLS	06/10/2019	15,832.03
22259	MN DEPT. OF HEALTH	06/10/2019	40.00
22260	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	06/10/2019	374.53
22261	MUSIC STREET	06/10/2019	6.95
22262	MUSSER ENVIRONMENTAL INC.	06/10/2019	2,878.19
22263	MVCC	06/10/2019	32,241.92
22264	NASCO	06/10/2019	191.09
22265	ND CENTER FOR FOR DISTANCE EDUCATION	06/10/2019	250.00
22266	NELSON, WILLIAM	06/10/2019	61.96
22267	NEW LONDON SPICER SCHOOL	06/10/2019	1,918.52
22268	OLSON SANITATION INC.	06/10/2019	877.50
22269	PAN-O-GOLD BAKING CO.	06/10/2019	495.20
22270	PETRICH, STEVE	06/10/2019	45.91
22271	POSTMASTER	06/10/2019	235.00
22272	REINHART INST FOODS	06/10/2019	12,676.32
22273	REMEDIA PUBLICATIONS	06/10/2019	27.98
22274	RENAISSANCE LEARNING	06/10/2019	4,443.00
22275	RILEY BUS SERVICE, INC.	06/10/2019	1,790.00
22276	RTS	06/10/2019	115.87
22277	SAWMILL	06/10/2019	8.78
22278	SCHNEIDER, RICHARD	06/10/2019	120.00
22279	SCHOLASTIC BOOK CLUBS INC.	06/10/2019	214.28
22280	SCHULTZ, RYAN	06/10/2019	53.50
22281	SCHULTE, TREVOR	06/10/2019	53.50
22282	SCHWEGGMANS CLEANERS	06/10/2019	225.00
22283	SKYWARD INC.	06/10/2019	13,077.00
22284	SNELLER, JEN	06/10/2019	58.50
22285	STAAB, FRANCIS	06/10/2019	120.00
22286	STARK, JILL	06/10/2019	45.40
22287	SW/WC SERVICE COOP - MARSHALL	06/10/2019	8,478.16
22288	THE VILLAGE INC	06/10/2019	148.00
22289	THE ZOO FACTORY	06/10/2019	186.95
22290	XCEL ENERGY	06/10/2019	16.50
22291	YME SCHOOLS-ADM	06/10/2019	1,156.00
22292	YME SCHOOL READINESS	06/10/2019	720.00
22293	YME-FOOD SERVICE	06/10/2019	1,797.64
22294	SEVERSON, JAKE	06/06/2019	4,800.00
22295	REGION 3A	06/10/2019	3,324.00
22296	ADVOCATE TRIBUNE	06/10/2019	58.00
22297	AMAZON CAPITAL SERVICES	06/10/2019	480.96
22298	AMERICAN WELDING AND GAS, INC.	06/10/2019	50.81
22299	CARL'S BAKERY	06/10/2019	22.23
22300	CENTURY LINK	06/10/2019	868.52
22301	CONSUMERS COOPERATIVE OIL CO.	06/10/2019	98.36
22302	DAVE'S ELECTRIC CO	06/10/2019	7.50
22303	FRENCH GLASS & SPECIALTY INC.	06/10/2019	1,115.00
22304	GRAPHIC EDGE	06/10/2019	662.89

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
22305	HANSEN, LISA	06/10/2019	243.90
22306	HILDI INC	06/10/2019	550.00
22307	HILLYARD/HUTCHINSON	06/10/2019	705.38
22308	TAMARA ISFELD	06/10/2019	44.26
22309	KNAPPER, TIMOTHY	06/10/2019	49.44
22310	KORTHUIS JEWELRY	06/10/2019	302.00
22311	LOFFLER	06/10/2019	997.91
22312	MASSP	06/10/2019	180.00
22313	MILLENIUM THEATRE	06/10/2019	1,175.00
22314	MN DEPARTMENT OF LABOR & IND.	06/10/2019	300.00
22315	MN RURAL EDUCATION ASSOC.	06/10/2019	1,878.00
22316	SCHOOLPOINTE	06/10/2019	3,000.00
22317	KERRI SHACKELFORD	06/10/2019	25.30
22318	YME SCHOOLS-ADM	06/10/2019	85.00
201800193	FEDERAL TAX WITHHOLDING	05/22/2019	92,170.37
201800194	MN TEACHERS RETIREMENT ASSOC.	05/22/2019	41,706.01
201800195	PUBLIC EMPLOYEES RETIREMENT	05/22/2019	19,243.83
201800196	STATE TAX WITHHOLDING	05/22/2019	15,405.65
201800197	SW/WC SVC. COOP - HEALTH INS.	05/22/2019	42,967.80
201800198	MN REVENUE	05/22/2019	111.69
201800199	VOYA INSTITUTIONAL TRUST	05/22/2019	14,725.29
201800200	SW/WC SVC. COOP - HEALTH INS.	05/21/2019	1,074.50
201800201	SW/WC SVC. COOP - HEALTH INS.	05/21/2019	5,438.00
201800202	SW/WC SVC. COOP - HEALTH INS.	05/21/2019	16,608.70
201800203	SW/WC SVC. COOP - HEALTH INS.	05/21/2019	476.00
201800204	MN TEACHERS RETIREMENT ASSOC.	05/22/2019	10,250.78
201800205	SELECT ACCOUNT	05/28/2019	16,000.00
		Totals for BNK02	541,065.04
		Totals for checks	541,065.04

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	288,742.36	0.00	198,685.80	487,428.16
02	FOOD SERVICE	8,503.10	0.00	15,971.90	24,475.00
04	COMMUNITY SERVICE	10,015.18	85.00	10,020.79	20,120.97
09	TRUST FUND	1,042.23	0.00	0.00	1,042.23
25	REVOCABLE TRUST (FY10)	0.00	0.00	7,998.68	7,998.68
***	Fund Summary Totals ***	308,302.87	85.00	232,677.17	541,065.04

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
22296	ADVOCATE TRIBUNE	06/10/2019	1	MS/HS SUBSCRIPTION	0	58.00	58.00
01 E	300 211 000 000 899			SECONDARY EDUCATION GENERAL/000/MISCELLANEOUS EXPENSE/0		58.00	
22297	AMAZON CAPITAL SERVICES	06/10/2019	1RKL-VDCX-TYJR		0	80.94	480.96
01 E	100 203 400 000 430			ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		80.94	
01 L	230 33			1RKL-VDCX-TYJR. GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU	0	93.61	93.61
01 E	100 203 400 000 430			1TV9-HRYF=GMPY ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5	0	12.98	12.98
01 E	350 256 000 000 430			1VTH-TKRT-YGL9 MATHEMATICS/000/SUPPLIES/000	0	293.43	293.43
22298	AMERICAN WELDING AND GAS, INC.	06/10/2019	MAY		0	50.81	50.81
01 E	300 301 501 830 433			CTE- AG EDUCATION/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		50.81	
22299	CARL'S BAKERY	06/10/2019	21494.		0	22.23	22.23
09 L	230 27			TRUST FUND/DEFERRED REVENUE/SR. CITIZENS GEN ACTIVITY		22.23	
22300	CENTURY LINK	06/10/2019	CENTURY LINK	TELEPHONE	0	868.52	868.52
01 E	005 810 000 000 320			OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES		868.52	
22301	CONSUMERS COOPERATIVE OIL CO.	06/10/2019	MAY		0	98.36	98.36
01 E	005 810 191 000 442			OPERATIONS AND MAINTENANCE/000/GAS & OIL/OUTSIDE MAINTEN		98.36	
22302	DAVE'S ELECTRIC CO	06/10/2019	MAY		0	7.50	7.50
02 E	005 770 000 701 490			FOOD SERVICES/SCHOOL LUNCH/FOOD/000		7.50	
22303	FRENCH GLASS & SPECIALTY INC.	06/10/2019	39398	2 DOOR CLOSERS/PLATES	0	1,115.00	1,115.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E	005 865 000 369 520			LONG TERM FACILITY MAINT./BUILDING HARDWARE & EQUIP LTF		1,115.00	
22304	GRAPHIC EDGE	06/10/2019	1332459	SUMMER REC T-SHIRTS	0	662.89	662.89
04 E	500 505 000 321 450			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		662.89	
22305	HANSEN, LISA	06/10/2019	MISC.	ELEMENTARY SUPPLIES	0	243.90	243.90
01 E	100 050 000 000 899			PRINCIPAL'S OFFICE/000/MISCELLANEOUS EXPENSE/000		243.90	
22306	HILDI INC	06/10/2019	10737	6-30-19 DATA FOR OPEB	0	550.00	550.00
01 E	005 110 000 000 305			ACCOUNTING OFFICE/000/PROFESSIONAL FEES/000		550.00	
22307	HILLYARD/HUTCHINSON	06/10/2019	603459690		0	705.38	705.38
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		705.38	
22308	TAMARA ISFELD	06/10/2019	1	PEWTER RESIDENCY GRANT	0	44.26	44.26
01 E	300 790 154 000 401			OTHER PUPIL SUPPORT SERVICES/000/GENERAL SUPPLIES/ART G		44.26	
22309	KNAPPER, TIMOTHY	06/10/2019	ACTIVITIES		0	11.15	49.44
01 E	300 292 000 000 366			BOYS/GIRLS ATHLETICS/000/TRAVEL-SCHOOL BUSINESS/000		11.15	
04 E	500 505 000 321 366			COMM ED COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/TRAVEL-	0	38.29	38.29
22310	KORTHUIS JEWELRY	06/10/2019	9676	VOCAL MUSIC PLAQUES	0	302.00	302.00
01 E	300 298 231 000 401			EXTRACURRICULAR ACTIVITIES/000/GENERAL SUPPLIES/VOCAL M		302.00	
22311	LOFFLER	06/10/2019	3126738-144	BRE BOOKROOM	0	129.26	997.91
01 E	100 203 290 000 350			ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		129.26	

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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E	005 020 290 000 350		3126738-148	DISTRICT OFFICE SUPERINTENDENT'S OFFICE/000/REPAIRS AND MAINTENANCE SVC	0	53.64	53.64
01 E	300 211 290 000 350		3126738-149	MS/HS OFFICE SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE	0	168.14	168.14
01 E	300 211 290 000 350		3126738-150	MS/HS SPED ROOM SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE	0	107.13	107.13
01 E	100 203 290 000 350		3126738-156	BRE OFFICE ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS	0	365.48	365.48
01 E	300 211 290 000 350		3156738-145	MS/HS LIBRARY SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE	0	174.26	174.26
22312	MASSP	06/10/2019	1	SECRETARIES CONFERENCE	0	180.00	180.00
01 E	300 050 000 000 366			PRINCIPAL'S OFFICE/000/TRAVEL-SCHOOL BUSINESS/000		180.00	180.00
22313	MILLENIUM THEATRE	06/10/2019		FIELD TRIP-ELEM	0	1,175.00	1,175.00
01 L	230 33			GENERAL FUND/DEFERRED REVENUE/BERT RANEY ACTIVITY ACCOU		1,175.00	1,175.00
22314	MN DEPARTMENT OF LABOR & IND.	06/10/2019	ALR00961011	ANNUAL BOILER FEES	0	300.00	300.00
01 E	005 810 000 000 350			OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		300.00	300.00
22315	MN RURAL EDUCATION ASSOC.	06/10/2019	19-20	DUES/MEMBERSHIP	0	1,878.00	1,878.00
01 E	005 010 000 000 305			BOARD OF EDUCATION/000/PROFESSIONAL FEES/000		1,878.00	1,878.00
22316	SCHOOLPOINTE	06/10/2019	7596	19-20 WEB HOSTING	0	3,000.00	3,000.00
01 E	005 010 000 000 405			BOARD OF EDUCATION/000/SOFTWARE ETC/000		3,000.00	3,000.00
22317	KERRI SHACKELFORD	06/10/2019		SUPPLIES	0	25.30	25.30

Check Summary

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E	100 203 400 000 430			ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		25.30	
22318	YME SCHOOLS-ADM	06/10/2019	7838	ZEANNE REISHUS (REFUND)	0	85.00	85.00
04 R	500 000 000 321 050			DISTRICT WIDE/COMMUNITY EDUCATION/FEES FROM PATRONS/000		85.00	
			23	Computer	Check(s) For a Total of	12,900.46	

Check Summary

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
23	Computer	Checks For a Total of	12,900.46
Total For 23 Manual, Wire Tran, ACH & Computer Checks			12,900.46
Less 0	Voided	Checks For a Total of	0.00
Net Amount			12,900.46

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	1,268.61	0.00	10,815.94	12,084.55
02	FOOD SERVICE	0.00	0.00	7.50	7.50
04	COMMUNITY SERVICE	0.00	85.00	701.18	786.18
09	TRUST FUND	22.23	0.00	0.00	22.23

CHECK NUMBER	CHECK DATE	CHECK VENDOR	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
22294	06/06/2019	SEVERSON, JAKE	01 E 005 810 000 302 530	OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/EQUIPMENT PURCHASES/000	4,800.00
				Totals for SEVERSON, JAKE	4,800.00
				Totals for 22294	4,800.00
22295	06/10/2019	REGION 3A	01 E 300 298 216 000 899	EXTRACURRICULAR ACTIVITIES/000/MISCELLANEOUS EXPENSE/FLO-THRU (PETTY CASH ACCOUNT)	3,324.00
				Totals for REGION 3A	3,324.00
				Totals for 22295	3,324.00
				Totals for checks	8,124.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	0.00	8,124.00	8,124.00
***	Fund Summary Totals ***	0.00	0.00	8,124.00	8,124.00

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

**Yellow Medicine East #2190**

**Board Report  
June 10, 2019**

Ending  
6/6/2019

2018-19 By Fund	Original 2018-19	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison	
					2017-18 YTD Exp.	2017-18 YTD %
General	10,003,749	8,536,180	1,467,569	85.33%	8,869,630	87.69%
Food Service	432,671	351,425	81,246	81.22%	381,464	85.08%
Community Service	373,255	279,867	93,388	74.98%	314,667	73.01%
Debt Red.	1,167,370	1,166,045	1,325	99.89%	1,190,453	99.89%
OPEB Trust	168,008	96,141	71,867	57.22%	105,773	46.86%
OPEB Debt Service	191,458	190,933	526	99.73%	191,758	99.71%
<b>Total</b>	<b>12,336,511</b>	<b>10,620,591</b>	<b>1,715,920</b>	<b>86.09%</b>	<b>11,053,744</b>	<b>87.70%</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/Maintenance/Comm Ed	91.67%
Contracted August-July Principals/Food Service Director	83.33%
Contracted Sept-August Teachers/Nurse	75.00%
12 Month Non-certified Administrative Assistants	83.33%
12 Month Non-certified Custodians	87.00%
9 Month non-Certified Paraprofessionals/Food Service	88.00%

**Month End Cash Invested**

**5/31/2019**

MN School District Liquid Asset Fund \$4,348,752.75 General Closing Market Value

OPEB Revocable PERA Trust Fund \$460,906.61 End Balance (4/30 Balance- 5/31 statement not available)  
("Other Post Employment Benefits" for Retirees)

**Electronic Fund Transfers/ACH Transfers/LAF Checks**

From

To

5/7/2019	\$ 322.27	rSchool Fees	LAF	rSchool
5/14/2019	\$ 80,000.00	Board Accounts Payable	LAF	Citizen's Alliance Bank
5/22/2019	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
5/22/2019	\$ 290,276.18	Payroll ( Direct Deposit)	LAF	Granite Falls Bank
5/31/2019	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

	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	40			40			40			39			39		
First Grade	48			48			48			48			47		
Second Grade	43			43			43			41			42		
Third Grade	59			59			59			59			59		
Fourth Grade	53			53			53			53			53		
Fifth Grade	63			63			63			63			63		
	306			306			306			303			303		
Sixth Grade		57			58			55			55			55	
Seventh Grade		51			51			51			51			53	
Eighth Grade		61			62			62			63			62	
Ninth Grade		61			61			63			64			63	
Tenth Grade		52			51			55			56			55	
Eleventh Grade		44			45			45			45			42	
Twelfth Grade		53			55			55			55			55	
		379			383			386			389			385	
K-12 TOTAL			685			689			692			692			688

19

	FEBRUARY			MARCH			APRIL			MAY			END OF THE YEAR-18-19		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	39			39			39			39			39		
First Grade	46			46			46			46			46		
Second Grade	41			41			41			41			41		
Third Grade	59			59			59			59			60		
Fourth Grade	53			53			53			53			53		
Fifth Grade	63			63			61			61			61		
	301			301			299			299			300		
Sixth Grade		55			55			55			55			55	
Seventh Grade		52			52			52			53			53	
Eighth Grade		63			63			61			61			61	
Ninth Grade		63			62			60			60			60	
Tenth Grade		53			54			54			52			52	
Eleventh Grade		43			43			44			44			45	
Twelfth Grade		56			56			55			55			54	
		385			385			381			380			380	
K-12 TOTAL			686			686			680			679			680

<b>Enrollment Trends</b>	<b>17-18</b>	<b>16-17</b>	<b>15-16</b>	<b>14-15</b>	<b>13-14</b>
<b>September</b>	732	739	768	810	803
<b>October</b>	726	728	765	800	801
<b>November</b>	723	725	757	795	796
<b>December</b>	717	727	754	794	796
<b>January</b>	717	732	748	789	793
<b>February</b>	718	729	749	785	795
<b>March</b>	707	731	736	784	796
<b>April</b>	706	732	728	784	786
<b>May</b>	705	725	727	789	790

**Indian Education Programming at Yellow Medicine East as Reported at the Public Meeting on May 15th, 2019**

**Yellow Medicine East receives the following funding.**

**Federal Funds:**

Title VI, Impact Aid, Indian Home School Liaison (special education)

**State Funds**

Minnesota Education Formula Grant

**Title VI**

**Program Description**

This program is designed to address the unique education and culturally related academic needs of American Indian and Alaska Native students, including preschool children, so that these students can achieve to the same challenging state performance standards expected of all students. The program is the Department's principal vehicle for addressing the particular needs of Indian children.

**Yellow Medicine East Programming**

Title VI funds the Yellow Medicine East Middle School/High School Native American Liaison. The liaison provides tutoring, academic support, and advocacy for Native American students. The liaison is also key to providing communication for establishing and maintaining mutual understanding between the school community and the Upper Sioux Community as a whole, as well as individual Native American families.

This is a formula grant based on the number of Native American students that have a 506 form on file that declares that the student is of Native American descent.

**Title VI**

18-19 \$28,852

17-18 \$30,700

16-17 \$31,106

15-16 \$28,532

14-15 \$27,213

13-14 \$27,635

## **Federal Impact Aid**

### **Program Description**

Impact Aid is designed to assist local school districts that have lost [property tax](#) revenue due to the presence of [tax-exempt](#) Federal property, or that have experienced increased expenditures due to the enrollment of federally connected children, including children living on [Indian lands](#). Students living on Indian lands are counted. Students (Native or Non Native) with a parent employed on federal property. (PECR, NOC, Social Services etc.) are also counted.

### **Yellow Medicine East Programming**

This money is deposited into the general fund. Because Carolyn Schommer is a teacher, YME's portion of her funding comes from the general fund.

#### **Impact Aid**

2018-19 to date		127,665.96
2017-2018	PRV	\$141,4013.28
2016-2017	PRV	\$114,513.54
2015-2016	PRV	\$80,694.39
2014-2015	PRV	\$89,383.15
2013-2014	PRV	\$78,867.73
2012-2013	PRV	\$58,958.43

## **Indian Home School Liaison Special Education**

Yellow Medicine East receives some funding from Special Education. The elementary liaison is paid from this funding. It is sometimes used to make up the difference that is not covered by Title VI for the high school liaison.

## **State Assistance**

### **Minnesota American Indian Education Aid Program**

This is funding from the state of Minnesota. (Formally known as Success for the Future). The funding is based on the MARRS student count from October of last year. The MARRS codes the ethnicity of a student based on parent reporting. The amount of this grant is formula based. The formula grants the school \$20,000 for the first 20 Native American students and then \$358.00 per student for the number of students above that.

## **Yellow Medicine East Programming**

Each year the Parent Advisory Committee meets to decide how the funding is to be used for Indian Education Programming at Yellow Medicine East. Areas that have been funded with this grant include the following:

Preschool scholarships

Dakota Language Apprentice

Community and Cultural Liaison

Extended Elementary, MS/HS Liaison hours

Staff development

Classroom materials

Minnesota Indian Education Association conference/language bowl

MS/HS Summer Dakota History Camp

Classroom Community Advisors

### **Minnesota American Indian Education Aid Program**

2018-2019     \$52,216

2017-2018     \$58,664

2016-2017     \$57,590

## **Upper Sioux Community**

### **Dakota Language**

Instructor Carolyn Schommer is funded through a shared contribution between the Upper Sioux Community and Yellow Medicine East. The USC also provides funding for events associated with the class including language bowl events and the end of the year breakfast.

## Public Meeting report 2018-19

### Population

At a count point in January, there were 758 total students at Yellow Medicine East EC-12th grade, 118 of those are of Native American descent for 15.5%

### Honor Roll 6-12th grade

#### Quarter 1

Of the 231 students attaining the honor roll, 12 were of Native American descent. **5%**

#### Quarter 2

Of the 217 students attaining the honor roll, 7 were of Native American descent **7%**

#### Quarter 3

Of the 204 students attaining the honor roll 9 were Native students **4%**

### ....Opportunities

Student Council

National Honor Society 1/8 Native American Students

Yearbook Sr. High

Prom Committee

Robotics 1/10 Native American Students

Musical/plays

Knowledge Bowl 1/10 Native American Students

Red Cross Youth

Newspaper N/A

Art Club 5/15 Native American Students

FFA 3/67

Science 0/6

### Academy

English: 5 out of 10 Native American Students **50%**

Math: 1 out of 10 Native American Students **10%**

Science: No academy science this year **N/A**

Social: 4 out of 8 Native American Students **50%**

## **Special Education**

Currently **24%** of the special education population at YME is Native American.

37% of the Native population is identified as having a disability

## **PSEO**

There are currently 46 students taking a PSEO class; there are 0 Native American students taking PSEO classes. **0%**

## **Athletics**

7-12 grade sports

There are 234 students participating in a sport at YME. There are 33 students that are of Native American descent. **14%**

Of those 33 Native students,

7th grade -9 students

8th grade -7 students

9th grade -7 students

10th grade -6 students

11th -2 student

12th -2 student

## **Elementary Athletics**

Flag Football- 48 students participated in Flag Football, 5 of those students are of Native American descent **10%**

Volleyball (5th and 6th grade)- 26 students participated in volleyball, 1 students are of Native American descent. **4%**

Dance Explosion Fall (K- 6) 2 out of 16 participants were of Native American descent **12.5%**

Dance Explosion Winter (K-6) 4 out of 18 participants were of Native American descent **22%**

Archery (5-8) 3 out of 15 participants were Native American students **20%**

### **Area Learning Center**

The programs have been combined

The Yellow Medicine East school district has 33 students enrolled at the ALC 14 of those are Native American students 42%

9 students are dually enrolled at YME and of those 9, 5 are Native students 56%

The rest, 24 students, are seat based/Independent Learning Program learners. Of these 9 are Native American students. 38%

### **Attendance contracts**

There are 21 students on an attendance contract. Of those, 9 are of Native American descent. **43%**

### **Truancy/RARB referrals**

In 6th-12th grade of the 13 students referred for truancy/RARB 9 were of Native American descent. **69%**

### **Out of school Suspensions K-5**

1 of the 1 students receiving out of school suspension were of Native American descent **100%**

### **In school Suspension K-5**

There were two students receiving in school suspension and of those two 0 were of Native American descent. 0/2 0%

### **In school suspension 6-12**

27 of the 57 students receiving in school suspension were Native American students. **47%**

### **Out of school suspensions 6-12**

In the 6th through 12th grade, of the 33 students receiving out of school suspension, 12 were Native American students. **36%**

### **Dakota Language**

Dakota Language I Started with 8 participants all were Native students. One dropped the class and one left the district. Currently, 6 students are enrolled in Dakota Language I.

Dakota Language II Started with 4 students. One left the district.

**MCA**

<b>Grade/Subject</b>	<b>All Students</b>	<b>Native American Students</b>
Middle School Math	29.90%	17.20%
Middle School Reading	52.60%	22.60%
High School Math	35.70%	0%
High School Reading	63.60%	20%

**Condensed reports for comparison since 2014-2015**

<b>Category</b>	<b>School year 18-19</b>	<b>School year 17-18</b>	<b>School year 16-17</b>	<b>School Year 15-16</b>	<b>School Year 14-15</b>
<b>Population</b>	15%	15%	16%	16%	16%
<b>Honor Roll</b>					
Q1	5%	11%	8%	8%	6%
Q2	7%	9%	5%	5%	6%
Q3	4%	9%	6%		5%
<b>Activities</b>					
Robotics	10%	12.5%			
FFA	4%				
Student Council	0%	3%			
National Honor Society	14%	12.5%			14%
Knowledge Bowl	0%	10%			
Newspaper	N/A	11.7%			
Art Club	33%	22%			
<b>Athletics</b>	14%	11%	11%	7%	4.5%
<b>Elementary Athletics</b>					
Flag Football	10%	13%	30%	18%	
Volleyball	4%	0%	6%	5%	

Fall Dance	12.5%	16%	15%	19%	
Spring Dance	22%	17%	6%	15%	
Archery	20%				
<b>Academy</b>					
English	50%	23%	31%	63%	33%
Math	10%	15%	8%	64%	30%
Science	NA	33%	30%	83%	22%
Social	50%	40%	11%	67%	50%
<b>Area Learning Center</b>	42%	75%	75%	30%	50%
<b>Special Education</b>	24%	23.12%	26.6%	28.4%	24%
<b>PSEO</b>	0%	9%	9%	0%	
<b>Attendance Contracts</b>	43%	57%	63%	56%	45%
<b>Truancy RARB</b>	69%	0%	67%	59%	44%
<b>In School Suspension Elementary</b>	0%				
<b>Out of School Suspension Elementary</b>	100%				
<b>In School Suspension 6-12</b>	47%	40%			39%
<b>Out of</b>	36%	31%	52%	31%	

<b>School Suspension 6-12</b>					
<b>Dakota Language I</b>	8	11	14	14	
<b>Dakota Language II</b>	4	3	4	6	
<b>MCA</b>	% of Native American students meeting standards	% of Native American students meeting standards	% of Native American students meeting standards	% of Native American students meeting standards	
<b>High School Reading</b>	20%	14.3%	50%	0%	
<b>High School Science</b>		0%	18.1%	0%	
<b>High School Math</b>	0%	42.8%	0%	33.4%	
<b>Elementary Reading Gr.3</b>		40%		30.8%	
<b>Elementary Rdng Gr. 4</b>		27.2%		17.2%	
<b>Elementary Rdng Gr. 5</b>		27.2%		33.4%	
<b>Elementary Math Gr. 5</b>		27.2%		25%	
<b>Middle School Math Gr. 6</b>	(Total middle School) 17.2%	8.3%	44.8%	18.2%	
<b>Middle School Math Gr. 7</b>		8.3%	10%	22.2%	
<b>Middle</b>		18.2%	33.4%	12.5%	

<b>School</b> Math Gr. 8					
<b>Middle School</b> Rdng Gr. 6	(Total Middle School) 22.6%	66%	18.1%	27.2%	
<b>Middle School</b> Rdng Gr. 7		64.5%	40%	11.1%	
<b>Middle School</b> Rdng Gr. 8		72.8%	33.3%	12.5%	

**120A.414 E-LEARNING DAYS.**

Subdivision 1. **Days.** "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section 120A.41.

Subd. 2. **Plan.** A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter 125A.

Subd. 3. **Annual notice.** A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

Subd. 4. **Daily notice.** On an e-learning day declared by the school, a school district or charter school must notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

Subd. 5. **Teacher access.** Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.

**History:** *1Sp2017 c 5 art 1 s 2*



**Date:** March 15, 2018

**To:** Minnesota Superintendents and Charter School Directors

**From:** Jeff Plaman, Online and Digital Learning Specialist, Office of Career and College Success

**RE: Program plan for e-Learning days (Minnesota Statutes, section 120A.414)**

The 2017 Legislature has amended the Length of School Year; Hours of Instruction (Minn. Stat. § 120A.41) to include the option of a school utilizing e-Learning days:

- Due to inclement weather.
- Up to **five days** in one school year.
- Counted as an instructional day and included as hours of instruction.

**Plan**

If the school board or charter school wishes to include the opportunity for e-Learning days, they must consult with their teachers (charter schools) or the teacher’s representative (districts) and develop a plan for these days.

The plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student’s Individual Education Plan (IEP)/504 plans.
- Notification to parents and students of the plan must occur at the beginning of the school year and, upon implementation of an e-Learning day, there must be at least two hours’ notice prior to the normal school start time that students are to follow the e-Learning day plan.
- Access to teachers via telephone and online during normal school hours.

**Questions and Answers**

**1. How are plans developed?**

Plans must be developed by the district or charter school with cooperation from the teachers or their representative. Plans must be approved by the board in an open meeting and communicated with the families at the beginning of the school year. MDE staff can provide technical assistance to districts and charter schools as plans are developed. Contact [mde.onlinelearning@state.mn.us](mailto:mde.onlinelearning@state.mn.us).

## **2. Do all schools in the district have to be included in an e-Learning plan adopted by a district?**

A district may specify schools and/or grade-levels to follow the e-Learning plan (i.e., High School only, or Middle School grade 7 and 8 only).

## **3. How will attendance for membership be verified?**

Attendance must be taken by the teacher and records of attendance must be kept. Some ways attendance could be verified include:

- Logging in to class page(s) on the district's/school's learning management system (LMS).
- Email exchange/text exchange/phone call with teacher.
- Parent may verify attendance; a documentation process is developed and retained by the school as part of the student's attendance record.
- Activity in classes (pages accessed, discussion participation, formative assessments completed).
- Work submitted during the e-Learning day.

## **4. What are suitable accommodations for students without sufficient access?**

All students must have similar learning experiences in terms of subject matter, task difficulty, and interaction with peers and their teacher(s). Tasks must be completed during the regular hours of the e-Learning day. Students without access cannot be required to make-up the work on another day. Students may use physical texts or books and may handwrite their work, but those resources would have to be available at home. Teachers must contact students by telephone to conference with students, assess and support their learning.

## **5. What are some examples of quality e-Learning?**

Quality e-Learning experiences:

- Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- Leverage digital tools students are using as part of their regular instruction (i.e., Schoology or other LMS, Google Docs, apps).
- Include formative assessment and feedback.
- Provide opportunities for peer interaction.
- Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.
- Include the option for the class to meet synchronously via video chat like Google Hangouts, Skype, or FaceTime.

## **6. Can an e-Learning day be a homework catch-up day?**

To be counted as an instructional day for students, teachers will engage in some form of instruction with their students. This can take on many forms (see above) but fundamentally, means that there will be some level of interaction, progress monitoring, and/or feedback between teachers and students.

**7. Do students have to participate in e-Learning for all scheduled classes?**

Students are expected to participate in e-Learning activities for all scheduled classes on the day the plan is implemented just as they would for a traditional, on-campus day. Attendance must be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and should be reported as absent just as if they were not present for an on-campus class.

**8. Can families choose to opt out of e-Learning days?**

Students whose family chooses to not participate in the e-Learning day are reported as absent. It is up to the school whether to consider this an excused absence under Minnesota Statutes, section 120A.22, subdivision 12.

**9. How should e-Learning days be reported in Minnesota Automated Reporting Student System (MARSS)?**

E-learning days would be reported as regular instructional days on the MARSS A School File. Students enrolled on an e-learning day would generate one day of membership. The length of the school day would be reported as the same length that was originally scheduled had the students attended at the school site. Other questions about MARSS reporting can be directed to [MARSS@state.mn.us](mailto:MARSS@state.mn.us).

# BRE eLearning Day Document



Snow Day # \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade: Kdgn

Select one activity to complete in each column. When you complete the activity, cross it off. Please sign this document and return it to your child's teacher within 48 hours of the snow day. Time expectations: K-2 will spend an average of one hour on activities and students in grades 3-5 will spend an average of two hours on activities per snow day.

Kdgn - BRE eLearning Day Document			
Language Arts	Math	Science & Social Studies	Music & Gym
Have someone read you a story and draw a picture of your favorite part	Practice counting to 50 or 100 and count backwards from 10 (20 for a challenge)	Gather a bowl of snow and predict how long it will take to melt, illustrate your findings	Say a nursery rhyme and pat the beat.
Read with someone or by yourself for 15 minutes	Practice writing numbers to 20 (or as far as you can go!)	Draw a picture of your favorite season and write why you like it	Practice jumping jacks while counting to 30
Write all capital and lowercase letters of the alphabet	Count 20 objects in your house (cereal, toothpicks, pennies, etc.)	List 3 ways you show sting pride!	Sing a complete song while practicing windmills
Practice reading and writing the 26 sight words	Draw a picture of your family from tallest to smallest	Choose 5 items in your house and put them in order from lightest to heaviest	Sing a song you learned in music class.
Draw and write about what you did or will do on the snow day	Complete a color by number worksheet	Do something kind for someone else and write about it	Make up a song about snow and sing it to a family member.
<b>Tech Option:</b> <a href="https://www.starfall.com/h/index-kindergarten.php">https://www.starfall.com/h/index-kindergarten.php</a> -explore the language arts games	<b>Tech Option:</b> <a href="http://www.SplashMath.com">www.SplashMath.com</a> (App or website) -spend 15 minutes on a topic of choice	<b>Tech Option:</b> <a href="https://www.turtlediary.com/games/kindergarten/science.html">https://www.turtlediary.com/games/kindergarten/science.html</a> - play a science game	<b>Tech Option:</b> <a href="https://pbskids.org/peg/games/music-maker">https://pbskids.org/peg/games/music-maker</a>
<b>Tech Option:</b> <a href="http://www.storylineonline.com">www.storylineonline.com</a> -listen to one or two stories	<b>Tech Option:</b> <a href="http://www.sheppardsoftware.com/mathgames/earlymath/shapes_shot.htm">http://www.sheppardsoftware.com/mathgames/earlymath/shapes_shot.htm</a>	<b>Tech Option:</b> <a href="https://pbskids.org/games/social-studies/">https://pbskids.org/games/social-studies/</a> - play a social studies game	<b>Tech Option:</b> <a href="https://www.youtube.com/watch?v=jTQrR1UIBRY">https://www.youtube.com/watch?v=jTQrR1UIBRY</a>

Staff will be available via email and phone, during regular school hours (7:40AM-3:40PM) to answer questions and assist students. Staff may not respond immediately to questions but are expected to respond in a timely manner.

Mrs. Gort [sgort@isd2190.org](mailto:sgort@isd2190.org) / Phone XXX

Mrs. Jans [ajans@isd2190.org](mailto:ajans@isd2190.org) / Phone XXX

I confirm that my child has completed the marked tasks as noted.

Printed Name \_\_\_\_\_

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

**Please sign this document and return it to your child's teacher within 48 hours of the snow day.**



## BRE eLearning Day Information

Bert Raney Elementary School - 555 7th Avenue - Granite Falls, MN 56241

320-564-4081, x114



[Kindergarten](#)



[1st Grade](#)



[2nd Grade](#)



[3rd Grade](#)



# **Yellow Medicine East Public Schools**

## **"eLearning Day" Frequently Asked Questions**

### **What is an eLearning day?**

An eLearning day is used in place of a school day that has been canceled due to inclement weather. An eLearning day means that students will complete the learning activities and assignments provided by the teacher at home. Students will receive learning activities and assignments for each subject that would have originally taken place during a regular school day.

### **Why is the Yellow Medicine East School District exploring and preparing for the use of an eLearning day?**

Historically, winter weather in southwest Minnesota can be persistent and disruptive. Yellow Medicine East School District lost 9 school days in 2018-19 due to winter weather. As we move into the 2019-2020 school year, our district is committed to provide our students with more opportunities for learning during snow days, which is consistent with our district's focus on student achievement. Additionally, an eLearning day reinforces 21st-century job and post-secondary educational opportunities for working and learning remotely. The viability and continuation of this type of flexible learning option as an alternative to a snow day will be reviewed.

### **How will we be notified that a "snow day" is an eLearning day?**

The school will communicate to all parents and staff through the JMC School Messenger System that is already utilized. In the message sent, it will read that the snow day is an eLearning day.

### **What about 2 hour late starts and when school closes early? Will those days also be eLearning days?**

No. In the event of two hour late starts and early dismissals, an eLearning day will not be expected. Specifically, students and staff are typically either getting to school or going home during those school hours missed and assignments and activities are not expected for either students or staff.

### **What about preschoolers and an eLearning day?**

There are no expectations for preschoolers to complete activities on an eLearning day. In the event of two hour late starts and early dismissals, an eLearning day will not be expected.

### **What happens if a student does not complete the eLearning day assignments?**

K-12 students would be expected to turn their work in within 48 hours. Students are expected to complete assigned work in a timely manner. If students don't complete their work in a timely manner, elementary and middle/high school teachers will work with students to help them gain completion. Parents should contact their child's teacher if there are extenuating circumstances that prohibit their child from completing the assignment satisfactorily.

### **What if a 6-12 student does not have access to a computer and/or Internet to access the lesson or complete activities?**

The student can obtain the assignment in a hard copy or electronic version during the next regular school day. Either way, students will have 48 hours to complete the required learning activities and assignments.

### **What if a student is on a pre-arranged absence?**

The student would be expected to make up the learning activities and assignments just as if it were any other absence from school.

## **How is a student expected to complete the activities if they go to daycare when there is a eLearning day?**

Parents are encouraged to share eLearning information with their daycare provider. The school will provide daycare providers with information as requested.

## **How much time is my student expected to take to complete the assignments?**

Teachers have designed learning activities and assignments that are equivalent in time to a regularly scheduled class period. Students working independently on an assignment will likely take less time to complete the assignment compared to a large group setting. Estimated around 15-20 minutes per assignment per subject.

## **Will the school building be closed on an eLearning day, just as it is on a regular snow day?**

Yes. The school district buildings will be closed to students and activities on an eLearning day.

## **Will staff be accessible during an eLearning day? And if so, how?**

Yes. The school district staff are available to be contacted through their school email or by phone. A learning management system such as Google Classroom will be utilized by most 6th-12th grade staff. Staff will be available via email and phone, during regular school hours (7:40AM-3:40PM) to answer questions and assist students. Staff may not respond immediately to questions but are expected to respond in a timely manner. If students struggle with an assignment because they can't contact a staff member due to lack of Internet connectivity, they would still be allowed 48 hours to make up their work.

## **What if there is only one computer in the house but multiple students?**

Students may need to share resources in the home or other locations. Some students may want to work on offline options while others complete online assignments. 9-12 students would be expected to use the district-assigned device which may help alleviate the demand on the home computer. A public library is also an option for in-town students that could get there safely.

### **Area Public Libraries**

Granite Falls - M-Th 9:00AM-6:30PM, F 9:00AM-3:00PM, and Sa 9:00AM-2:00PM

Clarkfield - M-W 10:00AM-5:30PM, Th 10:00AM-1:00PM & 2:00PM-6:30PM, F 1:00PM-5:30PM

### **Free Community Wifi Locations**

Granite Falls: Public Library, KCC and near the plaza area of the K.K. Berge building

Clarkfield: Public Library

USC: Multi-purpose Building (MPB)

Hanley Falls: TBD

Wood Lake: TBD

Echo: n/a

## **May a student access the assignments or complete the online assignments from their smartphone?**

Teacher websites can be accessed from a variety of tablets, smartphones, laptops, and desktop computers. The assignments may use a variety of websites and applications that may or may not work from a variety of devices.

## **Will there still be make-up dates built into the district calendar?**

Yes, make-up dates will continue to be built into the district calendar. An eLearning day is an option that may be used in place of one or more canceled school days or make-up days but may not be used for all canceled school days in any given school year.

## Other questions?

If there are other questions or concerns, please don't hesitate to contact the school offices: BRE Principal Mrs. Hansen, [lhansen@isd2190.org](mailto:lhansen@isd2190.org) or MS/HS Principal Mr. Luft, [rluft@isd2190.org](mailto:rluft@isd2190.org) or via phone at 320-564-4081.

**Last updated: June 10, 2019**

## Yellow Medicine East Public Schools

Over the past several months, the Yellow Medicine East School District has been exploring methods for providing students with an alternative instructional method for days when classes are canceled due to inclement weather. These are commonly referred to as a Virtual Learning Day, eDay or an eLearning day. An eLearning day means that students would receive learning activities and assignments that would be completed outside the regular school setting. Students would receive valuable learning activities and assignments for each subject that would have taken place during a regular school day. Activities may involve online and/or offline resources.

As we know, winter weather in southwest Minnesota can be quite disruptive to our school schedule due to the combination of snow and wind. The vision of this program is that an eLearning day would count as a student day and eliminate having to make up or reschedule that day on President's Day, Easter Monday, or at the end of the school year. The district will use up to 5 eLearning days as a means of counting those days as student instructional days.

The eLearning day will be adjusted for the age of the students, In other words, it will look different for K-5 students in comparison to grades 6-12, based upon the ability to be online. Younger students will have assignments sent home during fall parent-teacher conferences in an at-home folder. This folder will include activities for each subject. These activities will also be posted through an eLearning Day link on the main BRE website and will also be posted on the MS/HS website. All materials for students in the MS/HS will be in either Google Classroom or Schoology. Assignments are aligned to the district's curriculum and are specifically designed for most students to complete independently. Depending on the student's age and abilities, it is estimated that it will take students around 15-20 minutes per subject for elementary students and longer for MS and HS students to complete their assignments.

Teachers will be available to answer questions by email and phone during the hours of 7:40AM-3:40PM. All elementary students will receive a paper copy in an at-home folder/envelope in addition to having the content viewable online. Grades 6-12 can expect to receive their activities and assignments through the school-issued devices they take home daily.

In the event there is a school closing on a day after December 2, 2019, the school would identify this through the SchoolMessenger System (JMC), that the day has been designated as an eLearning day and students would be expected to complete their assigned activities.

As is the case during any new concept, it should be expected that there will be some bumps, concerns, and opportunities for growth resulting from this new technique. We will continuously analyze the effectiveness of this new learning concept and make adjustments as necessary. The fundamental idea of working and learning remotely can be a great opportunity for students to strengthen their 21st-century job and post-secondary educational skills and opportunities.

Please don't hesitate to contact your building administrator if you have questions or concerns. We have attached a copy of the frequently asked questions document posted online and included as an attachment in this email.

Thank you,

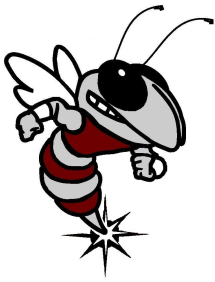
Rich Schneider, Superintendent

## Flexible Learning Day Expectations and Recommendations for MS/HS Staff

We are fortunate to be able to address a school closing through a flexible learning day. Because of our digital learning platforms, Google Classroom/Schoology, and the fact that over 95% of our students have Internet access in their home, the learning does not have to stop.

These guidelines are for teachers to follow in the planning for flexible learning day activities:

- 1. Anticipate Time Requirements** - Recognizing that students learn at different paces, especially in an independent context, it is important to consider students who you picture as struggling through the assignment and design activities that they can complete in the time they would have been with you in class.
  - a. For Middle and High School grades:** include an estimate of time needed to complete each activity ~ Lessons should be 25 ~ 30 minutes per class in length for no more than a total of 3 - 4 hours total of school time for students.
- 2. Provide a timely plan** –The intent of unscheduled flexible learning days is to provide real-time learning to support what would have happened had students come to school. These flexible learning days are workdays for both students and staff: posting work for students is much like showing up for work.
  - a. For unscheduled days:** Assignments/activities should be posted within 2 hours of the start of the teacher work-day.
- 3. Be present on Google Classroom/Schoology and/or email during your scheduled work day**– Timely interaction between students with staff and other students is a vital part of this and a strength of Google Classroom/Schoology. Staff is encouraged to provide live instruction through Google Meets or a flipped lesson for students to review. Staff is also encouraged to use Google Voice to be present via telephone.
- 4. Plan for Self-Directed Learning** – Plan activities that are manageable by the students working independently. One of the main, positive outcomes of a flexible learning day is teaching students to be more self-directed, appropriate to the level of the student. Activities should not require sustained attention from parents.
  - a. All activities will be aligned with current instruction happening in the classroom.** Students will have access to the Internet and other resources to help guide their learning.
- 5. Communicate.** Develop common expectations and common communications by departments. When everyone knows what to expect, students and families can focus on the learning. Develop consistent protocols for posting assignments on Google Classroom/Schoology by school.
- 6. Follow-Up.** The intent of the Flexible Learning Day is that the learning continues in spite of a school closure. Families and students want to know that learning activities are valued and are not simply busy work. Please have a plan to acknowledge what was done and show its importance.
- 7. Attendance:** All students with access are expected to participate in the e-learning day. Attendance will be taken by each teacher at the end of the workday. Assignments are due the next school day or as assigned by the teacher. Students/Families without access will receive the content ahead of time by the individual teacher or when school resumes. Students will have one day + one (48 hours) to get their school work into each individual teacher and attendance will then be adjusted.



# YELLOW MEDICINE EAST – ISD 2190

*Serving Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run, Upper Sioux Community*

**Rich Schneider, Superintendent**  
450 9<sup>th</sup> Avenue – Granite Falls, MN 56241  
Phone: 320-564-4081 – Fax: 320-564-4781

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## **Superintendent School Board Notes**

**June 10, 2019**

### **Auxiliary Gym Update:**

The project started at 7:00 am last Monday morning with the parking lot being ground down. The grindings will be used for backfill. There was a mishap that occurred with removal of the stairs. The rebar was tied into the building and when removing the stairs, it created a crack on the edge of the lobby floor. They have sent a sample of our terrazzo floor tile to the company to match it for replacement. The landscape will be changing quickly now as they start laying the foundation in the next few weeks.

### **June Training:**

Last week we wrapped up our training for our staff which included technology, dyslexia, and Top20 training. I heard a great deal of positive feedback from staff members who seemed to appreciate the opportunity to learn from their colleagues as much as anything else.

### **July Board Meeting:**

I would like us to move our July board meeting to July 15 because of the early schedule of the meeting and because I would like to be on vacation (July 3 - July 11). I would also like to permit the principals to miss the July board meeting (no principal reports) in order to give them a little extra reprieve from that responsibility. This is something that all districts I have been a part of had done and speeds up the July meeting.

### **Legislative Update:**

- After the tax adjustments, the state saw a \$1.05 Billion Surplus
- The final adjustment to the formula will be 2% (\$126.00 PPU) and 2% (\$129.00 PPU)
- Reduction in some Special Education Paperwork
- Mental Health:
  - encourages schools to provide mental health instruction starting in fourth grade.
  - provide teachers on-line training in suicide prevention.
- Safe Schools Funding - \$34.70\* distributed per pupil (\*dependent and state general fund closing balance)
- Ag2Schools (building only) will incrementally increase over the next 5 years
- Board control of extracurricular activities - reserve revenue from fees for extra curricular
- Dyslexia - requires districts to screen all students identified as not reading at grade level for dyslexic characteristics by end of kindergarten, grade 1, and grade 2

### **Negotiations:**

The first meeting was held on Thursday, June 6 and was used to set ground rules and ensure information was flowing between the groups. Our next meeting is June 17 with a pre-meeting at 5:15 in the fireplace room.

### **Executive Session:**

I am recommending that we enter into executive session for the purposes of discussing labor negotiations strategies and the sale of the Clarkfield property.

### **Work Session:**

I am recommending that we have a work session on June 24 to discuss our current funding and to consider the need and options we have for a referendum.



# 2019 Legislative Session

## Wrap-up



# Standards for School Board Leadership

- **Standard 1: Conduct and Ethics**
- **Standard 2: Vision**
- **Standard 3: Structure**
- **Standard 4: Accountability**
- **Standard 5: Advocacy and Communication**

The school board advances its vision at the local, regional, state, and national levels.

***An effective, high-performing school board strives to meet the following benchmarks:***

- a) Focus on community-wide concerns and values that best support equity and student achievement rather than being influenced by special interests.
- b) Develop communication strategies to build trust between the school board and the superintendent, staff, students, and community.
- c) Utilize a public relations strategy that supports the flow of information into and out of the school district.
- d) **Engage and build relationships with both public and private stakeholders.**
- e) **Advocate on local, state, and national levels.**



# \$1.05 Billion Surplus

House – (D)	Senate – (R)
\$520,536,000	\$96,113,000
2938 Bills	2939 Bills
294 Education Bills	294 Education Bills
16 Omnibus Bill Outside of Education	13 Omnibus Bills outside of Education

**Governor Walz's budget increases to formula allowance by 3% the first year and 2% the second year of the biennium. Proposes \$77 M to stop special education cross-subsidy costs from rising.**



**GENERAL  
EDUCATION  
FORMULA**  
\$588M

*The only way to provide equitable, sustainable and predictable funding for Minnesota's 850,000 public school children is to fully fund the cost of education. **MSBA proposes a 3% increase for each year of the biennium and index the per pupil formula to inflation.***

## Thank you to:

- Support the following bills that provide a 3% increase per year:
  - Rep. Sandstede
  - Sen. Wiger; Sen. Clausen; and Sen. Cwodzinski



## FY22/FY23

### General Education by the Numbers:

2%

\$561,210,000

\$129

78%



# FY20/FY21

## General Education by the Numbers:

2%

\$388,815,000

\$126

71%



# Voluntary Prekindergarten

- 4,000 students statewide
- 80 school districts
- Funding under present law would have expired in FY 2019
- FY 20/21 funding \$46,786,000
- FY 22/23 funding will decrease to \$2,811,000

**SPECIAL  
EDUCATION  
FUNDING**  
\$300M

***MSBA proposed fully funding Minnesota's portion of the cross-subsidy for special education.***

## **Thank you to:**

- Sens. Dziedzic, Relph, Rest, Simonson and Wiger
- Reps. Loeffler, Moeller, Murphy, Pryor, Theis, and Wolgamott
- Attorney General Keith Ellison continues to consider suing the federal government for the 40% promised.



# Special Education Funding and Reform:

- Increased special education aid by the amount needed to hold the state average cross subsidy per pupil at the FY19 level. New factor in the formula (20/21 \$90,691,000 and 22/23 \$142,191,000).
- Phases out special education cap in 2021.
- Reduces the tuition rate paid by the resident school district (85% in 2021 to 75% in 2023) to the school, the open enrolled IEP students, or IEP charter school students.

## **SPECIAL EDUCATION MANDATES**

***MSBA proposes a plan to better align Minnesota rules and statutes with federal law. A reduction in mandates will lead to improved teacher retention and satisfaction, and better outcomes for students.***

### **Thank you to:**

Chair Youakim; Rep. Torkelson; Rep. Pryor; Rep. Howard; Rep. Her and Rep. Moller

Sen. Pratt; Sen. Dahms; Sen. Anderson; Sen. Utke; and Sen. Clausen



50



Live



Jamie Skjeveland @JSkjeveland

Following

At the Capitol today to talk to legislators about education funding and special education paperwork.



House File 1517 Individualized education program requirements modified.

MINNPOST

HOME POLITICS & POLICY HEALTH EDUCATION ENVIRONMENT ARTS & CULTURE

EDUCATION

Special-ed reform: Paperwork exacerbates funding challenges, proponents say

By Erin Henrichs | 01/22/2019

Email Facebook Twitter



House File 853 Individualized education programs; functional behavior assessments allowed under certain circumstances.

N House Monday, February 25, 2019

7

nsba · Feb 25  
5 ideas get a grassroots start. Today 5 ideas to reduce ed team at New Ulm Public Schools will be heard as sdrn @MNAAssocSchAdm @mnprincipals @MREVoicehools events.qwikcast.tv/QwikCast/QwikC...

15

nsba · Feb 24  
up to 50% of their time doing more paperwork than the Districts and sped teachers want the best services for and time with students, NOT doing repetitive. vents.qwikcast.tv/QwikCast/QwikC...

76



House File 1289 Education prior written notice requirements removed.

N House Monday, February 25, 2019





# Special Education Paperwork Reduction Changes

- Allows school districts to hold conciliation conferences with appropriate members of the IEP team.
- Another provision also allows, but doesn't require, an IEP to report a student's performance on assessments.
- Five out of six of New Ulm paperwork reduction bills were included in both omnibus bills. The conference committee decided against including similar provisions in the final bill.
- We need on-going legislation on special education reform.

**MENTAL  
HEALTH/SAFE  
SCHOOLS  
LEVY**  
\$100M

***MSBA proposed funding a multifaceted approach for equitable and accessible school-based mental health programs for all Minnesota students.***

## **Thank you to:**

- Support the school-based mental health bills:
  - Rep. Edelson; Kunesh-Podein; and Walgamott
  - Sen. Rosen; including Telemental Health
- Support increasing the Safe Schools Levy:
  - Rep. Pryor; Sen. Anderson; and Sen. Clausen
- Support increasing the Safe Schools Levy/Aid Program:
  - Sen. Nelson



# Mental Health Education

- Encourages schools to provide mental health instruction for students starting in the fourth grade. Requires the MDE Commissioner and other agencies heads to provide school districts with resources gathered by Minnesota mental health advocates.
- Suicide prevention training for teachers for \$265,000 to provide a nationally-recognized provider of evidence-based, on-line training on suicide prevention and engagement of students experiencing mental distress.

**SCHOOL  
SAFETY  
GRANTS**  
\$255M

*The Legislature began work last year to improve safety for our students and staff. There were multiple bills introduced; however, only a \$25 million provision prevailed in the bonding bill. Grants were available for school building improvements relating to violence prevention and facility security. Over 1,187 applications totaling \$255 million were received - 10 times the funds available. **Therefore, MSBA asks the state to respond with urgency and fully fund all remaining qualified applications to ensure all staff and students are safe and secure.***

## ASK:

- Support the continuation of the 2018 School Safety Grants:
  - Support HF 521 (Rep. Davnie)
  - Support SF 2345 (Sen. Senjem); SF 2384 (Sen. Wiger); SF 861 (Sen. Clausen)
- Bonding Chairs (Rep. Murphy/Sen. Senjem) to include school safety grants in bonding bill.

# School Safety Funding

- Includes \$30 million (one-time funding) for safe schools, contingent upon the closing balance for FY 19 of the state's general fund budget.
- If the balance is in excess of \$33 million, but less than \$63 million, the amount over \$33 million is appropriated to schools.
- Funds are distributed on a per pupil basis (\$34.70). Used like safe school funds and available after October 1, 2019.

Verizon 8:24 PM 46%  
Like Comment Share



Minnesota House of  
Representatives Public  
Information Services

11 mins · 🌐

Demand for state dollars under a school safety grant program has been overwhelming since it was enacted in 2018, with requests exceeding available funds by \$230 million.

Aiming to address the remaining need, a House education panel on Tuesda... [See More](#)



## TEACHER SHORTAGE

***MSBA proposed supporting the Increase Teachers of Color Act of 2019 to help attract, develop, and retain teachers across Minnesota.***

### **Thank you to:**

- Support the Increase Teachers of Color Act initiatives that include increases in programs such as Grow Your Own, loan forgiveness, and student teacher stipends.
  - Rep. Mary Kunesh-Podein
  - Sen. Patricia Torres-Ray



# Teacher Mentorship and Retention

- Initial ask for this program was for \$90,000,000.
- \$1,500,000 on-going to encourage school districts to develop mentoring programs for teachers who are American Indian or in license shortage areas.
- Collaborative Urban and Greater Minnesota Educators of Color Grants for \$99,000. Requires board to give priority to past recipients who have demonstrated success.



# Tax Bill

## Operating Referendum Equalization

- Increases the equalization factor for Tier 2 of the referendum (New Tier 1) from \$510,000 to \$567,000
- \$9.4 million tax relief for FY21

## School Bond Agriculture Credit

- Increased from 40% now to 50% in pay FY20, 55% in pay 60% in pay FY22; and 70% in FY23 and thereafter.
- Estimated property tax relief = \$10.9 m for pay FY20; \$18.4 for pay FY21; and \$27.2 m in pay FY22.



MN School Boards @mnmsb - Mar 4

47 percent of Minnesota's Career Technical Education (CTE) teachers are Tier 1 or Tier 2. How would they be replaced, if H.F. 1329 is implemented?



🔍 🗨️ 📄 ❤️ 20 👍

Dyslexia Screening



65



Academic Star Rating



MN School Boards @mnmsb - Mar 4

Denise Dittich testifies on behalf of several educational orgs - it is too soon to make changes to teacher licensure. Unified message is to honor stakeholders input and wait. @amadm @MNAssocSchAdm @MIEAvoice @mprincipals @MESPrincipals @SPPS\_News



🔍 🗨️ 📄 ❤️ 17 👍



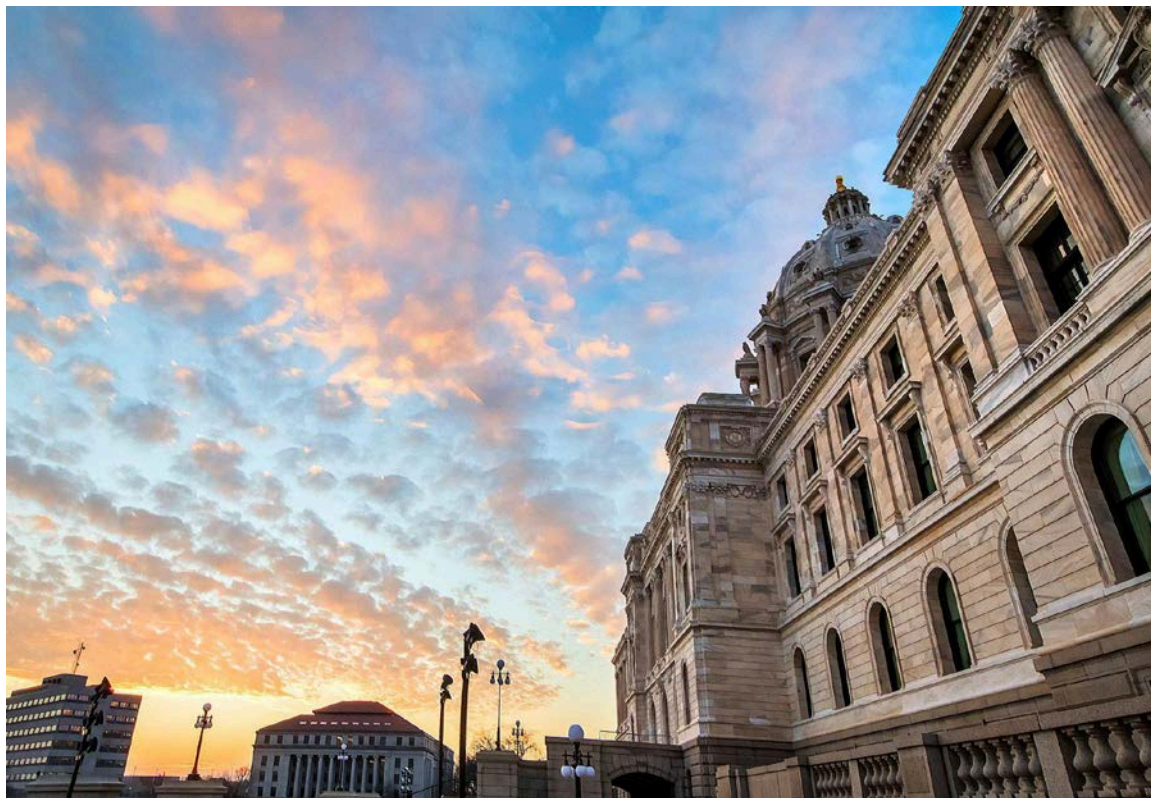
Board Approved Referendum Renewal

# What you don't see in this bill...

- No tiered licensure system changes
- No non-exclusionary discipline provisions
- No school board vacancy election changes
- No paid family leave
- Fewer grant programs
- No mandatory paraprofessional training
- No additional civics mandates in high school
- No changes to student journalism curriculum
- No mandatory radon testing
- No mandatory statewide school lunch policies

# MSBA UP-COMING EVENTS

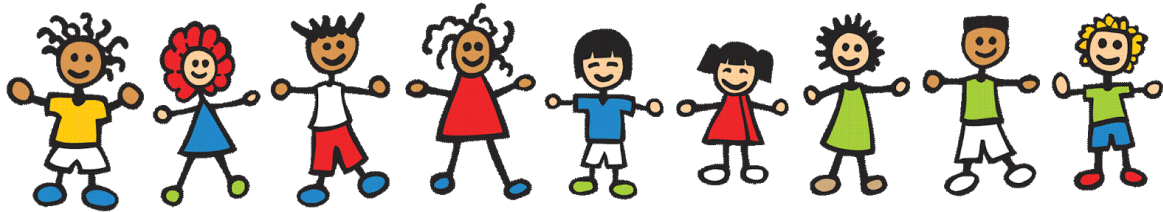
- **Summer Seminar:**  
August 4-5
- **Advocacy Tour:**  
September 10, 11, 12,  
14, 17, 18, and the 19
- **Last day for submitting  
Legislative Resolutions**  
September 27





**Watch for  
MSBA's Legislative Summary  
at [www.mnmsba.org](http://www.mnmsba.org)**

**THANK YOU FOR YOUR  
ADVOCACY!**



## Bert Raney Elementary Board Report

June 2019

Mrs. Hansen, Elementary Principal

### BRE - Current Enrollment

	9/18	10/18	11/18	12/18	1/19	2/19	3/19	4/19	5/19	6/19 Fall Incoming
<b>K</b>	40	40	40	39	39	39	39	39	39	43
<b>1st</b>	48	48	48	48	47	46	46	46	46	40
<b>2nd</b>	43	43	42	41	42	41	41	41	41	46
<b>3rd</b>	59	59	59	59	59	59	59	59	59	42
<b>4th</b>	53	53	53	53	53	53	53	53	53	59
<b>5th</b>	63	63	63	63	63	63	63	61	61	53
<b>Total</b>	306	306	305	303	303	301	301	299	299	283

### End of the School Year Information

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### Current Enrollment 2019-2020

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### Preschool Information

Bumblebees (ADED 4 YO): full, waiting list

Honeybees (MWF 3 /4 YO): full, waiting list

Busy Bees (T/Th AM 3 YO): 11, spaces available

Summer ECFE Events - see attached for details

--

### Dyslexia Training

Reading Resources

<https://mnreadingresources.com>

--

### Building Changes

-11 BRE staff, plus 3 leaving

-Current SMART Room (multisensory approach to learning, gross motor skills, Stimulating Maturity through Accelerated Readiness Training) is currently on the stage, hoping to relocate.

--

**Summer Events:**

ALICE Training - Marshall, 6/11/19 & 6/12/19

Guided Reading Training - Maynard, 6/13/19

Guided Reading Training - Marshall, 6/17/19

PBIS Training - Mankato, 8/7/19 & 8/8/19

--

**Grade level assignments for 2019-20 are as follows (as of 6/7/19):**

**Kindergarten**

Mrs. Gort

Mrs. Jans

**2nd Grade**

Mrs. Ims

Mrs. Sannerud

**4th Grade**

Mrs. Jessen

Mrs. Lightfoot

Mrs. Tanner

**1st Grade**

Mrs. Blackwelder

Mrs. Shackelford

**3rd Grade**

Mrs. Jensen

Mrs. Runia

**5th Grade**

Mrs. Hoernemann

Mrs. Paslawski

Mrs. Leiseth will serve as 1/2 time 5th grade and 1/2 reading specialist, Mrs. Clouse will be full time Title, and Mrs. Kvam will serve as part-time reading specialist and literacy coach. Mrs. Grey will be PreK-5 physical education and Mrs. Jahn will be PreK-5 music.

Special Education staff will include: Mel Schulte, Keisha Louwagie, Lyndsae Dack, Dave Schueler, Jiana Roberts Dahl, Sadie Kluver, Danae Rupp, Leslie Refsland, June French, Jen Thull, Tammy Carruth and Amy Engesser.

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## YELLOW MEDICINE EAST SCHOOL DISTRICT EARLY CHILDHOOD FAMILY EDUCATION SUMMER OPPORTUNITIES

Early Childhood Family Education (ECFE) is a parenting education program for all Minnesota families with children between the ages of birth to kindergarten. ECFE is based on the idea that parents provide a child with their first, and most significant, learning environment, and parents are children's most impactful teachers.



### LIBRARY STORY HOUR & CRAFTS

Join ECFE and the Granite Falls Public Library for story time, activities, and crafts!

When: Tuesdays: June 11, 18, 25, July 9, 16, 23 & 30 - 10:00AM - 11:00AM

Where: Granite Falls Public Library

Cost: Free

Ages: 1 - 5 Years

No registration necessary.

This program is supported by Wee Read and Granite Falls Kiwanis.

Attend four story hours and earn a free popcorn at the popcorn stand.



### READ BY THE RIVER

ECFE staff will read books to children near the Minnesota River. Meet by the popcorn stand and grab a bag as we walk down to the river.

When: Thursday, June 27 - 10:00AM - 11:00AM

Where: Kiwanis Popcorn Stand

Cost: Free

Ages: 1 - 5 Years

No registration necessary.



### SPLASHING THROUGH SUMMER

When: Thursday, July 11 - 10:00AM - 11:00AM

Where: Bert Raney Elementary School Playground

Cost: Free

Ages: 1 - 5 Years

No registration necessary.



### MAKE WAVES

This is a fun-filled swimming class for parents and children and will include songs, water toys, and guided activities.

When: Thursdays: July 18, July 25, August 1 - 9:00-9:45AM

Where: Kilowatt Community Center

Cost: Free

Ages: 0 - 5 Years

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, July 15.

## SPECTACULAR SUMMER FUN

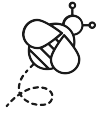
When: Wednesdays: June 12, 19, 26, July 10, 17, 24 – 10:00-11:30AM (details below)

Attend five Spectacular Summer Fun events and earn a Dairy Queen gift certificate.

Where: Bert Raney Elementary School

Cost: Free

Ages: 0 - 5 Years



### **JUNE 12: BUILD - A - BEAR**

Choose and make your own teddy bear to take home and participate in bear-related activities. No sewing skills are required.

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, June 3.



### **JUNE 19: MINI ARTISTS**

Join ECFE staff and artist Tammy Isfeld for a painting class.

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, June 10.



### **JUNE 26: STEM DAY**

The day will be filled with science, technology, engineering, and math (STEM) activities.

No registration necessary.



### **JULY 10: WHAT'S COOKIN'?**

Create and sample kid-friendly recipes.

Register by calling 320-564-4081 x114 or via email at [nkotek@isd2190.org](mailto:nkotek@isd2190.org) by Monday, July 3.



### **JULY 17: MUSIC MANIA**

Join Mrs. Beth Jahn, Bert Raney Elementary School Music Teacher, and ECFE staff for music and activities.

No registration necessary.



### **JULY 24: MOVIN' & GROOVIN' IN THE GYM**

Join Mrs. Mary Grey, Bert Raney Elementary School Physical Education Teacher, and ECFE staff for physical activity in the gymnasium.



# YME Middle/High School Board Report

## June - 2018 -2019

### Goals for the MS/HS for 2018/2019

- *SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Reading assessment, will increase 5% from spring 2018 to spring 2019.*
- *SMART Goal: The percentage of students in grades 6-10 at grade level on the Star Math assessment, will increase 5% from spring 2018 to spring 2019.*

### Areas of Focus

- *Best Practice Instruction: Reading and writing strategies used across the curriculum/content area*
- *Safe Schools: Emergency Crisis Plan*
- *Mental Health: Working with students of trauma*
- *Staff will complete one curriculum map for one class by the end of the school year*

**Intergenerational Impact** ~ This year, with the support from the Granite Falls Kiwanis, we were able to pair up with the residents from the Granite Falls Care Center. Below is a “Thank you” from the care center.

Good morning,

I just wanted to thank you for bringing the students yesterday. It made a positive impact on every resident that I spoke with. Our clinical social worker who does visits with residents here came into my office before she left for the day nearly in tears (and I’ve never seen that!) about how happy she was to see the impact made on those she spoke with. She asked me if I can get a copy of the questions that sparked such great conversation, and that she can learn a thing or two from these kids!

Again, thank you for the opportunity.

**Emily Ebel**

Activities Director  
 Granite Falls Health  
 250 Jordan Drive  
 Granite Falls, MN 56241  
 Office: 320-564-6260  
[Emily.Ebel@granitefallshealth.com](mailto:Emily.Ebel@granitefallshealth.com)



**The Graduating Class of 2019**

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**Scholarship YME** ~ Last month the local Scholarship YME gave away \$68,100 to the 37 students who completed the application process. We are very fortunate to have this local organization working so closely with our students. The selection process for the student scholarships is centered on their application and awarded on merit. I would like to recognize the Scholarship YME Board and the many donors who support our students.

**Archie Bush Legacy Foundation Scholarship ~ Class of 2018 Recipients** ~ This was the first graduating class from YME to be eligible for the Archie Bush Legacy Foundation Scholarship. This year there were 7 award winners. The award recipients from this year's graduating class for the four-year award were David Hidalgo, Lucy McCaleb, and Gunner Stier. The two-year recipients were Skyler Corner, MacKenzie Kotek, Kailee Peters, and April Rodriguez. Each student must be going to a four or two-year college or university post-high school. Students will be assigned an academic advisor from the Wallin Foundation that will stay with them throughout their college years. Congratulations and Good Luck to these YME students!

**Q-Comp Building Goals** ~ We came up a little short on our Q-comp goals for the 2018 ~ 2019 school year. We have aligned our staff development efforts for the 2019 ~ 2020 school year to help us in this area.

Reading	GE	Goal	48.43%		Benchmark May	GE
May 2018						
Grade	Proficient	Total	%	Goal		
6 (5.9)	28	54	51.85%	56.85%	35%	6.9
7 (6.9)	19	48	39.58%	44.58%	29%	7.9
8 (7.9)	29	63	46.03%	51.03%	49%	8.9
9 (8.9)	20	58	34.48%	39.48%	31%	9.9
10 (9.9)	23	51	45.10%	50.10%	41%	10.9
				Goal (5%)		
		119	274	43.43%	48.43%	37%
Math	GE	Goal	68.30%		Benchmark May	GE
May 2018						
Grade	Proficient	Total	%	Goal		
6 (5.9)	38	54	70.37%	75.37%	63%	6.9
7 (6.9)	28	47	59.57%	64.57%	50%	7.9
8 (7.9)	40	62	64.52%	69.52%	50%	8.9
9 (8.9)	34	54	62.96%	67.96%	61%	9.9
10 (9.9)	29	50	58.00%	63.00%	67%	10.9
				Goal (5%)		
		169	267	63.30%	68.30%	58%

### End of the Year Awards Ceremony

The criteria for the Presidential Award for Academic Excellence is as follows:

Senior 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:

Tyler Berthelsen  
 Skyler Corner  
 Meeghen Dahlager  
 Ayden Friese

Ryley Kinsley  
 Natasha Smith  
 Gunner Stier  
 Allie Virnig

Senior 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:

Samantha Anderson  
 Mackenzie Dyrdaahl  
 Chelsea Hoernemann

Gerrod Leenerts  
 Chelsie Malinao  
 Rory Shackelford

Emilee Spoh  
 Whitney Tennis

**Lions Club Honor Students:** This past month the Lion's Club Organizations for Granite Falls and Clarkfield held an awards ceremony recognizing senior students who have achieved a 3.5 GPA during their high school career here at Yellow Medicine East. These students have already received their awards at the banquet.

Samantha Anderson  
Tyler Berthelsen  
Brynn Cherveney  
Skyler Corner  
MacKenzie Dyrdaahl  
Ayden Friese

Chelsea Hoernemann  
Gerrod Leenerts  
Chelsie Malinao  
Rory Shackelford  
Emilee Speh  
Gunner Stier

Whitney Tennis  
Allie Virnig

**YME Honor Society** ~ 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. It truly is an honor to be a member of YME Honor Society.

The 2018 ~ 2019 Honor Society Inductees are:

Sophomores: Abel Chaparro Samone Farris  
Tyler Nordaune Sophia Poff

Juniors:

Taylor Bakkellund Megan Nordaune  
Madison Hinz Kelsey Rhode  
Lauren McCosh Tiana Rupp

Senior YME Honor Society Cord Recipients worn during the graduation ceremony:

Samantha Anderson Chelsea Hoernemann  
Skyler Corner Rory Shackelford  
Mackenzie Dyrdaahl Whitney Tennis

**May is National Older American Month** ~ This award was started to honor and recognize our area senior citizens. Our very own Granite Falls Senior Advocacy Organization hosts a banquet every year. For many years, the 6th-grade class is asked to take part by writing an essay on their most admired senior citizen. Two winners and five honorable mentions are chosen based on their ability to share their relationship with a senior citizen through writing. The local Senior Advisory Board and Senior Advocate review all essays and choose the top ones. The two winners are invited to attend the Older American Honors Banquet in May where their essays are read aloud. This has been a highlight of the banquet for years.

Winners: Vanessa Ochoa-Abrahamson and Riley Hoff

**Yellow Medicine East Most Outstanding Male and Female Students for each grade in the Middle and High School for the 2018- 2019 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: Ryan Syring & Madelynn Luft
- The 7th Grade winners are: Drew Almich and Riley Streich
- The 8th Grade winners are: Cody Dahlager & Sanjana Pullan

- The Freshman class winners are: Ean Clarke & Shelby Mortenson
- The Sophomore class winners are: Abel Chaparro & Brylea Ruff-Mulligan
- The Junior class winners are: Taylor Bakkelund & Megan Nordaune & Marley Lara??
- The Senior class winners are: Rory Shackelford & Samantha Anderson

**Seniors who have been on the honor roll all four quarters for the 2018 ~ 2019 school year.**

Samantha Anderson	Ryley Kinsley	Gunner Stier
Brynn Cherveney	Lucy McCaleb	Whitney Tennis
Meeghen Dahlager	Ethan Peterson	Anna Viergutz
Chelsea Hoernemann	Rory Shackelford	
Jaspreet Juarez	Emilee Speh	

**Seniors on the honor roll for all four quarters, since 7th grade:**

Meeghen Dahlager	Emilee Speh
Chelsea Hoernemann	Whitney Tennis
Rory Shackelford	

**Top 5 GPAs per class in high school.** The scores are accumulated through the 3rd quarter of this year.

**CLASS OF 2022 (grade 9)**

5. Kiersten Luepke
4. Shelby Mortenson
3. Patrick Hoernemann
2. Derrick Lien
1. Ean Clarke

**CLASS OF 2021 (10th)**

5. Jordan Gjerset
4. Tyler Nordaune
3. Abel Chaparro
2. Samone Farris
1. Sophia Poff

**The Class of 2020 Top 5 (11th)**

5. Taylor Bakkelund
  4. Megan Nordaune
  3. Marley Lara
- We have 2 students who are tied for 1st place:
1. Tiana Rupp (tied)
  1. Madison Hinz (tied)

**Class of 2019 Honor Cord recipients:** These students have shown dedication to their academics and have persevered to achieve at a high level.

**WHITE ACHIEVEMENT CORDS** for a GPA 3.00-3.39 ~ Achievement

Dalton Anderson	Hannah Kotek	Katrina Redwing
Bryant Bestland	Lucy McCaleb	Tate Schulte
Brynn Cherveney	Dylan Moe	Sarah Van Sickle
David Hidalgo	Ethan Peterson	
Bennett Knapper	Jacob Peterson	

The Class of 2019 Achievement Cord Recipients.

SILVER HONOR CORDS for GPA 3.40-3.69 ~ Honors

Tyler Berthelsen

Meeghen Dahlager

Ayden Friese

Ryley Kinsley

Natasha Smith

Gunner Stier

Allie Virnig

GOLD HIGHEST HONORS CORDS for a GPA 3.70-4.00 ~ Highest Honors

Samantha Anderson

Skyler Corner

Mackenzie Dyrdaahl

Chelsea Hoernemann

Gerrod Leenerts

Chelsie Malinao

Rory Shackelford

Emilee Speh

Whitney Tennis

**Yellow Medicine East Class of 2019 Top 5 Students, including the Salutatorian and Valedictorian.**

5 . Emilee Speh

4. Chelsie Malinao

3. Whitney Tennis

This year's Yellow Medicine East Salutatorian earned a GPA of 3.989 for their four-year academic career. The Salutatorian received the YME Salutatorian Medal that was worn during the graduation ceremony.

The Class of 2019 Salutatorian ~ Chelsea Hoernemann

The following student has earned a 3.994 GPA during their academic career in grades 9-12. The Valedictorian received the YME Valedictorian Medal that was worn during the graduation ceremony.

The Class of 2019 Valedictorian ~ MacKenzie Dyrdaahl

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.1  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Personnel Items

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

10.1.1.1 - Resignation/Retirement - Char Midthun, BRE Paraprofessional  
Char Midthun is retiring after 19 years as a paraprofessional at BRE.

10.1.1.2 - Resignation - Food Service Director - Cheryl Christensen  
Cheryl worked for us for one year and has decided to retire and become a full time childcare provider for her grandchildren.

10.1.1.3 - Employment - Choir Teacher - Krishana Dempsey  
Krishana is coming to us with 6 years of educational experience at Lakeview (most recently) and Grant Deuel (Reville, South Dakota).

10.1.1.4 - Employment - BRE Secretary I - Nicolle Kotek  
Nicolle has been working as the other secretary (Secretary II) and has been temporarily covering the position formerly held by Liz DeBlieck. This position was advertised internally.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of all resignations, retirements, and hiring as listed.

5-15-19

Dear YME Schoolboard Members,

I'm sending this letter to inform you that on June 1st, 2019, I will be retiring from the YME School District. It has been a pleasure to work as a paraprofessional at Bert Raney Elementary. I can't say enough about the high quality of leadership and the exceptional staff I have worked with throughout the past 20 years in the ASD room and regular classrooms. Thank you, Char Midthun

05-31-2019

Cheryl M. Christensen

YME Food Service Director

5/31/2019

Dear Mr. Schneider,

I am writing to formally notify you that I am resigning from my position as YME Food Service Director. My last day of employment will be June 18, 2019, as per the responsibilities under the terms of my employment contract of 220 days for 2018-2019 school year.

I appreciate the opportunities I have been given at Yellow Medicine East Schools. I have the opportunity to help my son and daughter-in-law with providing daycare for my grandson and future granddaughter.

I wish you and YME success in the future.

Yours sincerely,

Cheryl M. Christensen



Dear Mr. Knapper,

This letter is to inform you that I will be stepping down as the Yellow Medicine East girls head volleyball coach. I have enjoyed my time coaching these young women, but I have recently accepted a teaching position at Marshall Middle School. I believe it is best for me to focus on my teaching career and to do so the commitment and commute unfortunately doesn't work for me right now. Being a head coach takes an incredible amount of time and energy and I think it is in the team's best interest for someone new to take over this leadership role. This has been one of the most difficult decisions of my life. I have been fortunate to have had the opportunity to work with some great players, parents, and coaches here at Yellow Medicine East.

I want to take a moment to sincerely thank you for the opportunity you gave me to coach in your school district for the last three years. Without your support and belief in me I would have not been able to create a successful team of female athletes.

If there is anything I can do to make this transition easier on all parties, I would be more than happy to put forth effort. Please contact me if you would like to discuss this further. I will always be grateful to you and YME for teaching me so much about athletics, leadership, and life. This is not an easy decision for me, but I look forward to what the future will hold for the YME Volleyball program. I wish you all a ton of success and I hope that our paths cross again. Thank you for your understanding.

Leah Fadness

## Employee Payroll Authorization Form

Yellow Medicine East  MN Valley Coop. Center

This form is to be used for all employment and employment revisions and must be submitted before the employment begins. Failure to comply will prevent a payroll check from being processed. **Please fill out COMPLETELY!**

**ADMINISTRATION TO COMPLETE**

Employee's Name: Krishana Dempsey Start Date: August 1st, 2019

Requested by: Mr. Ryan Luft Date: June 3rd, 2019

Check the appropriate description:

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> New Employment | <input type="checkbox"/> Resignation       | <input type="checkbox"/> Extracurricular  |
| <input type="checkbox"/> Extended Employment       | <input type="checkbox"/> Termination       | <input type="checkbox"/> Leave of Absence |
| <input type="checkbox"/> Increased Assignment      | <input type="checkbox"/> Unrequested Leave | <input type="checkbox"/> Other            |

Description of Request:

Justification for Request: 1.0 Choir and Musical Director

Actual Work Days per Year:

(Enter 260 for 12 month employment)

Hours per Day:

Permanent Assignment?

If No, describe limitations:

**Payroll Information:**

1<sup>st</sup> Year Rate: 2<sup>nd</sup> Year Rate:

Regular Rate:

Dates of Probation: (90 Calendar Days)

Date request sent to Superintendent/Director:

**Salary:**

Placement on Salary Step: BA 9  
Musical Step 6

\_\_\_\_\_  
Superintendent/Director Signature

\_\_\_\_\_  
Board Approval Date

**BUSINESS OFFICE ONLY:**

- |                                 |                                   |                                     |                                      |                                    |                                   |
|---------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Admin. | <input type="checkbox"/> EM Union | <input type="checkbox"/> MSEA Union | <input type="checkbox"/> Supv./Conf. | <input type="checkbox"/> MVCC Para | <input type="checkbox"/> No Group |
|---------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|

Work Days per Year:  
Holidays Paid per Year:  
Vacation Days Per Year:  
Personal Days per Year:  
Sick Days Per Year:  
Total Budgeted Days & Hours:

Eligible for the following insurances:  
 Health  Dental  Life  Vision  Annuity  
Date Probation Review Completed:

Business Office Personnel

Date

Budget Code(s):

-	-	-	-	-	%	or	hours/day
-	-	-	-	-	%	or	hours/day

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.2  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Call for Bids - Milk/Milk Products & Bread/Bread Products

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

This is an annual requirement outlined in statute and regulations for our Food Service Program.

### PRESENTER(S):

None

### COMMITTEE:

Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend approval.

# YELLOW MEDICINE EAST – ISD 2190

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

Rich Schneider, 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 2019-2020 school year and the summer food service program, if it is offered.

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 Monday, July 15, 2019. 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 15, 2019 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.

**BREAD & BREAD PRODUCTS BID FORM**  
**2019-2020 School Year – Yellow Medicine East**

Pursuant to your call for bids, to be returned on or before July 15, 2019 at 1:00 pm, I (we) submit the following bid for your consideration:

Price	Item
	Pan Buns – Whole Grain – 3” – Sliced
	Pan Buns – Whole Grain – 4” – Sliced
	Whole Grain Sandwich Bread – Sliced
	Small Sub Buns – Whole Grain – Sliced
	Hot Dog Buns – Whole Grain – Sliced
	Pull Apart Dinner Rolls – Whole Grain

I hereby state that the bread products bid above meets the state requirements or specifications and nutritional analysis information will be provided for each product supplied.

Bid price is to include wheels to be provided at no additional charge.

Bread products are to be delivered **between 6:30-7:45 am or 8:35-10:45 am or 1:00-2:00 pm**. If the delivery person or the bakery makes a substitution of product, the substitution will be billed at the same price as the bid product, no higher. Bids are to be firm for the duration of the school year. Payment will be made after each School Board meeting directly from invoices left at time of delivery. Payments will be for each month (1<sup>st</sup> to 31<sup>st</sup>).

Yellow Medicine East reserves the right to terminate the contract at any time for cause and will also have the right to terminate the contract without cause with 30 days notice to vendor.

Respectfully Submitted,

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 e-mail Address

\_\_\_\_\_  
 Bid Prepared & Submitted By

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Driver/Delivery Name

\_\_\_\_\_  
 Phone Number

# YELLOW MEDICINE EAST – ISD 2190

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

Rich Schneider, 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 2019-2020 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 Monday, July 15, 2019. 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 15, 2019 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.

**MILK & DAIRY PRODUCTS BID FORM**  
**2019-2020 School Year – Yellow Medicine East**

Pursuant to your call for bids, to be returned on or before July 15, 2019 at 1:00 pm, I (we) submit the following bid for your consideration:

Price	Item
	1% White Milk – Gallon
	1% White Milk – Half Pint
	Skim Chocolate Milk – Half Pint
	1% or Skim Lactose Free Milk – Half Pint
	2% Milk – 4 oz. Carton

I hereby state that the dairy products bid above meets the state requirements or specifications and nutritional analysis information will be provided for each product supplied.

Bid price is to include milk coolers to be provided at no additional charge.  
Coolers needed: Qty. 3 - 16 case coolers and Qty. 1 - 8 case cooler.

Bid prices may be escalated/deescalated during the school year if it can be shown that wholesale prices to the supplier have increased to warrant an increase in price. Provide specific escalated/deescalated calculation formula with your bid.

Dairy products are to be delivered on days when school is in session **between 6:30-7:45 am or 8:35-10:45 am or 1:00-2:00 pm** or in amounts not to exceed 3 days usage unless told otherwise. Payment will be made after each School Board meeting directly from invoices left at time of delivery. Payments will be for each month (1<sup>st</sup> to 31<sup>st</sup>).

Yellow Medicine East reserves the right to terminate the contract at any time for cause and will also have the right to terminate the contract without cause with 30 days notice to vendor.

Respectfully Submitted,

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
e-mail Address

\_\_\_\_\_  
Bid Prepared/Submitted By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver/Delivery Name

\_\_\_\_\_  
Phone Number

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.3  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Resolution for Membership in MSHSL - 2019-20

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

This is an annual requirement for members of the Minnesota State High School League (MSHSL). Our Activities Director, Tim Knapper, also reviews this with parents in his fall meeting. It is vital information for us all and helps us frame our decisions and put things into perspective.

Why We Play - <http://www.mshsl.org/board/2019resources/School%20Board%20Video%202.mp4>

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend approval of the resolution for membership in the Minnesota State High School League for 2019-20.



**2019-2020 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

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

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

Yellow Medicine East High School

(If more than four high schools, attach an additional list)

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

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_
- OR;  \_\_\_\_\_ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

***Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.***

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

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

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: [Signature]  
(Superintendent or Head of School)

Date: June 10 - 2019

Date: June 10 - 2019

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

School Superintendent's Phone: 320-564-4081

School Superintendent's Email: rschneider@isd2190.org

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019  
Retain one copy for the school files.**

# 2019-2020 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

## 208.00 LOCAL CONTROL

### 208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

### 208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

### 208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2019-2020 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Yellow Medicine East  
Name of School (Please Print)

## 208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Jeremy LeBlanc  
(Designated School Board Member – please print)

Tim Knapper  
(Designated School Representative – please print)

jleblanc@isd2190.org  
Email Address

Knapper@isd2190.org  
Email Address

## 208.02 ACTIVITY REPRESENTATIVES

Tim Knapper  
(Boys' Sports – please print)

Tim Knapper  
(Girls' Sports – please print)

Tim Knapper  
(Speech – please print)

Tim Knapper  
(Music – please print)

Tim Knapper  
\*(Mailing Representative - Please Print)

\* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

## 208.03 LOCAL ADVISORY COMMITTEE MEMBERS

\_\_\_\_\_  
(Board Member – please print)

\_\_\_\_\_  
(Student - please print)

\_\_\_\_\_  
(Parent – please print)

\_\_\_\_\_  
(Faculty Member – please print)

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.4  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Approve Revised Budget for 2018-2019

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

LeeAnn Boushek will present a revised budget for 2018-2019. She will review the significant changes and outline why we are better off than expected. This is definitely good news for us and our budgetary problems.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the revised budget.

Fund	Description	Preliminary Budgets 2018-19					Revised Budgets 2018-19					Net Fund Balance Change from Preliminary to Revised
		Audited Fund Balance 6-30-18	FY 19 Projected Revenues	FY 19 Projected Expenditures	FY 19 Difference (Rev minus Exp)	FY 19 Projected Revenues	FY 19 Projected Expenditures	FY 19 Difference (Rev minus Exp)	FY 19 Projected Revenues	FY 19 Projected Expenditures	FY 19 Difference (Rev minus Exp)	
	Health & Safety	(24,453)	24,453	Unreserved Transfer	24,453	24,453	24,453	24,453	Unreserved Transfer	24,453	0	-
	Deferred Maint/L TFM	41,111	288,965	255,514	33,451	288,965	288,965	288,965	260,514	28,451	69,562	(5,000)
	Safe Schools	3,419	27,087	27,500	(413)	27,087	27,087	27,087	27,500	-413	3,006	-
	Capital	189,738	177,027	185,150	(8,123)	177,027	183,692	183,692	191,815	-8,123	181,615	-
**	Unresrvd/Assigned/Nonspendable/Staff Dev./Basic Skills	2,360,463	9,111,730	9,535,585	(423,855)	9,111,730	9,528,448	9,528,448			1,992,530	55,922
	Capital paid from Unreserved											
<b>01 General</b>	<b>Total</b>	<b>2,570,279</b>	<b>9,629,262</b>	<b>10,003,749</b>	<b>(374,487)</b>	<b>9,684,712</b>	<b>10,008,277</b>	<b>9,684,712</b>	<b>10,008,277</b>	<b>-323,565</b>	<b>2,246,714</b>	<b>50,922</b>
	Food Svc. Assigned	(0)	403,900	432,671	-	403,900	403,900	403,900	432,671	-	0	-
95	Transfer in from Gen. Fund for Deficit	-	28,771	-	-	28,771	28,771	28,771	-	-	0	-
	Inventory (Non-Spendable)	12,843			-						12,843	-
<b>02 Food Service</b>	<b>Total</b>	<b>12,843</b>	<b>432,671</b>	<b>432,671</b>	<b>-</b>	<b>432,671</b>	<b>432,671</b>	<b>432,671</b>	<b>432,671</b>	<b>0</b>	<b>12,843</b>	<b>-</b>
	ECFE/Learn. Readiness	121,326	171,847	145,557	26,290	171,847	171,847	171,847	156,227	15,620	136,946	(10,670)
	Pool	(45,240)	59,518	50,850	8,668	59,518	59,518	59,518	50,850	8,668	-36,572	-
	Comm Ed Gen.	151,391	172,019	176,848	(4,829)	172,019	166,419	166,419	170,398	-3,979	147,412	850
<b>04 Comm. Ed.</b>	<b>Total</b>	<b>227,477</b>	<b>403,384</b>	<b>373,255</b>	<b>30,129</b>	<b>397,784</b>	<b>397,784</b>	<b>397,784</b>	<b>377,475</b>	<b>20,309</b>	<b>247,786</b>	<b>(9,820)</b>
<b>07 Debt Svc</b>	<b>Total</b>	<b>179,937</b>	<b>1,198,053</b>	<b>1,167,370</b>	<b>30,683</b>	<b>1,208,275</b>	<b>1,208,275</b>	<b>1,208,275</b>	<b>1,167,370</b>	<b>40,905</b>	<b>220,842</b>	<b>10,222</b>
<b>25 OPEB</b>	<b>Total</b>	<b>451,835</b>	<b>78,500</b>	<b>166,008</b>	<b>(89,508)</b>	<b>81,100</b>	<b>81,100</b>	<b>81,100</b>	<b>182,008</b>	<b>-100,908</b>	<b>350,927</b>	<b>(11,400)</b>
<b>47 Dt Svc (OPEB)</b>	<b>Total</b>	<b>40,610</b>	<b>189,971</b>	<b>191,458</b>	<b>(1,487)</b>	<b>191,171</b>	<b>191,171</b>	<b>191,171</b>	<b>191,458</b>	<b>-287</b>	<b>40,323</b>	<b>1,200</b>
<b>Grand Total</b>		<b>3,482,980</b>	<b>11,931,841</b>	<b>12,336,511</b>	<b>(404,670)</b>	<b>11,995,713</b>	<b>12,359,259</b>	<b>11,995,713</b>	<b>12,359,259</b>	<b>(363,546)</b>	<b>3,119,434</b>	<b>41,124</b>

\*\* General Fund expenditures include transfers to Food Service (revenues) for FY19 projected deficit 28,771.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.5  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Approve Preliminary Budget for 2019-2020

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

LeeAnn Boushek will review our preliminary budget. As part of her presentation, I asked her to give us an update our our 2018-2019 budget to let us know where we are currently sitting. Good news is that we are expecting to deficit spend much less next year than we expected in January of this year indicating that the cuts we made were effective in decreasing the amount of anticipated deficit spending.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the preliminary budget.

Yellow Medicine East District

6-10-19

Fund	Description	Revised Budgets 2018-19				Preliminary Budgets 2019-20			
	Appropriation	Audited Fund Balance 6-30-18	FY 19 Projected Revenues	FY 19 Projected Expenditures	Projected Fund Balance 6-30-2019	FY 20 Projected Revenues	FY 20 Projected Expenditures	FY20 Difference (Rev minus Exp)	Projected Fund Balance 6-30-2020
One Time From Unreserved Transfer	Health & Safety	(24,453)	24,453	0	0	-	-	0	0
	Deferred Maint/LTFM	41,111	288,965	260,514	69,562	284,432	262,265	22,167	91,729
	Safe Schools	3,419	27,087	27,500	3,006	25,809	25,500	309	3,315
	Capital	189,738	183,692	191,815	181,615	188,340	202,738	-14,398	167,217
**	Unresrvd/Assigned/Nonspendable/Staff Dev./Basic Skills	2,360,463	9,160,515	9,528,448	1,992,530	9,002,604	9,109,331	-106,727	1,885,803
	Capital paid from Unreserved								
<b>01 General</b>	<b>Total</b>	<b>2,570,278</b>	<b>9,684,712</b>	<b>10,008,277</b>	<b>2,246,713</b>	<b>9,501,185</b>	<b>9,599,834</b>	<b>-98,649</b>	<b>2,148,065</b>
<b>02 Food Service</b>									
97	Food Svc. Assigned	(0)	403,900	432,671	(28,771)	382,650	410,437	-	-28,771
	Transfer in from Gen. Fund for Deficit	-	28,771	-	28,771	27,787	-	-	28,771
	Inventory (Non-Spendable)	12,843			12,843			0	12,843
	<b>Total</b>	<b>12,843</b>	<b>432,671</b>	<b>432,671</b>	<b>12,843</b>	<b>410,437</b>	<b>410,437</b>	<b>0</b>	<b>12,843</b>
<b>04 Comm. Ed.</b>									
	ECFE/Learn. Readiness	121,326	171,847	156,227	136,946	198,341	179,770	18,571	155,517
	Pool	(45,240)	59,518	50,850	(36,572)	45,241	50,850	-5,609	-42,181
	Comm Ed Gen.	151,391	166,419	170,398	147,412	166,875	188,202	-21,327	126,085
	<b>Total</b>	<b>227,477</b>	<b>397,784</b>	<b>377,475</b>	<b>247,786</b>	<b>410,457</b>	<b>418,822</b>	<b>-8,365</b>	<b>239,421</b>
<b>07 Debt Svc</b>									
	<b>Total</b>	<b>179,937</b>	<b>1,208,275</b>	<b>1,167,370</b>	<b>220,842</b>	<b>1,134,233</b>	<b>1,130,330</b>	<b>3,903</b>	<b>224,745</b>
<b>25 OPEB</b>									
	<b>Total</b>	<b>451,835</b>	<b>81,100</b>	<b>182,008</b>	<b>350,927</b>	<b>127,500</b>	<b>220,573</b>	<b>-93,073</b>	<b>257,854</b>
<b>47 Dt Svc (OPEB)</b>									
	<b>Total</b>	<b>40,610</b>	<b>191,171</b>	<b>191,458</b>	<b>40,323</b>	<b>189,750</b>	<b>190,045</b>	<b>-295</b>	<b>40,028</b>
<b>Grand Total</b>		<b>3,482,980</b>	<b>11,995,713</b>	<b>12,359,259</b>	<b>3,119,434</b>	<b>11,773,562</b>	<b>11,970,041</b>	<b>(196,479)</b>	<b>2,922,955</b>

\*\* General Fund expenditures include transfers to Food Service (revenues) for FY19 projected deficits \$28,771 and FY20 27,787.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.6  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Free Breakfast

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

This year, our free breakfast cost our district about \$7,269.00. This is a significant expense but is something that our parents and students have come to depend upon. Studies do support the strong positive connection between students that eat a quality breakfast and several school-related factors including increased academic achievement, increased focus/engagement, and decreased behavior issues.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend we continue the BRE breakfast program for 2019-20.

# Yellow Medicine East, ISD 2190

## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.7  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Set Fees & Meal Prices for 2019-2020

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

There are only a few recommended changes for 2019-2020. Increasing prices for admission to games brings us inline with the majority of our neighboring districts. Our new prices would raise each by \$1.00 to \$7.00 for adults and \$5.00 for students. We also are recommending that senior citizens (60 years or older) would allowed entry at the student rate (\$5.00). Under our recommendations, the musical would not accept adult season tickets. This will help offset the expense of the musical and was the practice until recently.

Lunch prices comparison -

School	Breakfast		Lunch		
Montevideo	\$1.35 (8-12)	---	\$2.15 (K-4)	\$2.25 (5-12)	---
RCW	\$1.60	---	\$2.35 (PreK-6)	\$2.70 (7-12)	---
Dawson/Boyd	\$0.45	---	\$2.30 (PreK-2)	\$2.40 (3-12)	---
Lac qui Parle Valley	Free (K-6)	1.45 (7-12)	\$2.30 (K-6)	\$2.45 (7-12)	---
Lakeview	\$1.45	---	\$2.30 (K-6)	\$2.50 (7-12)	---
Yellow Medicine East	Free (K-3)	\$1.50 (4-12)	\$2.70 (K-5)	\$2.80 (6-8)	\$2.90 (9-12)

As you can see from the above chart, our lunch prices are higher than the majority of our neighboring school districts. There are a variety of factors that I believe contribute:

- having an additional lunchroom results in duplicated services such as operation of the point of sale.
- providing students in grades PK through 3rd grade with free breakfast is costly
- our staffing pay is higher than some of our neighboring districts

I believe we should hold steady on our meal prices and try to contain some of our expenses rather than increase our revenue.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of the fees and meal prices as outlined above.

<b>Athletic Activity Fees</b>		2018-19	2019-20
	Grade 9-12 - Full Pay	\$80.00	\$80.00
	Grade 9-12 - Reduced Lunch	\$40.00	\$40.00
	Grade 9-12 - Free Lunch	\$16.00	\$16.00
	Grade 7-8 - Full Pay	\$60.00	\$60.00
	Grade 7-8 - Reduced Lunch	\$30.00	\$30.00
	Grade 7-8 - Free Lunch	\$12.00	\$12.00
<b>Non-Athletic Activity Fees</b>			
	Grade 9-12 - Full Pay	\$40.00	\$40.00
	Grade 9-12 - Reduced Lunch	\$20.00	\$20.00
	Grade 9-12 - Free Lunch	\$8.00	\$8.00
	Grade 7-8 - Full Pay	\$25.00	\$25.00
	Grade 7-8 - Reduced Lunch	\$13.00	\$13.00
	Grade 78 - Free Lunch	\$5.00	\$5.00
<b>Family Max (Both Athletic &amp; Non-Athletic)</b>		\$350.00	\$350.00
<b>Gate Fees</b>			
	Adults	\$6.00	\$7.00
	Students	\$4.00	\$5.00
	Senior Citizen (60+)		\$5.00
<b>Activity Passes</b>			
	Student - K-12	\$25.00	\$25.00
	Adult*	\$75.00	\$75.00
	Senior Citizen (60+)*	\$50.00	\$50.00
	*Not valid with musical		
<b>Music Fees</b>			
	Instrument Rental - Full Pay	\$50.00	\$50.00
	Instrument Rental - F/R Lunch	\$10.00	\$10.00
	Percussionist Rental	\$25.00	\$25.00
<b>Driver's Education</b>			
	Classroom & Behind the Wheel	\$300.00	\$300.00
	Behind the Wheel Only	\$200.00	\$200.00
<b>Food Service</b>			
Breakfast	Student EC - Grade 3	\$0	\$0
	Student - Grade 4-12	\$1.50	\$1.50
	Adult	\$2.15	\$2.15
Lunch	Student - Kindergarten - Grade 5	\$2.70	\$2.70
	Student - Grade 6-8	\$2.80	\$2.80

	Student - Grade 9-12	\$2.90	\$2.90
	Adult	\$3.90	\$3.90
	Milk	\$0.35	\$0.35
<b>Mileage Reimbursement</b>			
	Staff Travel	\$0.455/mile	Currently 0.48*
	Direct Student Services Travel	\$0.545/mile	Currently 0.58
	* 0.10 less than IRS Rate		
<b>Meal Reimbursement</b>			
	Breakfast	\$10.00	\$10.00
	Lunch	\$12.00	\$12.00
	Dinner	\$18.00	\$18.00

School	Breakfast		Lunch		
Montevideo	\$1.35 (8-12)	---	\$2.15 (K-4)	\$2.25 (5-12)	---
RCW	\$1.60	---	\$2.35 (PreK-6)	\$2.70 (7-12)	---
Dawson/Boyd	\$0.45	---	\$2.30 (PreK-2)	\$2.40 (3-12)	---
Lac qui Parle Valley	Free (K-6)	1.45 (7-12)	\$2.30 (K-6)	\$2.45 (7-12)	---
Lakeview	\$1.45	---	\$2.30 (K-6)	\$2.50 (7-12)	---
Yellow Medicine East	Free (K-3)	\$1.50 (4-12)	\$2.70 (K-5)	\$2.80 (6-8)	\$2.90 (9-12)

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.8  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** MREA Membership

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

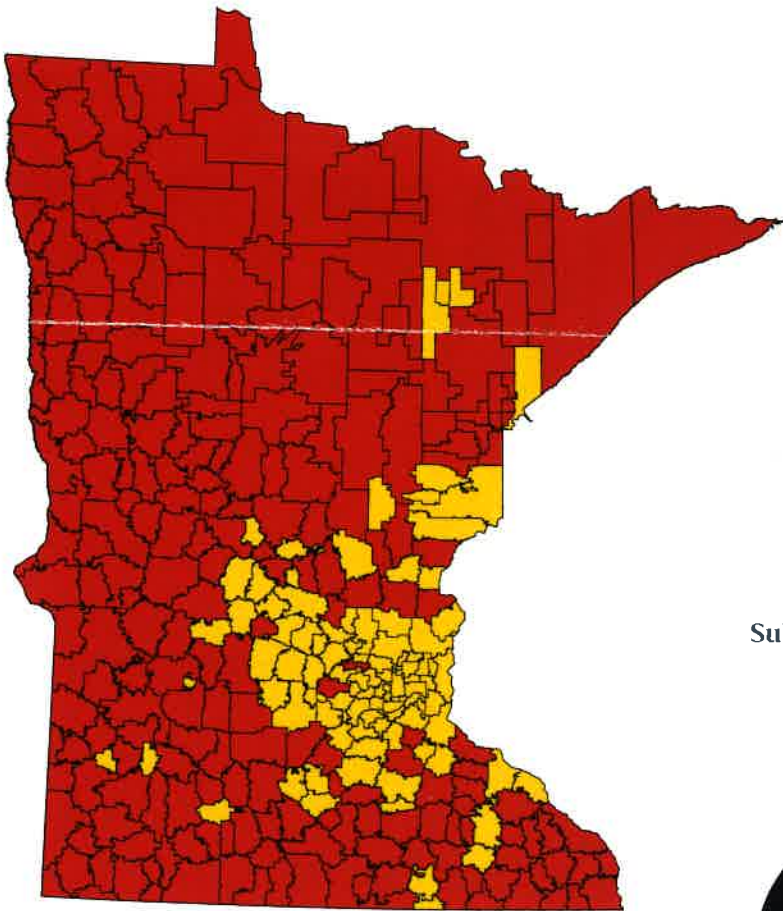
Minnesota Rural Education Association (MREA) is a staunch advocate for our schools of our size and location. Our membership fee for 2019-2020 is \$1878.00 based upon a base fee of 1,100 and \$1.00 per student (778 APU - MDE estimate for 2019-2020). Our fee last year was \$1886.00.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of membership in MREA for 2019-20.

“You are passionate and a supportive advocate for all of us in rural Minnesota schools.”



 MREA Member School Districts

## MREA SERVES...

**231 SCHOOL DISTRICTS**

**245,000 STUDENTS**

**30 COOPERATIVES**

**57 ASSOCIATE MEMBERS**

## KEY WAYS WE SERVE SCHOOLS

- Weekly insider briefings on key issues
- Lobbyists at the Capitol every day
- Interactive maps and analysis showing the impact of a change on your district
- Action alerts to help you effect change
- Professional development and networking at Annual Conference
- Regional and virtual meetings
- Discounts on partner programs such as STMath and Schoolguard
- Awards and recognition for teachers and innovative school programs

Subscribe to our E-Updates: [mreavoice.org/subscribe](http://mreavoice.org/subscribe)

## CONNECT WITH US...



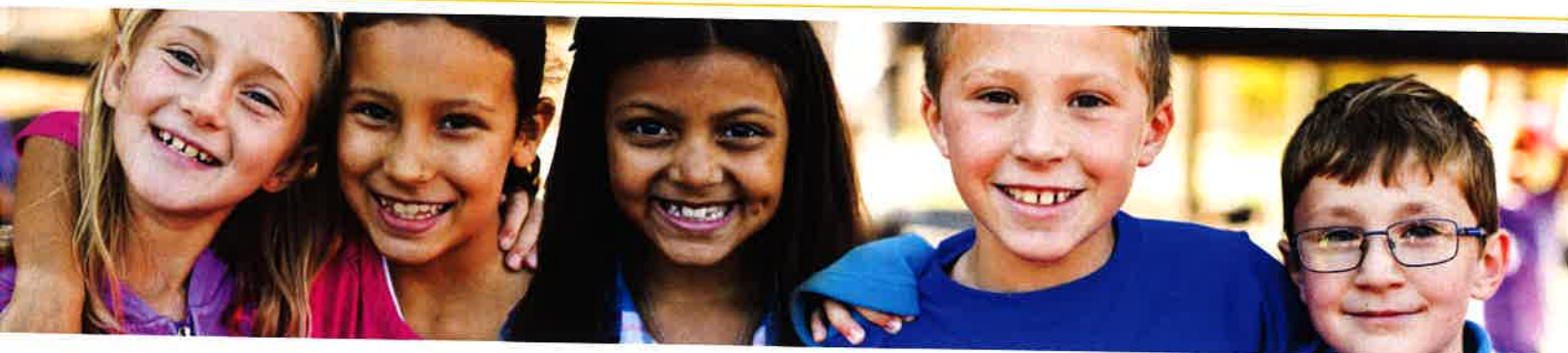
**FRED NOLAN**

Executive Director  
320-333-8890  
[fred@mreavoice.org](mailto:fred@mreavoice.org)



**DIANE VOSEN**

Administrative Coordinator  
320-762-6574  
[diane@mreavoice.org](mailto:diane@mreavoice.org)



**Leading Advocacy for Greater Minnesota Students.**  
Under the leadership of teachers, administrators, school board members and community members, MREA seeks to put learners first to bring about our best possible future.



# ACCOMPLISHMENTS

## IN 2017-18

MREA's advocacy helped to:

- Establish tiered teacher licensure
- Expand statewide support for concurrent enrollment teacher credentialing with \$375,000 annually for four years
- Stabilize TRA defined-benefit retirement plan with shared responsibility of state and teachers
- Stop proposed constitutional amendment to take estimated \$362 million from state's general fund permanently for road projects



## AG2SCHOOL TAX CREDIT INCREASES FOR SCHOOL FACILITIES

School districts across Greater Minnesota started seeing the benefits of a new Ag2School 40% agriculture credit for school facility bonds in 2018 and now will benefit from increases to the credit percentage.

## IN 2019

MREA led and collaborated to gain legislative approval to:

- Increase the Ag2School bond credit percentage
- Maintain state support for concurrent enrollment credentialing
- Continue funding for rural Career & Technical Education consortia
- Increase state share of operating referendum revenue

MREA participated in collaborations to gain legislative approval to:

- Provide 2% on the Gen Ed Formula each of the next two years
- Continue School Readiness Plus (SR+) funding
- Freeze and reduce Special Education cross subsidies
- Reduce number and scope of numerous new proposed mandates
- Secure \$40 million in Border-to-Border Broadband grants
- Provide up to \$30 million in school safety grants
- Reduce Special Education paperwork

MREA led and collaborated to urge the legislature to:

- Provide school districts with financial tools to address cooperative facility needs for specialized services for high need students
- Extend safe schools funding to students in educational cooperatives
- Provide annual forecasted increases of 3% on the Gen Ed Formula

“I am very impressed with MREA's ability to provide constant legislative updates in a timely manner. I also appreciate MREA providing talking points to address our legislators. This practice has increased the frequency of my legislative interactions.”

# MEMBERSHIP RENEWAL INVOICE

## 2019-20 MEMBERSHIP YEAR

**BILL TO:**

Rich Schneider, Superintendent  
Yellow Medicine East Public Schools  
450 9th Ave  
Granite Falls MN 56241-1326

**Date:** June 3, 2019  
**Invoice #:** 2020-1604  
**Due:** **June 30, 2019**

**Membership expiration:** June 30, 2019  
**New membership year:** July 1, 2019-June 30, 2020  
**2019-20 Membership type:** Full ISD Membership  
**\*APU = 778**  
**\*\*Shared Districts:** NA

<b>Base Fee:</b> .....	\$1100.00
<b>*Legislative Fee:</b> .....	+\$778.00
<b>Shared Discount:</b> .....	-\$NA
<b>2019-20 Dues:</b> .....	<b>\$1878.00</b>

*\*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2019-20.  
\*\*Districts with Shared Superintendents must EACH join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

**Verify the information below and correct as needed:**

**Organization:** Yellow Medicine East Public Schools  
**Primary Contact:** 1604  
**Position Title:** Superintendent  
**Email Address:** rschneider@isd2190.org  
**Address:** 450 9th Ave  
**City, State, Zip:** Granite Falls, MN 56241-1326  
**Phone:** 320 - 564-4081

**Website:** [www.isd2190.org](http://www.isd2190.org)  
**County:** [Yellow Medicine](#)  
**Service Coop:** [SWWC](#)  
**MASA Region:** [3](#)  
**State House District:** [16A,17A](#)  
**State Senate District:** [016,017](#)  
**Federal District:** [07](#)

**Update and return this form with membership dues payment.**

*MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 46% of FY20 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.*

**Questions?** Contact Diane Vosen, Administrative Coordinator



June 3, 2019

Rich Schneider, Superintendent  
Yellow Medicine East Public Schools  
450 9th Ave  
Granite Falls, MN 56241-1326

Dear Superintendent Schneider,

MREA's constant presence at the Capitol on behalf of Yellow Medicine East Public Schools is a cornerstone of our educational advocacy for Greater Minnesota students, schools, and districts. This past legislative session we took the lead to advocate for state support for concurrent enrollment credentialing and increasing the state share of facility-bonded debt payments and operating referendum revenue.

**Strengthen the Voice for Greater Minnesota Education**

As you look forward to next school year, please renew your MREA membership to keep our voice strong for Greater Minnesota education. With your uninterrupted membership we'll continue advocating for policy changes to reduce paperwork, unfunded mandates, and inequities in education financing, just as we led and collaborated to gain legislative approval this past year to:

- Increase the Ag2School bond credit percentage
- Maintain state support for concurrent enrollment credentialing
- Continue funding for rural Career & Technical Education consortia
- Increase state share of operating referendum revenue
- *Read more about our collaborative efforts on the enclosed flyer.*

**Renew Your MREA Membership**

We're already planning for the 2019-20 school year. Yellow Medicine East Public Schools' membership in Greater Minnesota's voice of education will be needed more than ever as we renew efforts to prioritize teacher shortage solutions, cooperative facilities for high-need students, and more.

To ensure we continue to be your district's voice in St. Paul, **renew your MREA membership by June 30** using the enclosed invoice. Contact Diane Vosen, MREA Administrative Coordinator, at (320) 762-6574 with questions.

Thank you for the privilege of representing Yellow Medicine East Public Schools. Together, we are the Voice for Greater Minnesota Education.

Sincerely,

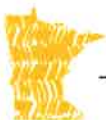


Lee Carlson, Board President  
Teacher, Windom Area Schools



Fred Nolan, Executive Director

**P.S. Plan now to attend our 2019 Annual Conference: Relating With Students Now Nov. 17-19 at Cragun's Resort.** Learn more at [mreavoice.org/annualconference](http://mreavoice.org/annualconference).



# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.9  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Participation in MRV CTE Collaborative

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

One year ago, YME joined a collaborative of five area schools (RCW, Montevideo, Lakeview, MACCRAY and YME) to create more CTE opportunities for our students. The program began with the a Certified Nursing Assistant (CNA) course and continues to grow.

Last year at the June 11, 2018 school board meeting, we agreed to pay part of Bruce Bergeson's salary to be the director for this program with the cost to be shared amongst all five districts. A LYFT grant was used to help offset 50% of the cost of the position. During the 2018-2019 school district, our portion of his salary was \$6,522.00 and in 2019-2020, our portion is \$6,690.00.

During the June 11, 2018 school board meeting, this position and accompanying cost was approved with the caveat that it would be revisited for the 2019-2020 school year.

**PRESENTER(S):**  
Rich Schneider

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend continued financial support of our participation in this program.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.10  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Food Service Changes

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

We have experimented with combining the BRE lunchroom with the MS/HS lunchroom. Although it is not perfect and we wish we could continue under our past practices, the consolidation of the lunchrooms will allow us to run more efficiently. There will continue to be adjustments made, but this is necessary to curtail the rising costs of staffing that result from duplication of services (point of sale clerk and serving line staff).

I believe that if we close the BRE lunchroom, we can also decrease some staff in order to realize staffing cost savings while still maintaining a high level of customer service.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend that you grant me the authority to make the above changes - closing BRE lunchroom and decreasing staff.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.11  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Custodial Staff Changes

**BOARD ACTION:**  
Required **X**  
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

We have made adjustments to teaching and support staff due to our declining enrollment and the resulting effect on our budget. There is complications with making any custodial staff changes because we will be increasing our overall area that will be cleaned. Despite some reservations, we believe we can make do with one less custodian and making adjustments to time, duties and other job duties. We would ask the person that is dismissed if they would like to be a substitute for us. That employee does not have any rights to the position but could be considered as a candidate for any open positions in the future.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend that you grant me the authority to make the above changes to custodial staffing for 2019-20.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.12  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Hiring Secretary II at BRE

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

With the hiring of Nicolle Kotek as our Secretary I at BRE, we have now created a vacancy for a Secretary I position at BRE. We would like to reduce the number of day from a 215 day contract (10 month) to a 205 day contract (9.5 month). Reducing the Sec. 2 Elementary position from a 10 month to a 9.5 month position would save about \$1705 in salary and benefits and only result in the loss of 1 day of work. The contract days would reduce to 205 but they would not receive 5 days of paid vacation nor the additional 4 days of holiday pay that are part of the current 10 month position. Benefits would also reduce from 0.84 to 0.8.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend that you allow us to hire the position as described above.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.13  
**MEETING DATE:** June 10, 2019  
**SUBJECT:** Write Advantage Proposal

**BOARD ACTION:**  
Required  
Information **X**  
Scheduled Report

### BACKGROUND/RATIONALE:

When I interviewed for the position of superintendent at YME, it was mentioned several times that a lack of communication with constituents was hindering our ability to lure and/or retain families. It was pointed out that we were not telling our message to potential families to let them know the great things happening at YME. Write Advantage would evaluate our current communication plan/system and analyze how it might be addressing our strategic plan.

I am recommending Option #2 (\$3500.00) as outlined below:

The Write Advantage Inc. will work alongside the Yellow Medicine East Public Schools Superintendent to conduct a communication audit and analytic review and then provide a next-step communications strategy to implement over the next three years. This engagement is less in-depth or intensive as the full communication audit, assessment and quick-start strategy. Key deliverables include:

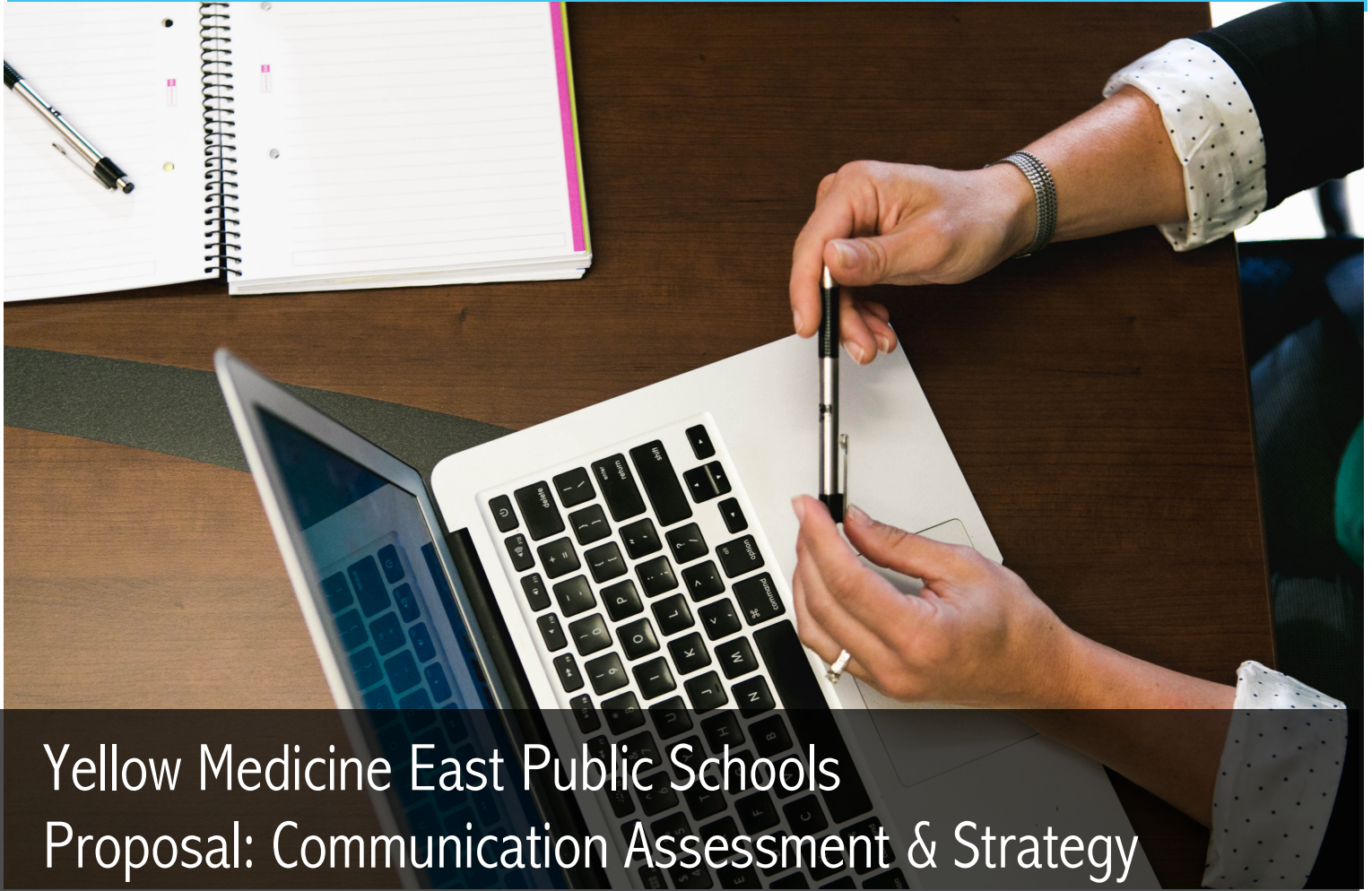
- Organizational Analysis: Gather key information on the 5-year vision, goals for the next three years, initiatives, growth areas, concerns and challenges for your district
- Communication Inventory: Gather listing of communication tools currently being used by your district, including their intended audiences, purpose and uses.
- Communication Review: Review analytics available for communication tools and provide report on key metrics with benchmarking and next step targets.
- Next Step Strategy: Develop a quick-start marketing and communications strategy focused on optimizing opportunities and helping achieving the district's goals.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend that we utilize Write Advantage to help improve our communication through the development and implementation of a communications plan.



# Yellow Medicine East Public Schools Proposal: Communication Assessment & Strategy



the  
write advantage

Prepared By:  
Dawn Zimmerman  
April 2019

[thewriteadvantage.com](http://thewriteadvantage.com)

# STATEMENT OF WORK

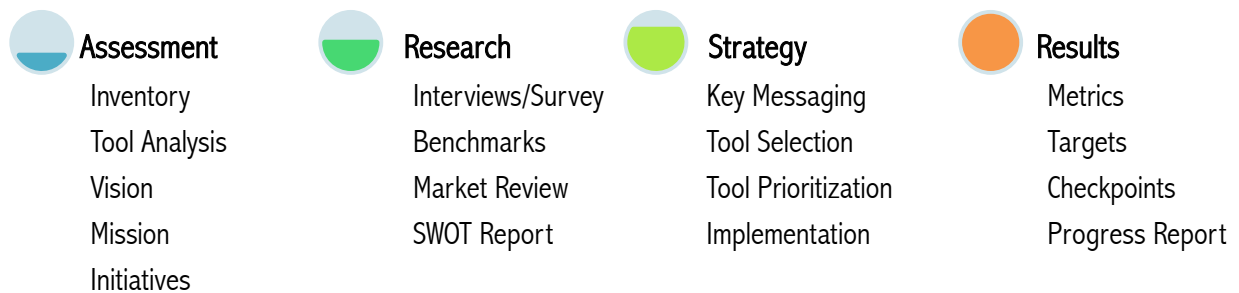
The Write Advantage would partner with Yellow Medicine East Public Schools to assess the effectiveness of the organization’s communications and identify strategies to elevate its success.

## ENGAGEMENT GOALS

- Assess the district’s brand presence and effectiveness of its communication efforts.
- Establish communication goals that are aligned with the district’s goals.
- Create communications roadmap on how to effectively implement tools.
- Identify core communication tools to focus efforts.

## APPROACH

Improving your communication requires careful thought, creativity and planning. Here are key steps the Write Advantage takes to develop a complete district communication plan that engages key stakeholders:



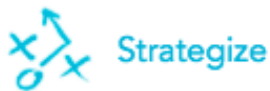


## Understand

**Organizational Analysis:** Gather key information on the 5-year vision, goals for the next three years, initiatives, growth areas, concerns and challenges for your organization.

**Communication Inventory:** Gather listing of communication tools currently being used by the organization, including their intended audiences, purpose and uses.

**Communication Assessment:** Gain feedback from key stakeholders, evaluate current communication efforts and provide SWOT Analysis Report. Conduct planning session with administration.



## Strategize

**Brand Messaging:** Develop three key statements and elevator pitch to communicate the district's value proposition.

**Tool Prioritization:** Identify key communication tools that the district should focus its efforts over the next three years months, based on its current state, industry best practices and five-year vision and goals.

**Tool Strategies:** Provide a roadmap outlining key communication strategies to implement over three years to improve the district's effectiveness and help achieve its key goals. This includes core uses, usage guidelines, content strategy and potential integration.



## Measure

**Metrics and Targets:** The strategy will outline key metrics to track for progress as well as targeted benchmarks for performance.

**Check Point Meetings:** Meet with key leaders 6 months and 1 year after initial implementation to evaluate results and new opportunities. (Conducted virtually).



# OTHER OPTIONS

## OPTION 2: Communication Review & Next Step Strategy

The Write Advantage Inc. will work alongside the Yellow Medicine East Public Schools Superintendent to conduct a communication audit and analytic review and then provide a next-step communications strategy to implement over the next three years. This engagement is less in-depth or intensive as the full communication audit, assessment and quick-start strategy. Key deliverables include:

- ◆ **Organizational Analysis:** Gather key information on the 5-year vision, goals for the next three years, initiatives, growth areas, concerns and challenges for your district
- ◆ **Communication Inventory:** Gather listing of communication tools currently being used by your district, including their intended audiences, purpose and uses.
- ◆ **Communication Review:** Review analytics available for communication tools and provide report on key metrics with benchmarking and next step targets.
- ◆ **Next Step Strategy:** Develop a quick-start marketing and communications strategy focused on optimizing opportunities and helping achieving the district's goals.

## OPTION 3: Referendum Communication Plan

The Write Advantage Inc. will work alongside Yellow Medicine East Public Schools Superintendent to develop a communication plan on school funding and referendum needs. The plan will focus on connecting with staff, parents and the broader community. This plan would include:

- ◆ **Key Messages** Identify three key messages to be used to communicate the district's why.
- ◆ **Core Tools:** Identify core communication tools and tactics to use to achieve the goals.
- ◆ **Key Metrics:** Provide key metrics to measure results.



## About The Write Advantage

Passionate about people, organizations and the impact their stories can have, The Write Advantage Inc. begins by uncovering the meaningful messages that shape who we are and who we want to be. Then, brings in creative approaches to share them with your key audiences and achieve the presence and performance you expect.



### FIRM'S QUALIFICATIONS

From childhood, we never said, “tell me a statistic.” We want to hear stories. The Write Advantage specializes in helping organizations shape and share their stories. This requires combining compelling writing with strategic thinking, a sound business sense and a commitment to making a difference.

The Write Advantage has become known in Greater Minnesota for its ability to quickly understand, analyze and articulate key messages for businesses and nonprofits. The Write Advantage takes an unconventional approach to marketing and communications by focusing on understanding the essence of an organization’s story and effectively communicating it to key audiences or the broader community.

### SIGNATURE SERVICES

The Write Advantage’s signature service areas:

- ◆ **Strategic Storytelling:** Key messaging, copywriting, talking points and branding.
- ◆ **Marketing & Communications Strategy:** Developing, implementing and measuring effectiveness of metric-based plans based on organization goals.
- ◆ **Social Media:** Strategy, implementation, training.
- ◆ **Media Relations:** Coaching, spokesperson training, media training, scripting, talking points.
- ◆ **Website:** Strategy, development.



## About Dawn Zimmerman

*A childlike curiosity and desire to uncover the stories of the faces within her community led Write Advantage Founder Dawn Zimmerman to pursue journalism as a career and later start her own strategic communications firm. While driving, she would wonder what the stories of the people she passed each day were. She wondered what they would tell her if she sat alongside them on the park bench or followed in their footsteps one day. She knew they each had a compelling story to tell if given a chance. She has found the same in business with the organizations she works with.*



### DAWN'S SPECIALTIES

- ◆ **Public Relations:** Dawn earned a bachelor's in journalism from the University of St. Thomas and worked on the street and in leadership positions for various media, including KSTP, Gannett/Times Media, and Forum Communications. She earned numerous awards for her work, including Journalist of the Year for Minnesota from the Small Business Administration. Today, she uses her experience as an editor and reporter to help organizations identify story opportunities and optimize coverage.
- ◆ **Published Author:** Dawn is a published author and ghostwriter for a variety of executives and has become known for her ability to capture both their points and personality in the columns, blogs, and other published works. She has experience writing a series of books for both business and historical purposes. Her work has been recognized by both state and national awards for the clients she serves.
- ◆ **Social Media:** Dawn is well-known social media specialist, speaker and trainer who has had many articles published on social media. Since 2007, she has developed and implement effective social media strategies for a variety of organizations. Her approach goes beyond presence to focus on performance.



# ENGAGEMENT RATES

## OPTION 1: Full Communication Audit & Quick-Start Strategy

\$6,750 + mileage — Implemented over 4-6 months

## OPTION 2: Communication Review & Next Step Strategy

\$3,500 + mileage — Implemented over 2-3 months

## OPTION 3: Referendum Communication Plan

\$1,500 — Implemented over 1-2 months

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The Write Advantage

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Date

---

Yellow Medicine East Public Schools

---

Date





*Where Minnesota School Boards Learn to Lead*

June 2019

Dear Superintendent:

Thank you for your membership in the Minnesota School Boards Association for the past year. MSBA's Board and staff have worked hard to become your go-to organization. MSBA will always go the extra mile for our members:

- Our dedicated staff prides itself on anticipating member needs through engagement, analyzing national and state directives, working with other educational organizations, and providing training to build high-performing boards.
- If you have a question, you can call or email. We'll find the answer promptly or get you to someone with the answer. In all our interactions, we strive to make your board a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy is a big part of MSBA, whether for large metro districts or smaller districts in Greater Minnesota. We pride ourselves in finding a path forward that benefits districts of all shapes and sizes.
- Like you, we care deeply about the success of all Minnesota's public school students. Through our collective, member-driven mission, our goal is to meet and exceed the needs of our members.

Our Association is stronger when our members are stronger. Now is the time to continue investing in your future. Your dues invoice is enclosed, along with a renewal notice for those districts in MSBA's Policy Services. We wish you a successful 2019-2020 school year and hope to continue as your valued and trusted Association. If you have any questions, please don't hesitate to call your Association office at 800-324-4459.

Sincerely,

Kirk Schneidawind  
MSBA Executive Director  
[kschneidawind@mnmsba.org](mailto:kschneidawind@mnmsba.org)

Deborah Pauly  
MSBA President  
[dpauly@isd717.org](mailto:dpauly@isd717.org)

enc.

**MINNESOTA SCHOOL BOARDS ASSOCIATION**

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459  
[www.mnmsba.org](http://www.mnmsba.org)



*Where School Boards Learn to Lead*

## THE POWER OF MEMBERSHIP

### 2018-19 SCHOOL YEAR:

1.



Responded to more than 14,000 calls and emails, and logged 631,071 web views

---

2.



Provided timely and relevant communication to 3,810 members who subscribe to the Journal magazine, 3,153 who subscribe to The Leader and 1,954 who subscribe to eClippings

---

3.



Trained 1,110 members in our Learning to Lead (Phase) workshops

---

4.



Protected 383 school districts, co-ops, and charter schools through MSBAIT

---

5.



Advocated for/against 35 bills in the Legislature

---

# 6.

Educated and connected 2,720 members at Leadership Conference, and many more through Summer Seminar and other tailored trainings that focus on goal-setting for individual boards

---



# 7.

Kept our 1,050 Facebook members and 4,164 Twitter followers informed and up-to-date with the latest education news and events

---



# 8.

Led 15 districts through Strategic Planning to set the course for each school district's future

---



# 9.

Guided 318 school districts through our Policy Services

---



# 10.

Directed and supported 18 school boards with superintendent searches

---





Minnesota School Boards Association  
1900 West Jefferson Ave  
St. Peter, MN 56082-3015  
507-934-2450 or 800-324-4459

# INVOICE

ATTN: Accounts Payable  
I.S.D. 2190  
450 9TH AVE  
GRANITE FALLS, MN 56241-1326

Invoice No: 22998P1V2P0  
Invoice Date: 6/7/2019  
Acct No: 449  
Due Date:  
PO Number:

Invoice Item	Qty	Unit Price	Extended
Association Dues (FY 7/1/19 to 6/30/20)	1	\$3,803.00	\$3,803.00
Policy Services Renewal (FY 7/1/19 to 6/30/20)	1	\$700.00	\$700.00

Subtotal: \$4,503.00  
Amount Paid: \$0.00  
Balance Due: \$4,503.00

Dues for **ISD #2190** are based on 721.48 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2018, as provided by the Minnesota Department of Education.

**MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2019-20 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.**

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

**Bert Raney Elementary School**  
**Student Handbook**  
**2019-2020**



**Bert Raney Elementary School**  
**555 7th Avenue**  
**Granite Falls, MN 56241**  
**Phone: 320.564.4081 option 3**  
**Fax: 320.564.4427**  
**Principal: Mrs. Hansen**

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

Dear Families,

On behalf of the Bert Raney Elementary staff, I would like to welcome you back to school! A special welcome to our new students and staff who will be joining us for the 2019-20 school year.

This handbook is provided for your information and outlines procedures that relate to the policies adopted by the Yellow Medicine East School Board. This handbook is a reference regarding your child's responsibilities and rights based on the expectations and policies adopted by the school district. Please realize this handbook does not cover all situations, but is intended as a guide.

The Yellow Medicine East School Board approved this handbook and its contents at their **XXX** board meeting. This handbook may be changed or amended during the school year. Changes made throughout the school year can be viewed on our school's Web site, <http://www.isd2190.org>.

If you have questions or concerns, please contact me via phone (320) 564-4081 ext 114, via email at [lhansen@isd2190.org](mailto:lhansen@isd2190.org), or stop in to visit!

Sincerely,

Mrs. Hansen, Principal  
Bert Raney Elementary School

# QUICK FACTS

**SCHOOL** BERT RANEY ELEMENTARY  
**PHONE NUMBER** (320) 564-4081 ext 3  
**FAX NUMBER** 320-564-4427  
**ADDRESS** 555 7TH AVE  
**INTERNET WEB SITE** <http://www.isd2190.org>  
**MISSION** TO PROVIDE A CARING ENVIRONMENT OF HIGH EXPECTATIONS THAT PREPARES EVERY STUDENT FOR A SUCCESSFUL FUTURE AND INSTILLS THE VALUE OF LEARNING.  
**ELEMENTARY PRINCIPAL** MRS. HANSEN  
**ELEMENTARY SECRETARIES** NICOLLE KOTEK, TBD  
**OFFICE HOURS** 7:00AM TO 3:45PM  
**SCHOOL HOURS** 8:15AM TO **XXXXPM**  
**SUPERINTENDENT OF SCHOOLS** MR. RICH SCHNEIDER

## YELLOW MEDICINE EAST SCHOOL BOARD MEMBERS:

CHAIR..... SHARON RUPP                      VICE CHAIR..... SONJA PEDERSON  
CLERK..... SUE BONES                      TREAS..... JEREMY CORNER

MEMBERS: AMANDA LECY, JEREMY LEBLANC, RON WINTER

## BERT RANEY ELEMENTARY STAFF:

KINDERGARTEN ANGIE JANS, SAMANTHA GORT  
FIRST GRADE KRISTINA BLACKWELDER, KERRI SHACKELFORD  
SECOND GRADE BEV IMS, JOANELLE SANNERUD  
THIRD GRADE MARY JENSEN, JULIE RUNIA  
FOURTH GRADE TRISH JESSEN, THERESA LIGHTFOOT, ROXIE TANNER  
FIFTH GRADE AMY HOERNEMANN, BECKY LEISETH, LOUANN PASLAWSKI  
AMERICAN INDIAN FAMILY LIAISON LAURIE BLUE- POOLER  
ART TAMARA ISFELD  
CUSTODIANS/MAINTENANCE FRANCIS STAAB, TIM KNUTSON, TERRY PAULSON,  
RON POOLER, TODD REISHUS, TONY BERINGER  
ELL **TBD**  
MUSIC BETH JAHN  
NURSE CASSIE SUTER  
PHYSICAL EDUCATION MARY GREY  
READING SPECIALIST BECKY LEISETH  
TITLE I MARYELLA CLOUSE, PEGGY KVAM  
SOCIAL WORKER TAMMY CARRUTH, AMY ENGESSER  
SPECIAL NEEDS LYNDSAE DACK, SADIE KLUVER, KEISHA LOUWAGIE, LESLIE REFSLAND  
JIANA ROBERTSDAHL, DANAE RUPP, DAVE SCHUELER, MELISSA SCHULTE  
SPEECH CLINICIANS JUNE FRENCH, JEN THULL  
TAG COORDINATOR ELAINE HALVERSON  
YME/MVCC PARAPROFESSIONALS  
JULIE AMMERMANN, MISSY ARNESON, NAOMI BARBER  
BERNADETTE CARSTENSEN, KATHY ENNINGA, CASEY FINKEN  
JILL FRY, KAYLA GRUSSING, DESIRAE GONZALEZ, DAWN HALVORSON  
CARRIE KNUDSON, DONNA KOSAK, CHAR MIDTHUN, JULIE NORDAUNE  
ANGIE OLSON, CAROLYN OLSON, PAULA PANITZKE, ALEXIS PETERS, LORI SCHINDELE  
TAMI SMITH, MOLLY SPARKS, CONNIE TIMM, NANCY TRUDEL, TAMMY ZIESKE  
PRESCHOOL COORDINATOR KEISHA LOUWAGIE  
PRESCHOOL TEACHERS JILL STARK, ASHLY COLE  
PRESCHOOL PARAPROFESSIONALS JULIE JAENISCH, JACKIE TORVIK

## **PROCEDURES**

This handbook reflects Yellow Medicine East School District policies, which can be viewed at <http://www.isd2190.org/Content2/96>.

### **ACCESS TO SCHOOL RECORDS- DIRECTORY INFORMATION**

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

With the exception of data collected by a public school on certain nonpublic students and parents, directory information related to a student may be released and made public without the written consent of the parents (or an eligible student) if the district gives public notice of the categories of information which it has designated as directory information. (See MSBA/MASA Policy Reference Manual - Model Policy No. 515.) Directory information is defined by federal law. The federal law and regulations provide that the following information may be considered directory information:

- The student's name; address; telephone listing; electronic mail address; photograph; date of birth; place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance (dates of attendance means the period of time during which the student attends or attended a school or schools in the school district. The term does not include specific daily records of a student's attendance at a school or schools in the school district.); grade level; enrollment status; degrees; honors and awards received; and the most recent educational agency or institution attended by the student. Parents or legal guardians may refuse to permit designation of any or all of the above categories as directory information. This refusal should be made in writing and be communicated to the Elementary School Principal by September 15 of each year.

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

### **ALLERGY (Peanut/Nut/Latex/Pets)**

Yellow Medicine East School District is "nut safe". Our schools are NOT completely peanut/tree nut free, but measures are in place to provide a safe environment for students with known peanut/tree nut allergies. Yellow Medicine East School District is a "latex-aware" environment.

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

Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

### **ARRIVAL/DISMISSAL TIME**

If your child does not ride the bus, please time his or her arrival for **8:00AM**. **The elementary cafeteria and downstairs hallway will be supervised at this time. All students should report to the cafeteria or lower hallway. Breakfast will be served from 7:45 - 8:10AM. Students who would like breakfast in grades K-5 should go directly to the XXX.** By 8:15AM all students should be in their classrooms. Students may go to their classrooms when the first bell rings at 8:00AM. Classes will begin at 8:15AM and end at XXXPM.

### **ATTENDANCE**

We believe:

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

School attendance laws of Minnesota require that children must attend school regularly. Children are required to be in school every day unless they are ill or there is an emergency in the family. If your child is absent from school, please call 320 564-4081, ext 244 before 9:30AM and leave a message or give the secretary the following information: name of student, grade, teacher, length and reason for absence and note whether or not you will be picking up homework.

A student will be marked tardy if he/she arrives after school starts and within one hour of the start of the school day, between 8:15AM and 9:15AM. If arrival is after 9:15AM a student will be marked absent ½ day. If the student leaves before 2:30PM for the remainder of the day, the student will be marked absent ½ day.

### **Excused Absence**

Excused absences are for all legitimate reasons. Administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed. The student will be required to make arrangements with the teacher to make up any school work missed.

The following reasons include, but are not limited to, approved excused absences:

- Illness. A physician's statement may be required after three consecutive days of illness.
- Family leave (emergency, funerals, serious family illness, vacation)
- Religious observances
- School sponsored events
- Suspension

An absence must be excused within 2 days or the absence will remain unexcused.

\*Administration retains the right to determine whether an absence is excused.

### **Unexcused Absence**

Unexcused absences are for reasons not accepted by school officials. The following are examples of unexcused absences: oversleeping, running late, refusal by student, missing the bus, running errands, shopping, babysitting, haircuts, etc.

1. Three unexcused absences in a school year will result in parent notification.
2. Five unexcused absences in a school year will result in parent notification and a notification will be sent to the school district's social worker.
3. Seven unexcused absences in a school year will result in a report to County Child Protective Services.

\*Administration retains the right to determine whether an absence is excused or unexcused.

### **Tardy**

A student will be considered tardy if he/she is not in their classroom by 8:15AM. Students who are late should report to the office to receive a tardy slip before going to their classroom. Tardiness is unfair to the child who misses instruction and also interrupts the classroom learning for the other students.

1. Excessive tardies may require a parent/student meeting with school personnel.

### **Truancy/Educational Neglect**

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

**BEHAVIOR EXPECTATIONS/POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS/STING PRIDE - “Practicing Respect in all I Do Everyday!”**

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

	All Settings	Classroom	Hallways	Playground	Cafeteria	Bathroom	Bus
<b>Respect Myself</b>	Be safe Be prepared Do your best	Make good choices Be honest	Walk Stay in own space	Be active Be safe	Eat own food Take your time Stay seated	Do your business Flush Wash hands	Stay seated on bottom Face forward
<b>Respect Others</b>	Be kind Hands to self Feet to self	Be kind Use appropriate voices Follow directions Stay in own space	Voices off Hands to self Feet to self Walk to the right	Play safe Play fair Include others Share equipment	Use quiet voice Hands to self Feet to self Practice good table manners	Use quiet voice Give others privacy	Use quiet voice Hands to self Feet to self
<b>Respect Property</b>	Keep it clean Keep school in good condition	Keep it clean Keep classroom in good condition	Keep it clean Hands to self Feet to self	Keep it clean Use equipment properly	Keep it clean Keep your food on your tray	Keep it clean Turn water off	Keep it clean Keep bus in good condition

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

**BIKE SAFETY**

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

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

**BIRTHDAY TREATS**

You may send treats with your child to help celebrate their birthday. All treats must be commercially made. **BERT RANEY ELEMENTARY IS A PEANUT/TREE NUT SAFE BUILDING. PLEASE REMEMBER THIS WHEN YOU PURCHASE SNACKS.** Suggestions for optional treats would be: fresh fruit, pencils, stickers, small notepads, etc. It is strongly encouraged that you check with the school nurse prior to purchasing birthday treats for a classroom to ensure allergy guidelines are met. Please make sure that enough treats are sent for all classmates.

- Unless all the boys and girls in your child's homeroom are invited to a party, birthday invitations should not be distributed at school. Please send them through the mail or contact the parents directly.

**BOOKS AND EQUIPMENT**

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

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

## **BULLYING**

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

Upon receipt of a complaint the school district shall undertake or authorize an investigation by district officials or a third party designated by the school district. The district may take immediate steps to protect the complainant, reporter, or other students pending the completion of the investigation. Upon completion of the investigation the district will take appropriate action. Action may include but not be limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Additional information can be viewed on our school Web site, <http://www.isd2190.org/Content2/96> - Policy 514.

## **BUS TRANSPORTATION**

Students who ride buses should assemble at the bus stops not earlier than 5 minutes before the scheduled arrival of the bus. If your child is to ride a bus other than their regular bus, please notify the office in writing or by phone. Students will not be permitted to ride on an unassigned bus without permission. Students need a written note from the office before riding a bus other than their regular bus. Instruct your child in the procedure he/she should use if they should miss their bus after school. They should report to the office or their classroom teacher so that transportation arrangements can be made.

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

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

**BRE transportation is provided by Bennett and Bennett Transportation. Please direct busing questions and concerns to Bennett and Bennett Transportation at (320) 564-4766.**

## **CELL PHONES**

Unless approved by a staff member, BRE does not allow the use of cell phones during the school day. Students are encouraged to leave their cell phones at home, but if they are brought to school may be left in their lockers, backpacks or other storage as provided by their teacher. If there is an emergency, please call the office and we will make sure the student receives the message promptly. All rooms are accessible by email, telephone and/or the intercom and we will deliver messages in a timely manner.

## **COMMUNITY USE OF SCHOOL FACILITIES**

Community groups are encouraged to use school facilities when they are not being used for school or student events. We are proud of our facility and would like you to see and use it. Call the Community Education Office to make arrangements to use the building. (320) 564-4081 ext 111.

## **CONFERENCES AND REPORT CARDS**

Parent-teacher conferences are scheduled in the fall and spring. If needed or desired, parents or teachers may request special conferences at any other time of the year.

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

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

Individual teachers may also correspond with parents in other ways during the course of the school year.

## **CYBERBULLYING**

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs; also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

## **DISCIPLINE**

Bert Raney Elementary has implemented Positive Behavior Intervention Supports (PBIS) schoolwide. The PBIS process encourages students to make positive behavior choices by following building expectations. Building expectations are taught by classroom instructors, modeled and expected by all staff, and should be followed by all students.

## **DRESS CODE**

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

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

## **DRUG-FREE SCHOOL**

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

## **EMERGENCY INFORMATION**

We request that we have on file the name, address and phone number of a relative or friend in case we cannot reach you in an emergency. If you have a regular schedule of activities, please let us know your schedule along with the phone numbers where you can be reached. Cell phone numbers and email addresses are also useful if you have them. It is essential that this record be kept current. A new form should be completed at the beginning of each school year. This form will be distributed with other back to school information. Please let the office know if there are any changes or additions during the year.

## **EMERGENCY SCHOOL CLOSINGS**

In case of emergency or inclement weather, school may be dismissed early. Buses will leave soon enough to enable them to make their route. However, if this is impossible, children will be housed where the parents desire them to be. Emergency care slips are provided for parents to designate this information. If we have your phone number on file, you will receive an automated call or text through the "JMC Messaging" system. Radio stations and TV stations will carry announcements of school schedule changes.

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

## **ENGLISH LANGUAGE LEARNER PROGRAM**

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

## **FIELD TRIPS**

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

Specific information about field trips for individual grade levels will be shared with parents. A blanket field trip permission form is to be signed by the parent.

## **FOOD SERVICE PROGRAMS**

Each family has a food service account and all family members eating in school utilize the same account. The account is intended to be a prepaid charge account so meals are paid for prior to your family member using the account. **The Food Service Department will send out or email a "LOW BALANCE NOTICE" when your account reaches \$10.00, at that time money should be added to your account to maintain a positive balance. Food Service Payments can be made by sending money with your student to school, mailing your payment, or using the online payment portal.**

Please complete the application for free/reduced meals. The application may not only qualify your family for meal benefits, but it is also used to determine other federal funding for our school district. If you have questions or need assistance, please contact the Food Service Office @ 320-564-4081 ext 174.

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

## **FORBIDDEN ITEMS**

Forbidden items that have no place in school include but are not limited to: trading cards, heelys, knives, weapons of any kind, cigarettes, drugs, laser lights, needles, water guns, baseballs (hard balls), bats, or pornography. These items, plus anything else which causes problems of control at school, will be taken from students. Students may be suspended or expelled for knowingly or unknowingly violating the school district's weapon policy. It is very important that you review the weapon policy with your child/children. <http://www.isd2190.org/Content2/96> - Policy 501.

## **GANG RELATED ITEMS**

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

## **GYM SHOES/PHY. ED.**

It is school policy that children should have tennis shoes for physical education. We recommend mid-weight shoes with arch supports and cushioned soles. All students will need a swimsuit and towel for the fall swimming unit. If a child is not going to participate in physical education classes, he or she must bring a note from home and/or your doctor.

## **HARASSMENT**

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

## **HEALTH SERVICES**

The health office is staffed each school day to provide health and educational services. The school nurse is

available for consultation with parents, if needed. Please alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school. If your child is on medication that is administered at home and may affect their attention or behavior at school, please let the school nurse and/or teacher know. Please note that the school nurse is not in the building at all times - when the school nurse is not in the building other staff such as building administrative assistants may/will be covering the health office.

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

If your child needs to be excused from physical education, please send a note. If it is to be a long-term excuse from physical education activities (over one week), the child must bring an excuse from a physician. The school district reserves the right to request a note from a physician at anytime if restrictions from physical activity are requested.

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

### **Communicable Disease Guidelines for School**

Communicable illnesses should be reported to health services as soon as possible. If a child is hospitalized or has a lengthy illness, parents should also call the school nurse so plans for continuing the child's education can be made - perhaps through homebound or hospital instruction. A physician's statement may be required after three consecutive days of illness for the days to be excused absences.

Children should be kept home when they have:

- Fever 100° or higher
- Vomiting
- Diarrhea
- Extreme congestion or nasal drainage
- Persistent cough
- Student is not feeling healthy enough to perform routine activities in the classroom.

Reasons student may be sent home from school:

- Fever of 100° or higher
- Vomiting
- Diarrhea
- Persistent cough that is interfering with normal daily activities.
- Student is displaying symptoms of a potentially contagious disease (ex: rashes, sore throat, pink eye, etc.).
- Pediculosis - live lice found in student's hair
- Student is not feeling healthy enough to perform routine activities in the classroom.

Children may return to school when:

- They are fever free for 24 hours without use of fever reducing medication.
- They have been on an antibiotic 24 hours for treatment of a bacterial infection.
- 24 hours after vomiting/diarrhea has subsided and fluids have been replenished.
- Head lice: Readmitted after hair has been treated and clothing has been laundered. The nurse will check student's hair before readmission to school.
- Student is feeling healthy enough to perform routine activities in the classroom.
- The school reserves the right to request a doctor's note to clear any student for return to school if there is concern of the student being contagious.

The nurse or other staff members provide basic first aid and care for minor illnesses and injuries for students at school. To ensure a healthy environment we will dismiss ill students to parents/guardians. If we are unable to reach the parent/guardian or they are unable to arrive within a reasonable time, we will contact the designated emergency contact. Please make sure to provide accurate contact numbers that allow the school to reach you or the emergency contact at all times. It is the parent's responsibility to provide transportation home for the child. The child should be picked up as soon as possible.

If an injury or illness is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. The designated emergency contact will be notified in the event the parent or legal guardian cannot be reached.

Medication will be given at school only when failure to take medication could jeopardize a student's health. Administration of the medication must be supervised by health services or an appointed staff member. No medication will be given without a medication administration consent form completed and signed by the parent/guardian and a licensed healthcare provider. Medication must be sent in its original container, which is labeled with the child's name.

### **HOMEBOUND OR HOSPITAL INSTRUCTION**

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

### **HOMEWORK**

Homework policies vary from grade to grade, teacher to teacher, and from subject to subject. Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework increases. The general rule is 10 minutes for each grade in school (4th grade = 40 minutes). The amount may vary from day to day. Students who do not use class work time wisely, may find that they need additional time to complete their assignments at home. Occasionally, a student may have a special project which might take several hours of work at home. However, work for these projects may be spread over several days.

### **INSURANCE**

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

### **INTERNET ACCEPTABLE USE POLICY**

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

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

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

Technology is ever changing. YME is making every effort to offer students and staff the latest innovations. This means that policy and guidelines are also changing. The full policy can be seen on our Web site: <http://www.isd2190.org/Content2/96> - Policy 524.

### **KINDERGARTEN REGISTRATION/ORIENTATION**

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

### **LOCKERS**

Lockers are assigned for storing clothing, books, and lunch boxes. Lockers should not be used to store articles of

value such as purses, tickets, or money. We request that valuables be left at home. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when we have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as is practical after the search of a student's personal possessions, we will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

## **LOST AND FOUND**

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

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

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

## **MONEY**

Except for small amounts, payment by check made out to the school or school district would be appreciated. Checks eliminate the problem of money being lost on the way to school. Payments for activity fees/passes and lunch may be made by credit card through the "Sting Store - Online Payment" link under the "For Parents" section of the school district Web site. When cash is sent with younger children, please put it in an envelope with the child's name, room number (or teacher's name), and reason for payment (example: field trip, lunch, milk, etc.) written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

## **OUTSIDE ACTIVITY AND RECESS**

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

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

Please ensure your child is dressed appropriately for the weather.

## **PRESCHOOL - LITTLE STINGERS**

Bert Raney Elementary School is home to the Little Stingers Preschool programs. Children who are ages 3, 4 & 5 are eligible for preschool and should contact Preschool Coordinator, Keisha Louwagie at [klouwagie@isd2190.org](mailto:klouwagie@isd2190.org) for registration and program information.

## **REVIEW OF CURRICULUM CONTENT AND ALTERNATIVE INSTRUCTION**

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

## **SCHOOL BULLETINS AND NEWSLETTERS**

From time to time during the school year, bulletins and newsletters will be sent home from school. It is important that parents read these bulletins to be informed about school events. Your interest in reading them will encourage children to continue bringing them home. These may also be emailed and/or posted on the school Web site.

## **SCHOOL PATROL**

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

## **SCHOOL PICTURES/MEMORY BOOK**

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

## **SCHOOL SECURITY**

Our district has implemented a proactive security policy in an attempt to make our school a safe place for our students. Visitors are asked to enter from the main entrance at Bert Raney. A visitor will need to press an office notification button located outside of the entrance that will signal the office. The office secretary will request your name and intent of your visit. The door will unlock and visitors may then proceed to the office. In addition, our district has security cameras installed throughout the building and school grounds to assist with student and staff safety.

## **SMOKE FREE ENVIRONMENT**

Smoking and/or the use of tobacco in any form is prohibited on school district property. As a district, we are dedicated to providing a healthy, comfortable, and productive environment for staff, students and citizens. Violations to this policy will be handled as outlined in the district's Smoke Free Environment policy.

## **STUDENT RECORDS**

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

The parent may request that items be removed from the file. This request should be in writing. It is the decision of the principal to grant or not grant the request. The decision can be appealed to the superintendent and then the Board of Education. Records cannot be transferred without written permission from the parent/guardian with the exception of a public school in the state in which you have enrolled after transferring from this school.

## **TELEPHONE CALLS**

Students may not be interrupted during school hours by outside calls and messages except in case of emergency. If it is necessary to reach your child's school on a school day between 7:00 AM and 3:45 PM, dial Bert Raney Elementary at 320-564-4081 ext 3. The school secretary will relay messages to students. Students will be allowed to use the phone only in cases of emergency. Please make after-school plans prior to leaving in the morning.

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

## **TESTING**

All 3rd-5th grade students take the Minnesota Comprehensive Assessments. All ESL students take the ACCESS for ELLs test. The results of these tests are shared with parents as they become available. The information from these tests is utilized to determine if students need additional help and support in the areas of reading, mathematics and writing.

## **TITLE I**

The Title I program is available to assist students who are experiencing difficulty in reading and/or math. Bert Raney is a Title I school for the 2019-20 school year. Parents of students in Title I schools may request, and the school will provide to the parents on request, information regarding the qualifications of the student's classroom

teachers, including:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

A Title I Parent-School Compact is reviewed and signed by all parents at Fall Conferences.

## **VISITORS AT SCHOOL**

Parents are always welcome at Bert Raney Elementary School. We encourage parents and grandparents or anyone interested, to visit school during the school day, we do ask that you limit your visit to no more than 30 minutes. If you wish to visit a class, a call to the office beforehand would be appreciated. There are times when visiting a classroom will be disruptive to the schedule. Visitors are required to sign in at the elementary office before visiting other parts of the building.

## **WEAPONS**

Yellow Medicine East School District has a Zero Tolerance policy with regard to weapons in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. A weapon can be defined as: any object, device or instrument designed that is capable of threatening or producing bodily harm or which may be used to inflict self-injury.

Examples of such weapons include, but are not limited to: pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including but not limited to, weapons listed above which are broken or non-functional, look-alike gun; toy guns; and any object that is a facsimile of a real weapon. School location includes any school buildings or grounds, school activities or trips, bus stops, school buses or school vehicles.

### **Consequences for using, possession or distribution of weapons or look-alike weapons shall include:**

- immediate out-of-school suspension
- confiscation of weapon
- immediate notification of police
- parent or guardian notification
- recommendation to the superintendent of dismissal for a period of time not to exceed one year.

The full policy can be viewed at <http://www.isd2190.org/Content2/96> - Policy 501.

This handbook reflects Yellow Medicine East School District policies, which can be viewed at <http://www.isd2190.org/XXXX>

## **May 2019 BRE Handbook Changes**

Cover - Changed 2018-19 to 2019-20

Page 2 - Added 'and staff' after 'our new students' / changed 2018-19 to 2019-20 / changed July board meeting to XXX / removed "feel free to"

Page 3 - Updated all staff names / XXX end of day time

Page 4 - Changed Elementary Principal to elementary principal

Page 4 - Changed "latex-free" to "latex-aware" as per school nurse

Page 4 - Need to change ARRIVAL/DISMISSAL TIME once school board decides on cafeteria status and end time of school day

Page 6 - Birthday Treats - removed "ice cream treats"

Page 6 - Birthday Treats - added: "It is strongly encouraged that you check with the School Nurse prior to purchasing birthday treats for a classroom to ensure allergy guidelines are met".

Page 7 - Bus Transportation - changed State Bus Training to state bus training

Page 7 - Bus Transportation - changed Transportation to transportation

Page 7 - Added area code to Community Education Office phone number and changed Community Education office to Community Education Office

Page 9 - Food Service Programs - areas in red need to be confirmed by the school board / added 's' to question

Page 9 - Meal Costs - as per YME Policy Committee, removed specific amounts from this section as the amounts are published monthly on the menus and in other documents/information the district publishes

Page 9 - Gym Shoes/Phy. Ed - removed: "shoes should be clean and should not have black soles that mark the floor." Removed "s" from units.

Page 12 - Kindergarten Registration/Orientation - changed "registration drive" to Kindergarten Kickoff. Changed "eligible for entrance into school" to "eligible for entrance into Kindergarten".

Page 13 - Added information on Preschool - Little Stingers

Page 13 - School Pictures/Memory Book - changed Memory Book to memory book twice

Page 13 - Smoke Free Environment - reworded to focus on YME being tobacco free

Page 14 - Title I - Removed: Any student may qualify for service on test scores and parent and teacher judgments (unclear).

Page 15 - Need to add in full Web site URL once uploaded

# Yellow Medicine East Middle/High School



## Student Handbook

2019 ~ 2020

# Yellow Medicine East Middle/High School

450 9th Ave.  
Granite Falls, MN 56241  
(320) 564-4081 ext. 100  
www.isd2190.org

Mr. Richard Schneider, Superintendent  
Mr. Ryan Luft, Principal  
Ms. Teresa Hunt, School Counselor  
Mrs. Robin Henderson, Success Coach  
Mr. Tim Knapper, Activities Director

## WELCOME

On behalf of the staff, we welcome you to Yellow Medicine East Middle/High School. This handbook has been prepared for you as a guide, to inform you of school policies and regulations, and of what is expected at Yellow Medicine East.

Yellow Medicine East Middle/High School has high academic and behavioral expectations. All of the guidelines and procedures are rooted in school district policy to ensure your safety and well-being. We also provide opportunities for you to participate in various activities. We know that the students and staff working together will make Yellow Medicine East Middle/High School the best school possible. Our success will be in direct proportion to everyone's participation, effort, and application.

We want your time at Yellow Medicine East Middle/High School to be a positive experience. Your cooperation with what is contained in this handbook will assist you and the staff in having a successful school year. We want to provide a safe environment for our students and staff so we can carry out the District's Mission Statement.

## VISION

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

## EQUAL EDUCATIONAL OPPORTUNITIES

Every student of the district will have access to equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, marital status, status with regard to public assistance, or disability.

Mr. Tim Knapper, Title IX Coordinator

Mr. Richard Schneider, Human Rights Officer

Mr. Richard Schneider, 504 Coordinator

Mr. Ryan Luft, 504 Building Coordinator

**SCHOOL HOURS**

School is in session from 8:15 a.m. until 3:10 p.m. Office Hours are from 7:30 a.m. until 4:00 p.m.

Students who are not part of an academic or activities program are not to be in the building before 7:30 a.m. or after 3:15 p.m. Students are expected to leave the building by 3:15 each day, unless directly supervised by a staff member or a coach. Those students are to report promptly to their designated areas.

**DAILY SCHEDULE FOR CLASSES  
(Seven Period Day)**

**Daily Class Schedule**

Period 1	8:15 - 9:03
Period 2	9:07 - 9:55
Advisory	9:59 - 10:14
Period 4	10:18 - 11:06
Period 5	11:10- 11:58
Lunch A-MS	11:58 - 12:34
Period 6B - MS	12:38 - 1:26
Period 6A- HS	12:02 - 12:50
Lunch B-HS	12:50 - 1:26
Period 7	1:30 - 2:18
Period 8	2:22 - 3:10

<b>2 Hour Late Schedule</b>		<b>PLC Early Out Schedule</b>		
Period 1	10:15 - 10:49		Period 1	8:15 - 8:55
Period 2	10:53 - 11:27		Period 2	8:59 - 9:39
Period 4	11:31 - 12:05		Advisory	9:43 - 10:13
Lunch A- MS	12:05 - 12:39		Period 4	10:17 - 10:57
Period 5B- MS	12:43 - 1:17		Period 5	11:01-11:41
Period 5A - HS	12:09 - 12:43		Period 6A	11:45-12:25
Lunch B- HS	12:43 - 1:17		Lunch A	11:41-12:17
Period 6	1:21 - 1:55		Period 6B	12:21-1:01
Period 7	1:59 - 2:33		Lunch B	12:25-1:01
Period 8	2:37 - 3:10		Period 7	1:05-1:45
			Period 8	1:49-2:30

**I. ACADEMIC REQUIREMENTS FOR GRADUATION  
FROM YELLOW MEDICINE EAST HIGH SCHOOL**

Yellow Medicine East has a proud academic tradition rooted in excellence. Students are required to take a combination of rigorous and exploratory classes during their time as a Sting. Twenty-four credits are required for graduation. Six credits are the minimum any student can take in any one school year. Please realize that most students entering college will have more than the twenty-four credits minimum.

**GRADING POLICIES:** Teachers use several methods in evaluating a student's achievement and improvement in a specific course. Grading information is available to students and parents through the "Grading Policy Syllabus" given to each student by instructors early each quarter or semester for each individual class.

If a student retakes a course due to failure or to improve a previous grade mark, the original grade will stand as posted and will count towards all academic honors and GPA.

A student in grades 9 ~ 12 may take no more than one class per semester on a Pass/Fail basis. Students must select and notify the Principal's Office using the Pass/Fail Option Form properly filled out and turned in no later than seven class meetings from the first day of class. \*\*Forms are located in the Principal's Office.

**HONOR ROLL**

The Superior Honor Roll is to 4.00

The "A" honor roll ranges from >= 3.50 to 3.99.

The "B" honor roll ranges from >= 3.00 to 3.49.

1. A "P" grade has no point value and is not calculated in the GPA.
2. The student must be enrolled in a minimum of six (6) YME courses for credit.
3. A student receiving an "I", "GW" or "NC" may not be eligible for the honor roll.
4. Four times a year the honor rolls are published for each grade level.
5. Grade point averages are determined on the following basis:

A = 4.00	B- = 2.67	D+ = 1.33
A- = 3.67	C+ = 2.33	D = 1.00
B+ = 3.33	C = 2.00	D- = 0.67
B = 3.00	C- = 1.67	F = 0.00

*YME High School - Graduation Requirements Checklist*

Student Name \_\_\_\_\_ Address \_\_\_\_\_

1st sem.	2nd sem.	LANGUAGE ARTS--4.0 credits (8 sem.)	ELECTIVES -- 7.5 Credits
		English 9 - I	
		English 10 - II	
		English 11 - III	
		English 12 - English IV or PSEO	
		<b>CREDITS EARNED</b>	
1st sem.	2nd sem.	MATH--3.0 credits (6 sem.) (Alg. I, II, Geometry or higher)	
		9-	
		10-	
		11-	
		<b>CREDITS EARNED</b>	
1st sem.	2nd sem.	SOCIAL STUDIES -- 4.0 Credits	
		Civics 9/U.S. History (1.00 cr)	
		US History 10	
		World History/Geog. 11	
		Economics (50 credit/1 Sem.)	
		Social Elective Course: (.50 cr)	
		<b>CREDITS EARNED</b>	
1st sem.	2nd sem.	SCIENCE -- 3.0 Credits (6 sem.)	
		Physical Science	
		Biology	
		Ag. Sci./CPC or	
		<b>CREDITS EARNED</b>	
1st sem.	2nd sem.	PE/Health--1.0 Credit PE--0.50 Health	
		9 - PE	
		10-PE	
		10-Health	
		<b>CREDITS EARNED</b>	
		ART -- 1.0 Credit	
		<b>CREDITS EARNED</b>	
		<b>16.5 Required Credits</b>	
Notes:		<b>TALLY OF TOTAL CREDITS EARNED</b>	
		Language Arts	
		Math	
		Social Studies	
		Science	
		Phy Ed	
		Health	
		Art	
		Electives	
		Total Credits (24.00)	
		<b>STATE TESTS</b>	
		Reading - 10th Gr. Test	
		Science - After Biology	
		Math - 11th Gr. Test	
		ACT - 11th Gr. Test	

Updated April 2013

**GRADUATION REQUIREMENTS:** Yellow Medicine East Middle/High School requires a student graduating to have 24 academic credits, meet state assessment and local attendance policy requirements;

· Students must meet all of the graduation requirements required by the State of Minnesota and Yellow Medicine East School Board;

· Early Graduation -- any student desiring to graduate BEFORE the end of his/her senior year must submit an Early Graduation Application to the Principal's Office by October 1. Such application must be approved by parents and principal or designees of the school board.

\*\*See School Board Policy and YME Graduation Guidelines in the Principal's Office

**COMMENCEMENT/HONORS:** The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Yellow Medicine East Middle/High School.

It shall be the policy of the Board of Education to recognize graduating seniors with a cumulative high school grade point average of 4.0 to 3.70 at the end of the fourth quarter with recognition as graduating with High Honors and receive a gold cord. Students with a cumulative grade point average of 3.69 to 3.40 shall be recognized as graduating with Honors and will

receive a silver cord. Students with a cumulative grade point average of 3.39 to 3.0 shall be recognized as graduating with Achievement Honors and receive a white cord.

The Valedictorian honor shall be awarded to the student or students who ranks number one in the class' GPA (grade point average) list at the end of the second semester of their senior year. The Salutatorian honor shall be awarded to the student who ranks number two in GPA at the end of the second semester of their senior year. If there are multiple (more than one) students eligible for honor of Valedictorian, no Salutatorian will be awarded. Students honored for Valedictorian and Salutatorian shall have been a member of their class at least 51% of the student's educational program which must be from Yellow Medicine East High School. Student speakers at commencement may include but not limited to Class President, Student Council Representative, Honors members, Valedictorian or Salutatorian. A student in violation of the Yellow Medicine East Student Code of Conduct during their senior year will not be allowed to speak at graduation.

\*\*See School Board Policy and YME Graduation Guidelines in the Principal's Office

**GRADUATION CEREMONY REQUIREMENTS:** Students must meet the credit, testing, and attendance requirements in order to participate at graduation commencement. All grades must be final and be officially reported to the high school office for the student to receive their signed diploma. Student discipline concerns and/or consequences are subject to administrative discretion regarding graduation commencement ceremony participation.

**ACADEMIC LETTER REQUIREMENTS:** An Academic letter will be awarded to students in grades 9 ~ 12 on an annual basis using the current year's GPA for computation. ( $\geq 3.0$  to 4.00 GPA) who have earned a patch for the first time. Students who have previously lettered in Academics will receive a patch or pin in succession. Awards will be distributed/awarded to students in grades 9 ~11 during the following school year.

**ATTENDANCE RECOGNITION REQUIREMENTS:** An attendance patch will be awarded to students in grade 9 ~ 12 on an annual basis who have achieved perfect attendance in the current school year. Students who have previously earned the attendance patch will receive a pin in succession. Awards will be distributed/awarded to students in grades 9 ~11 during the following school year.

**HOME SCHOOL INSTRUCTION:** Home school instruction will follow the education policy of Yellow Medicine East Public Schools and Minnesota State Law.

**INCOMPLETES:** Students receiving an Incomplete for a letter grade at the end of any marking period (nine weeks, semester or end of the year) will have 10 school days from the end of the quarter, semester or school year to make up and turn in the incomplete work in order to receive credit for the course.

In instances when students have been absent for a prolonged period of time, the instructor and/or administrator may grant an extension up to 15 days total, depending upon the circumstances. The student has the responsibility of working out these details with his/her teacher should such an extension of time be deemed necessary. If no extension of time has been requested and approved, and if the make up work required is not submitted within the original 10 days as stipulated, the grade for the appropriate marking period will become an "F" and will be so recorded.

**POST-SECONDARY ENROLLMENT OPTIONS:** Juniors and Seniors maybe eligible to participate in post secondary options programs. Check with the Success Coach or the High School Principal for details. The purpose of this program is to provide a wider variety of rigorous academic challenges to high school students. To be eligible a student needs to be in the upper 50% for Seniors and 33% for Juniors of their class, have a minimum of 3.0 GPA, a minimum of a 24 ACT score, and/or administrative recommendation.

**PSEO COURSES ON-SITE:** YME High School provides Post Secondary Courses on site through collaboration with Southwest State University and Minnesota West Community & Technical College. Students should check with the Success Coach or High School Principal when registering for courses to determine if they are eligible to take these courses. Many YME students graduate from high school with college credits having taken advantage of these on-site academic courses. Please refer to the YME Student Registration Guide for a complete listing.

**PSEO/HOMESCHOOLED STUDENTS:** These students may request a pass from the Middle/High School Office if they wish to use school resources like the library, or computers. Students must check in the Principal's Office and obtain a pass. Students are encouraged to call ahead for availability and/or appointments if necessary with a staff member.

**PROCEDURE FOR DROPPING A COURSE:** Students may drop a class in the first four days after the start of a class if there is an approved reason and there is room in another class at that time. Students are not allowed to make schedule changes the 1st day of each semester; they must follow their scheduled classes. Students will pick up and complete a

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drop/add form in its entirety and submit it to the office. No changes will be made and the student must continue to attend the class they are attempting to change/drop until the process is complete and the student and teachers are notified by the office. Special permission to drop a class after the four day period may be granted in special circumstances (student must still complete a request form). Dropping a class after the four day period results in a no credit for the dropped class. A course letter grade of "F" will be recorded for the dropped class at this time.

Students are encouraged to make schedule changes for legitimate reasons prior to the beginning of a semester without affecting credits/grades.

Those students taking PSEO courses MUST make the drop arrangements with their respective hosts. If a student withdraws from a college level course and receives a "W" on their college transcript, an "F" will be placed on the high school transcript. YME HS does not "drop these courses" for students. Students and/or parents must consult with Principal or Success Coach if such drops are requested..

**STUDENT SCHEDULING:** All students will be scheduled into seven periods of classes and an advisory per semester. Students may schedule one study hall as a period. Students are not allowed to have a study hall in addition to two hours of OJT..

\*\*See YME Registration Guide in the Principal's Office

**TRANSFER GRADES AND CREDITS:** Letter grades will be given to all students and to all transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota. This will be used for credit transfer and graduation, however it does not allow for any academic honor awards from Yellow Medicine East Middle/High School. Only letter grades will be considered for academic honor awards such as Class Rank, Honor Roll, Honor Student at graduation and/or Minnesota Honor Society recognition.

In order for a student to be considered for the Honor Roll they must receive grades from Yellow Medicine East Middle/High School or transfer grades from an accredited secondary school as determined by the administration of Yellow Medicine East Public Schools. Transfer students must attend two full time semesters in order to receive any other academic honors, other than the honor roll.

**SENIOR PRIVILEGES:** These privileges are an earned opportunity for all students who are entering their senior year at Yellow Medicine East High School. Seniors must be registered as full time students and must have completed 18 credits before the beginning of the first semester and be on track with a total of 21 credits earned at the beginning of the second semester. Students must maintain a cumulative GPA of 2.0 throughout their high school academic career to be eligible. Students must average 90% excused attendance and be within the 10 day maximum rule guidelines, have no unexcused absences and have less than three tardies each quarter. All of your responsibilities (bills, fines, lockers, detention time, etc.) must have been completed prior to participation in privileges. A student is not eligible for a free hour if they have failed or have an incomplete grade in any class from the previous year or during their senior year. Students eligibility shall be revoked if students have any missing assignments or grades of zeros. Students must be in good standing with the school (Academically, Attendance, HIVE Pride, and Discipline) and have no chemical violations during their middle/high school career. Seniors may access the library or leave the building only. Seniors may have only one free hour per semester. If a student has two OJT classes, they are not eligible for a study hall or Senior Privileges. Senior Privileges are granted based on Administrative approval and are reviewed every four weeks. Privileges can be revoked at any time due to student behavior.

\*\*Guidelines for Senior Privileges are available in the Principal's Office

## II. YELLOW MEDICINE EAST STUDENT CODE OF CONDUCT

### A. AREAS OF RESPONSIBILITY:

**The School Board:** The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

**Superintendent:** The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the

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services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

**Principal:** The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Teachers:** All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**Other School District Personnel:** All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

**Parents or Legal Guardians:** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

**Students:** All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

**Community Members:** Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

**STUDENT RIGHTS:** All students have the right to access education and the right to learn.

**STUDENT RESPONSIBILITIES:** All students will abide by the YME handbook, school district policies and HIVE Pride and are subject to their consequences.

All students have the responsibility: A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures; B. To attend school daily, except when excused, and to be on time to all classes and other school functions; C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities; D. To make necessary arrangements for making up work when absent from school; E. To assist the school staff in maintaining a safe school for all students; F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them; G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect; H. To be aware of and comply with federal, state, and local laws; I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate; J. To respect and maintain the school's property and the property of others; K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy; L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language; M. To conduct themselves in an appropriate physical or verbal manner; and N. To recognize and respect the rights of others.

The School wide discipline program, policies and procedures within this handbook will be followed as well as any individual behavior plans. (See School Board Policy and YME Behavioral Guidelines).

## **B. CODE OF STUDENT CONDUCT**

All Yellow Medicine East Students are expected to follow School Board Policy 506. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

## **1. ATTENDANCE POLICY**

**PHILOSOPHY:** The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. Note: *Pursuant to Minnesota law, reasons for absence must be acceptable to school officials. Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 120A.22. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused.* In addition, in order to have an absence excused, the parent/guardian must inform the school of absences prior to, the day of, or no later than **two school days** after the absence.

**STUDENT'S RESPONSIBILITY:** The first and most significant responsibility of a student to the formal learning process is to attend each scheduled class regularly. The responsibility for making up missed lessons rests with the student, not the teacher. All students are expected to do all assigned work.

**PARENT/GUARDIAN RESPONSIBILITY:** It is the responsibility of the parent/guardian to **CALL THE PRINCIPAL'S OFFICE** on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:30 a.m. and 9:30 a.m. each day of absence. The attendance school phone number is 320-564-4081 ext. 100 and is available 24 hours per day. If calling outside of school hours please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student within two days of the return to school. Parent/Guardian attitude toward excellent school attendance is shown to be one of the most significant factors in the student's attendance. An attempt should be made to limit student absences and avoid absences such as (i.e. hair appointments, tanning, shopping, prom preparation, vacations, etc.)

**SCHOOL'S RESPONSIBILITY:** The most significant responsibility of the school regarding attendance is to have each classroom teacher record daily attendance and report it to the school office promptly. It is also the teacher's responsibility to provide any student who has been absent (**excused**) with any missed assignments upon request from the student/parent. The school office personnel will maintain the official absence record of each student. The secretary will attempt to notify the parent/guardian when an unexcused absence has occurred or when a parent/guardian phone call has not been received by 10:30 a.m.

## **2. 10 DAY MAXIMUM ABSENCE RULE:**

If a student is absent (excuse and/or unexcused) from a class more than ten (10) times per semester it is considered to be excessive. Credit will be withheld for any course in which a student's absences exceed a combination of ten (10) excused and/or unexcused in one semester.

1. Parents receive daily notifications via text message (optional), email, and recorded message if their student is marked absent.
2. Parents will receive notification by mail after three (3) unexcused absences from a class per semester.
3. At six (6) excused/unexcused absences from a class period, parents are notified by email and/or mail and a conversation is scheduled with the student.
4. At eight (8) excused/unexcused absences from a class period, parents are notified by email and/or mail and a conference is scheduled with both student and parent.
5. At ten (10) excused/unexcused absences from a class period, the parents are notified by email and/or mail and the student and parent will meet with administration/social worker to discuss attendance concerns. At this time an attendance contract will be written and signed. If the contract is violated once signed, credit may be revoked for those courses affected.
6. Yellow Medicine East Middle/High School believes good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend classes will result in a loss of eligibility to be determined by Activities Director and/or Principal.

### **APPEAL PROCESS—TEN DAY MAXIMUM ABSENCE RULE**

Once a student exceeds the TEN DAY MAXIMUM EXCUSED/UNEXCUSED ABSENCE RULE, he/she will have their credit held for the remainder of the semester for the course(s) affected. Students have the right to appeal to the principal after notification of credit being held. The said credits will be reinstated through one of the following methods: seat time, credit recovery, summer school or alternative education. Credit will be reinstated when the student is in good standing.

## **3. CLASSIFICATION OF ABSENCES**

**EXCUSED ABSENCES-** the following reasons shall be sufficient to constitute excused absences. These types of excused absences will be counted toward the Ten (10) Day Maximum Absence Rule unless pre-excused. Dental, legal

and other professional appointments. A signed slip from the dental, legal or other professional person is required no later than two (2) days after the last absence to be coded as such.

1. Illness. A physician's statement may be required after three consecutive days of illness if attendance is a concern;
2. Family leave (emergency, funerals, illness of other family members);
3. Religious observances;
4. School sponsored activities;
5. College visits two (2) days per year. Student has to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.
6. Administration strongly encourages family vacations to not occur during the school year and requests notification of vacations two weeks prior to the anticipated absence to allow for academic planning. Failure to notify the district may result in the time being unexcused.

**THE PRINCIPAL SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED.** A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet Minnesota State criteria.

**UNEXCUSED ABSENCES-** The following are examples of unacceptable reasons for absence: oversleeping, missing the bus, running errands for a family member, personal appearance appointments, shopping, and work either inside (chores/babysitting) or outside the home, prom or school activities preparation, forgot something at home, etc.

Habitual truancy is referred to the appropriate County Collaborative Services.

#### **Student/Parent Responsibilities for Excused Absences**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. The student must report to the Principal's Office for a make-up slip prior to returning to class.
2. Work missed because of absence must be made up by the student. The amount of time students will have to make up work will be the number of days absent plus one. For instance, a student absent for three days would have four days to make up his/her work.
3. Parents requesting make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

#### **Skipping**

Unexcused "skipping" of classes is an unexcused absence and is considered truancy. Skipping is failing to be in an assigned area at the designated time class period.

**UNEXCUSED TARDIES-** Unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Three (3) unexcused tardies in one class period is equivalent to one unexcused absence, except that a student will receive credit for work performed on those days. Students coming to class without an excuse, as listed above, after ten minutes of the class is completed are considered skipping/truant and will be marked as such. Once a student has had 3 unexcused tardies in any or all classes in a quarter, they will receive consequences for that and any subsequent tardies.

#### **CONSEQUENCES OF UNEXCUSED ABSENCES**

1. Students may not be allowed to make up work missed due to such absences.
2. Student will receive a school consequence consistent with progressive student discipline.
3. Students may not be allowed to participate in co-curricular and activities events.
4. In cases of recurring 5 (five) cumulated unexcused absences, the administration **may also request the County attorney** to file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.
5. At seven unexcused absences the school shall file a truancy petition in the juvenile court, pursuant to Minnesota Statutes.

#### **TRUANCY AND UNAUTHORIZED ABSENCES**

As required by current statutes, regulations of the Minnesota State Department of Education, and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal.

\*Note that the State law regarding truancy provides that school officials are mandated reporters and must report patterns of absence that indicate issues of neglect and/or abuse. Minnesota has compulsory attendance, meaning students are to be in school on a regular basis.

## ATTENDANCE CONTRACT

An attendance contract is a contract that outlines ISD 2190's Attendance Policy and explains to the parent/guardian and the student the school's expectations from the date of issuance until the end of that school year. This contract will be signed by a parent/guardian, student, and the building administrator. Violation of the terms outlined in the contract will result in lost credit(s).

## MAKE-UP WORK

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed due to an unplanned absence or illness must be made up by the student in a timely manner. The amount of time students will have to make up work will be the number of days absent plus one. For **example**, a student absent for three days would have four days to make up his/her work.

School Board Policy States:

Any work not completed within this period shall result in "no credit" for the missed assignment. Teachers are allowed limited discretion in the application of this policy, however, administration may extend the time allowed for completion of make-up work contingent on specific circumstances which will be determined in cooperation with staff, parents and the student affected.

## 4. STUDENT OPPORTUNITIES: EXTRA-CURRICULARS AND CO-CURRICULARS ARE PRIVILEGES

Yellow Medicine East Schools considers all of its extra curricular and co-curricular opportunities (opportunities above and beyond the regular classroom) as *privileges*. All activities, athletics, and fine arts are subject to consequences and eligibility rules. See the entire MSHSL Eligibility Requirements in the Activities Office, the MSHSL website, or on our website under the Activities and Athletics page.

**\*Good Standing:** To be eligible for participation, a student must be in good standing, which means that the student is eligible under all the conditions of eligibility requirements of Yellow Medicine East High School as well as the MSHSL.

### ACADEMIC ELIGIBILITY:

In order to ensure our students remain in good standing for their activities, both extra-curricular and co-curricular, an academic ineligibility list will be generated. Grades will be monitored every four weeks in all classes.

If a student should post a class grade of "F" or an "I" at *mid-term*, the student will be placed on academic probation. While on probation, he/she is still eligible to participate in their activity. However, if the student does not earn a passing grade after the 2 week probationary period, the student is ineligible to participate until he/she earns a passing grade.

### Athletics Penalties for Failing Quarter Grades

- Students participating in activities with 12 or more scheduled events will be ineligible for the next 2 events.
- Students participating in activities with 11 or fewer scheduled events will be ineligible for the next 1 event.

Penalties for Failing **Quarter Grades** for Fine Arts:

- 1 failing grade (F) - Student is ineligible to perform in the next MSHSL Fine Arts Activity.

No Credit or Grades Withheld (NC or GW) due to removal from class as a consequence of attendance policy or removal from class policy are administered the same as a failing grade (F).

Students that are ineligible may practice with the team or group during the ineligibility period. Students may attend games and travel with the team during the ineligibility period.

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### **ATTENDANCE ELIGIBILITY:**

Yellow Medicine East Middle/High School believes attendance is a part of being in good standing as an MSHSL participant. Failure to follow the attendance policies will result in a loss of eligibility to be determined by the Activities Director and/or Principal.

1. The policy applies to all students involved in any extra-curricular activity scheduled either during or outside the school day.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in that activity or program.
6. A student must be in school for four consecutive periods in order to be eligible to participate in an extra-curricular/co-curricular activity/program on that day.

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### **BEHAVIORAL ELIGIBILITY:**

Student Behavior and Expectations guidelines are outlined by the following, but not limited to:

1. YME Middle/High School Student Handbook
2. MSHSL Bylaws
3. YME Policies

\*The YME Middle/High School Student Handbook can be located in the Principal's Office or online on the Yellow Medicine East Schools Webpage. The MSHSL Bylaws can be found online at [www.mshsl.org](http://www.mshsl.org).

Students who earn a detention or suspension must serve that assigned detention or suspension prior to being reconsidered for eligibility.

### **CHEMICAL/TOBACCO/DRUG ELIGIBILITY:**

A student shall not at any time, regardless of quantity,

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession buy, sell, or give away any other controlled substance.

\*E-cigarettes and other devices that deliver nicotine or any other products derived from tobacco fall under Bylaw 205 – Chemical Eligibility. Bylaw 206 may allow schools to impose a “Student Code of Conduct” violation for E-cigarettes and similar types of devices.

Students who violate the chemical/tobacco/drug rule will receive penalties for Category I, II, and III Activities. The following guidelines will be used to determine eligibility:

**Category I Activities:** MSHSL-Sponsored Athletics with schedules

#### **Category I Penalties:**

- 1<sup>st</sup> Violation - Student will not be allowed to participate in 2 events or 2 weeks (whichever is longer).
- 2<sup>nd</sup> Violation - Student will not be allowed to participate in 6 events or 3 weeks (whichever is longer).
- 3<sup>rd</sup>+ Violation - Student will not be allowed to participate in 12 events or 4 weeks (whichever is longer).

**Category II Activities:** MSHSL-Sponsored Activities (One Act Play, Debate, group and solo ensemble contests.)

#### **Category II Penalties:**

- 1<sup>st</sup> Violation - Student is ineligible for the next Category II activity.
- 2<sup>nd</sup> Violation - Student is ineligible for the next two Category II activities.

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- 3<sup>rd</sup>+ Violation - Student is ineligible for the next three Category II activities.

**Category III Activities:** Musicals, plays, FFA contests, school-sponsored trips, prom, dances, pep band, Homecoming candidacy, SnoBall candidacy, and any other non-Category I or Category II school-sponsored activity.

**Category III Penalties:**

- 1<sup>st</sup> Violation - Student is ineligible for 14 calendar days from notification.
- 2<sup>nd</sup> Violation - Student is ineligible for 21 calendar days from notification.
- 3<sup>rd</sup>+ Violation - Student is ineligible for 28 calendar days from notification.

Applying the Penalty: Penalties shall be progressive beginning with the student’s first violation and continuing throughout the student’s high school career. Penalties shall be served consecutively.

Denial Disqualification: A student shall be disqualified from all interscholastic athletics and activities for nine (9) additional weeks beyond the student’s original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Serving an MSHSL Penalty: A student must be a student in good standing, and able to be placed in the game, meet or contest except for the penalty being served. (Students who are not in good standing due to suspension, expulsion, injury, illness, family vacations, etc. are not able to be placed in a game, meet or contest and are therefore not able to count those contests toward the penalty.) The student must participate in and complete the entire season in which the penalty has been applied for it to count.

**\*Activity advisors, coaches, and Fine Art directors maintain the right to establish penalties that exceed these listed above.**

*Families may request a review of eligibility decision. Please contact the High School Principal for additional information. Violations remain on your record for your entire high school career (7th-12th grade).*

**5. DETENTION UNDER FAIR PUPIL DISMISSAL ACT:** Administrative-assigned detention will be held after school on designated days.

**The following rules apply:**

- Late arrivals will not be permitted
- Work must be brought for the entire period
- No food, drink, or electronic devices will be allowed
- No talking or sleeping will be allowed
- Failure to abide by detention rules will result in removal, an additional hour will be assigned
- Students are responsible for their own transportation

**NOTICE:**

1. Students will serve detention before being involved in **any activities** during the school day or after school.
2. Students with detention pending will not be eligible to participate in or practice for any extra-curricular or co-curricular event until all detentions are made up.
3. Work and extra-curricular activities are not a valid excuse to miss detention.
4. Students who do not serve their detention within this frame will be considered insubordinate and further disciplinary action will be taken
5. Any student that refuses to serve their assigned detention **will be suspended**. At this time, a parent meeting with administration will be set up **by the student** to review this policy.
6. Any student suspended for three days (for any combination of reasons) in one school year may be scheduled for a meeting with the Principal.

**6. STUDENT DISCIPLINE CLASSIFICATIONS**

**ACADEMIC DISHONESTY**

**This information pertains to any work assigned in class: daily homework, term papers, tests, etc.**

**Plagiarism:**

1. Cutting/pasting information from Internet or book and not citing the source.
2. Using ideas and theories from someone else and not citing the source.
3. Copying another person's work or tests.

**Cheating:**

1. Stealing or purchasing tests or homework.
2. Handing in another's work as your own.

**Cheating/Plagiarism may result in, but is not limited to, one or all of the following consequences:**

**FIRST OFFENSE:**

1. Conference with teacher and administrator
2. The Teacher will notify the parent/guardian
3. Detention /Suspension to be determined
4. Zero credit with confiscation of work
5. Suspension from participating in any extra-curricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

**SECOND OFFENSE:**

1. All of the consequences of the first offense
2. Fail class for the quarter

**ARSON:** Definition: The intentional destruction or damage to any school building or property by means of fire or explosives. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property

**ASSAULT Aggravated** - committing an assault upon another person with a weapon or a device used as a weapon, or an assault which inflicts great bodily harm upon another person. **Physical** - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. **Bodily Harm, Inflicting** - Committing an act which unintentionally harms another person.

**ASSAULT-FIGHTING** is violent, aggressive behavior by two or more individuals with the intent to inflict physical harm-differentiated from poking, pushing, shoving or scuffling.

**ASSAULT-THREAT** is a threat of bodily harm, stalking, or death to another person, without physical contact.

**BURGLARY** - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**BULLYING** is the intentional infliction of, or attempt to inflict injury or humiliation on another. Bullying is directed by a stronger student against a weaker one and may be either physical or verbal/direct or indirect. Bullying is subject to discipline under other categories including, but not limited to abuse, assault, harassment or cyberbullying. (Ref: Yellow Medicine East Bullying/Harassment Policy and Social Media Policy)

**BOMB THREATS** False - Intentionally giving a false alarm of a bomb.

**DISORDERLY CONDUCT** is engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

**DISRESPECTFUL LANGUAGE** will not be tolerated on campus, at school sponsored events, or on busses. (i.e., swearing, cursing, derogatory or demeaning comments or references.)

**DISRUPTIVE BEHAVIOR IN THE CLASSROOM (Removal from Class)** is defined as:

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees;
3. Willful violation of any rule of conduct specified in the Discipline Policy adopted by the Board;
4. Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.

**Procedure for Re-admission to the Classroom**

1. A student will be referred to the Principal's Office for a conference with the building principal/or designee and will receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;
2. A student removed from a class two or more times will be required to have a readmission meeting with the teacher and receive a consequence consistent with the action. The teacher will contact parent/guardian and have a readmission meeting with the student prior to the next class meeting;
3. A student removed from a class three or more times will be required to have a readmission meeting with the building principal/or designee, teacher, parent and student

**DRESS CODE:** The responsibility for the appearance of our students rests with the parents and the students. Clothing should be neat, clean and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. Examples of inappropriate dress, include, but are not limited to: Clothing advertising substances illegal for juveniles (Example: tobacco, beer, liquor, drugs); Clothing containing obscene, discriminatory, or profane language or pictures; Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership; Inappropriate clothing is not permitted; You will be asked to change or cover up. This includes, but is not limited to: halter tops, tube tops, skirts, and shorts that are considered "too short" or "too revealing".

Shirts must be at least long enough to meet the top of the pants (no bare midriffs). Shirts that over expose cleavage are not permitted, you will be asked to change or cover up. Over exposed undergarments (bra straps, underwear, pajama pants, boxers) will not be allowed. School issued athletic apparel is subject to school dress code policy during normal school hours. Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours at teacher's discretion. Hats and hoods are not allowed to be worn by the student body in the school buildings during normal school hours.

The student will be advised by the principal as to what adjustment must be made, if the student fails to remedy the problem at that time, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation **as per Minnesota Statute, 127.26 Chapter 572 of the Pupil Fair Dismissal Act.**

The final decision rests with the Principal. Consequences will be consistent with the YME Student Code of Conduct and progressive discipline.

**ELECTRONIC DEVICES:** Cell phones and other electronic devices may not be used between the start of the first period and the end of the last period each school day unless they are part of the instructional content of a course under required teacher supervision or during lunch and passing periods at the Principal's discretion.

Students are not allowed to record content or conversations in the classroom or to take any pictures of people without prior written consent. Doing so will result in the authorities being notified and legal action will follow. Cell phones will **not** be permitted in bathrooms or locker rooms.

Any electronic devices deemed to be inconsistent with the educational mission of the school are not permitted.

All of these items are the sole responsibility of the student.

Students are encouraged to leave these items at home. These items interfere with the educational mission of the school at times and serve as targets for theft. Our lockers are not secure.

**Electronic Device Discipline Procedures:**

- 1<sup>st</sup> Offense:* Confiscate electronic device and return at the end of the school day. All office hours apply.
- 2<sup>nd</sup> Offense and Beyond:* Confiscate electronic device and the parents will be required to pick them up at the end of the school day. All office hours apply. Repetitive offenses may result in progressive disciplinary action consistent with the action.

**A. Students and Social Networking:** As a student at Yellow Medicine East Middle/High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms and distribution mechanisms that facilitate students communicating with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Yellow Medicine East students be aware of these consequences and exercise appropriate caution if they choose to participate.

Ryan Luft 4/8/2019 2:35 PM

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Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, the YME Student Handbook. As a Yellow Medicine East student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

**B. Guidelines for Students:** These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Yellow Medicine East you should:

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted the information becomes property of the website and public record.
- Be aware that community members, family current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network sites server become their property and public record. You may delete the photo from your profile but, it still stays on their server. Internet search engines like "Google" or "Yahoo" may even find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the "adult" (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor.

**Things students should refrain from:**

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party (including support of demeaning statements and threats); Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence, hazing, sexual harassment and content, vandalism, stalking; underage drinking, selling, possessing, or using controlled substances, or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation regardless if the violation was unintentional or intentional.
- One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.
- Students, parents and guardians let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

- The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

**FALSE ALARM:** Intentionally giving a false alarm of a fire or other emergency notification system (such as 911), or tampering, or interfering with any alarm is a violation of rules.

**FIREWORKS:** Fireworks, possession or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration, or detonation.

**GAMBLING** involves the playing of a game of chance for monetary gain during school hours. This includes but is not limited to dice, cards, betting pools, pogs, etc.

**GAME BEHAVIOR:** The caliber of excellence put forth by all our teams is also expected by those attending all of the events. These contests are a learning experience for everyone and we highly encourage total school involvement. We expect our fan conduct to set an example for all schools. Those students who refuse to cooperate will be denied the privilege of attending.

**HABITUAL /SEVERE CLAUSE:** Habitual/Severe abuse of the rules, policies and excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: disciplinary conference with the student, parent and administrator; out-of school suspension, or referral to the school board for a possible change of placement or exclusion/expulsion proceedings. Suspensions are made by the administration and cannot be appealed.

**ILLEGAL SUBSTANCES:** You are NOT to use, possess, distribute or be under the influence of tobacco, smokeless tobacco, alcohol, or other illegal substances at any time on the school grounds, including all school-sponsored events or at other sites which are school-sponsored activities/events. This includes all prescription medicines unless specifically approved by legislated/school district policies. A student who uses an illegal substance at school or has in their possession at school or attends a school function after the use of alcohol or drugs may be subject to suspension and referral to local authorities. The assignment of suspension depends upon the severity of the incident. The school administration will make the final determination in such matters. \*\*See YME Behavior Guidelines

**INSUBORDINATION** is the willful disregarding or resisting the direction or request of any person in authority. Interference, Disruption or Obstruction: any action taken to prevent one or more staff members or students from exercising their assigned duties and disrupting the learning environment.

**INTERFERENCE/OBSTRUCTION/TELEPHONE THREAT** is any action taken to prevent a staff member from exercising his/her lawfully assigned duties or cause major school interruption through telephone threats. This includes refusal to cooperate in an investigation or by lying during an investigation.

**POSSESSION AND/OR DETONATION OF PYROTECHNIC (FIRE STARTING) DEVICES:** These devices may include but are not limited to the following: matches, lighters, explosives and incendiary devices, possessing or using any compound or mixture with the primary or common purpose of which is to function by explosion, with the substantially instantaneous release of gas and heat.

**PUBLIC DISPLAY OF AFFECTION:** Students must refrain from kissing, embracing or any inappropriate touching while in the school. Lewd behavior: sexual conduct that is considered indecent or offensive.

**ROBBERY/EXTORTION:** Obtaining of property from another where his /her consent was induced by a use of force or threat of force.

**THEFT:** The unauthorized taking of the property of another individual.

**THEFT OF SCHOOL PROPERTY:** This refers to the unauthorized taking of and/or the unauthorized possession of school property.

**TRESPASSING:** Trespassing:being present in any district facility or portion of a district facility when it is closed to the public or when the students does not have the authorization to be there or unauthorized presence in a district vehicle

**UNAUTHORIZED USE OF SCHOOL PROPERTY:** The unauthorized/illegal use/or taking of school property for school or non-school sponsored activities.

**USE OR POSSESSION OF TOBACCO AND/OR TOBACCO PRODUCTS:** Use of and/or possession of any type of tobacco products by any student, regardless of age, will be governed by Minnesota statutes and school district policies. It is against the law for students to possess or use tobacco products. Students will be referred to the police via a written "police tag" if observed using. (Note School Staff are mandated reporters and must report violations to the police-tags will be issued.) If caught in possession or using on school grounds students will be suspended, items will be confiscated and turned over to the police along with a written citation/tag. (Use of tobacco is a MSHSL violation and students in activities will forfeit their eligibility if caught using or in possession.)

\*\*Any and all violators of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.

**VANDALISM:** knowing and willful damage to property. Damage of property (vandalism): intentionally defacing, cutting or otherwise damaging property that belongs to the school, district, other students, employees or others. (NOTE: Tampering with or disabling surveillance, safety, fire or security equipment will automatically result in consequences beginning at the 2nd offense level.) "Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting.

**VERBAL ABUSE:** Abuse: Verbal, written or otherwise expressed - Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening, or obscene.

**WILLFUL DISOBEDIENCE:** When a student is insubordinate, defies authority or is threatening towards authority, a teacher will write on the discipline referral "**willful disobedience of valid school authority**". The student may be immediately suspended for the remainder of that day.

**Progressive Discipline for Violations of YME School Conduct include any or all of the following:**

- A. Student conference with teacher, principal, social worker or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extra-curricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act.

\*\*Please reference YME Behavior Guidelines in the Principal's Office

## **7. YELLOW MEDICINE EAST SCHOOL BOARD SPECIFIC POLICIES:**

**BULLYING PROHIBITION POLICY 514:** A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Any act of bullying by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. The policy also applies to any student whose conduct at any time or in any place constitutes bullying which interferes with or obstructs the mission or operations of the school district, or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or support another student's act of bullying. Bullying means any written or verbal expression, physical act of gesture, or pattern thereof, by a student which is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student or student's education benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. harming a student,
- b. damaging a student's property,
- c. placing a student in reasonable fear of harm to his or her person or property, or
- d. creating a hostile educational environment for a student.

Upon completion of an investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

\*\*A complete copy of the Bullying policy is available for your review in the District Office

**HARASSMENT POLICY:** Participating in, or conspiring with others, to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sexual orientation or any disabilities they may have. The school district will act to investigate all complaints, formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy according to school district policies.

Students are requested to complete a "Harassment Complaint Form" to provide documentation of any racial, religious or sexual harassment. These forms are available in the Principal's Office.

\*\*A complete copy of the harassment policy is available for your review in the District Office.

**HAZING POLICY 526:** Hazing means doing something, or making another student do something, that creates a risk of harm to a student in order for the student to be initiated into, or affiliated, with a student organization/group. Engaging in any behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion.

\*\*A complete copy of the harassment policy is available for your review in the District Office

### **SCHOOL BUS - APPLICATION OF THE STUDENT CODE OF CONDUCT**

**Reference: Yellow Medicine East Transportation Policy located in the District Office**

The YME Student Code of Conduct is in effect from the time a student is at the designated bus stop to board the bus at the beginning of the day until the student gets off the bus at the end of the day and remains visible to the bus driver. Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus and may apply progressive student discipline who participates in unacceptable behavior.

Bus Ridership - Law provides that students be transported to school according to a set of guidelines. In order to be consistent with state law, the school system will adhere to the following regulations outlined in school board policy and the YME Student Code of Conduct:

**Discipline Plan Rules: Consequences:**

Follow directions the first time they are given by driver;

1. Driver warns student.
2. Driver fills out bus conduct report;
3. Director has a conference with student;
4. Suspension of riding privileges.

\*\*Progressive Student Discipline will be used

**POSSESSION OF WEAPON POLICY 501:** (on school grounds, buses, school vehicles or at school activities.) Weapon means: any firearm, loaded or unloaded, or any device which, through its use, is capable of producing great bodily harm or death, (firearms, bullets, guns, look-alike guns, knives, clubs, nunchucks, explosives, mace or other chemicals, spears or student made devices.) Possession of a weapon will result in penalties that include: initial- suspension up to ten days (for investigation purposes); confiscation of weapon; referral to the police department; recommendation for expulsion

\*\*A complete copy of the harassment policy is available for your review in the District Office

## **III. MISCELLANEOUS ITEMS**

**ACTIVITIES FOR STUDENTS ASSEMBLIES:** Students will be assigned specific seating for all assemblies and they will be dismissed by the PA system or their teacher. All assembly attendance is mandatory unless excused individually by the Principal.

**ADVERTISING AND PROMOTIONS:** Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any

commercial or other non-school agency or organization. The Yellow Medicine East School District employees must not recommend any commercial product, service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

**ALLERGY PROCEDURE:** Yellow Medicine East School District is “nut safe”. Our schools are NOT completely peanut/tree nut free, but measures are put in place to provide a safe environment for students with known peanut/tree nut allergies. Yellow Medicine East School District is a “Latex-free” environment. Visiting pets/animals are prohibited in YME schools. An exception will be made for service animals and approved classroom curriculum units involving animals as part of a lesson or lessons.

**Classrooms:**

- 1) For classrooms with student(s) with life-threatening allergies, a notification will be sent out prior to the students first day of school notifying families of the allergy and precautions that will be taken to prevent a reaction.
- 2) Information should be kept about students’ life-threatening allergies in the classroom. These foods/items should not be used for class projects, parties, holidays and celebrations, arts, crafts, science experiments, cooking, snacks, or other purposes in the classroom of a student with life-threatening allergies.
- 3) Tables should be washed with soap and water in the morning if an event has been held in the classroom the night before.
- 4) Proper hand washing technique by adults and students should be taught at the beginning of the school year and required before and after the handling/consumption of food.
- 5) Eating in the classroom is prohibited unless part of an organized classroom activity or classroom curriculum (e.g.- scheduled snack times in the elementary school, classroom celebrations or rewards, holiday or birthday parties, FACS class, etc.).
  - a) Teachers are to notify the school nurse and school principal if a classroom activity where food will be served or shared is taking place.
  - b) No homemade treats or food items, for students, will be brought into our schools either by parents or staff unless preapproved by the school nurse and school principal. All treats must be commercially prepared and packaged for distribution with intact ingredient labels.  
*\*Classrooms with students who have life-threatening allergies may have more specific guidelines depending on the type(s) of allergy.*
- 6) Food preparation and the use of food manipulatives will be allowed in academic curriculum with the principals’ and school nurses pre-approval.
- 7) No items in the classroom will be stored in previously used food containers (peanut butter, jelly, or any other kind of jar).

**Food Services/Cafeteria**

- 1) The school lunch program will not serve any food items that may cause a life-threatening situation. Medical documentation and an “Allergy Action Plan” are required and must be renewed each school year.
- 2) There will be a table in the cafeteria designated “allergen free”. Students with life-threatening food allergies may sit at this table. Only students eating school lunch will be allowed to eat at this table.
  - a) The designated table should be clearly identified.
  - b) The designated table should be cleaned thoroughly in between each lunch session. Disposable wipes and dedicated water are encouraged to avoid cross contamination.
- 3) The food service director is to maintain food labels for each food served to students for at least 24 hours following service in case a student has a reaction from a food eaten in the cafeteria.
- 4) Students with home lunch must eat in the cafeteria. Students are not permitted to eat lunch in hallways, classrooms, or other student areas unless given direct permission from administration.
  - a) Students leaving school grounds for lunch are expected to finish food/drink items off school grounds or in the cafeteria.
  - b) Students are encouraged to wash their hands after eating so that no traces of allergens will be left on their hand.

**School Field Trips**

- 1) The principal, in consultation with the school nurse, will be responsible for determining the appropriateness of each field trip and consideration of safety of the student with life-threatening allergies.
- 2) The field trip organizer is to notify the school nurse in a timely manner of all field trips.
- 3) Medications including epinephrine auto-injector and a copy of the student’s “Allergy Action Plan” must accompany the student. The name and phone number of the nearest hospital will be a part of the student’s emergency plan.
- 4) A cell phone must be available on the trip for emergency calls.

- 5) Parents of a student at risk for anaphylaxis should be invited to accompany their child on school trips, in addition to the chaperone.
  - a) In the absence of accompanying parents/guardian or nurse, another adult must be trained and assigned the task of watching out for the student's welfare and for handling any emergency. The adult carrying the epinephrine should be identified and introduced to the student as well as the other chaperones.

**ANIMALS IN SCHOOL:** Students who bring animals to school must have prior, written approval from the building principal. All domesticated animals brought to school must be properly vaccinated. Non-domesticated animals are not allowed in the classrooms because of health concerns. Animals in the classroom will be used for educational purposes only and are not to be in the area indefinitely. Every effort will be made to determine if there are any sensitive occupants with allergies. Teachers will inform parents when an animal will be used in the classroom. When there are concerns about allergies, asthma or other health related issues, animals will not be allowed in school.

**ANNOUNCEMENTS:** Announcements are read during advisory and are posted in the hallways and on the Yellow Medicine East website.

**ATHLETIC EVENTS / PEP FESTS:** Please sit in YME MS/HS's cheering sections. Always treat visiting contestants and spectators as guests. "Booing" or antagonistic taunting behavior of game officials or opposing contestants is prohibited. Dress should promote YME HIVE pride and each individual must be identifiable by the supervisor. During the playing of the National Anthem, students should stand respectfully, either singing or remaining quiet, and with caps removed. We also expect students to stand during the playing of school songs, both visitors' and YME MS/HS fans. Remember to conduct yourself at all times in a manner that will reflect positively upon yourself and Yellow Medicine East Middle/Middle/High School, both at home and away contests.

**BACKPACK GUIDELINES:** Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school and Physical Education class but are not permitted to carry their backpacks with them between classes. Backpacks must remain in the student's locker. Students have an opportunity to go to their student lockers several times a day: before first period, before or after lunch, and before boarding the bus at dismissal. Purses and other smaller handbags must be able to be stored underneath the student's desk. Discretion is left up to the teacher. This policy is in response to the following concerns: the weight students carry on their backs and safer classroom environments.

**BOOKS AND MATERIALS:** MN Statute 123.37, subd.1(b) requires the school board to notify parents about its policy to charge fees for lost, damaged, or destroyed books. Teachers issue books at the beginning of the year/semester. A fine will be assessed for a damaged or lost text.

**CAMPUS POLICY:** The school campus includes the middle/high school building and surrounding grounds and other sites when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

Grades 6 ~ 9, will have closed campus all day (including lunch time). They must stay on school property. Grade 10 ~ 12 may leave the school during their lunch period and during their free hour. Students leaving the building must exit via door 16, which is located by the cafeteria. Students will be required to re-enter the school building through door 16 during designated time or the main front entrance. This privilege may be revoked temporarily or for an extended period as a consequence for violation of school rules or abuse of this privilege. Students in grades 10-12 who use poor driving judgement, leave trash in the school parking lots, and/or have discipline issues that surface, etc., may have this privilege revoked.

**CAMPUS VISITORS:** Parent visitors to our building are always welcome, but for the sake of maintaining building security, we must insist that all visitors report to the Principal's Office and obtain a visitor pass. All visitors are to use the main entrance on 9th Street entering through the Main Entrance doors. Visitors who wish to see staff are encouraged to call ahead and make an appointment with the staff member and follow all visitor procedures. **Student Visitors are discouraged during the regular school day.**

If there is a request for a student visitor, the following guidelines will apply:

1. **Parent notification 24 hours in advance.**
2. **Student visiting must not be missing his or her own school.**
3. **No visitors during finals or finals week.**
4. **No visitors on the day before or after a holiday break.**

Students leaving the campus for any reason other than the above circumstances, must have permission from their parent/guardian and be issued an out-of-building pass from the Principal's Office in order to leave the campus. You are

to arrive at a specified time and you are not to leave at any time without the written permission of the Principal. Should it become necessary for you to leave school, you must report to the Principal's office for a pass. **Written permission from your parent or legal guardian must be presented in order to leave the building.** A violation of the policy may result in detention or suspension

**COLLEGE VISITS:** Juniors and Seniors may take post-secondary campus visits (2 per year). These must be pre-excused three days in advance by completing the College Visit Form which can be obtained from the Success Coordinator's Office. This form must be signed by a parent/guardian even if the student is 18 years of age. The student must be in good academic standing and final approval will be given by the Success Coach and/or the Building Principal. College visits are discouraged after May 1.

**CUSTODIAL/NON CUSTODIAL PARENTS:** It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of student information to the second parent. It is the responsibility of the parents to provide updated addresses and phone numbers when changes occur.

**DANCE POLICY:** Dances are for Yellow Medicine East Middle/High School students only. The three exceptions to this policy are Homecoming, SnoBall, and the Prom. An invited guest to these dances must not be older than twenty years of age. Students or guests who falsify identity will forfeit the admission to the dance and will not be allowed to participate. These guests are required to register in the Principal's Office prior to the dance. Attendees at all dances must comply with rules regarding tobacco, alcohol and other drugs. Coats, purses, bags, etc. must be checked in with the chaperones (these items will not be allowed into the dance area). Any student who leaves during a school sponsored dance is not allowed to re-enter. Prom Guidelines are available upon request.

**DELIVERIES:** We strongly recommend that deliveries of items to students (balloons [latex free], flowers, etc.) not be arranged to occur at school. These items cannot be delivered to the classroom and end up in the office areas until students can pick them up at the end of the day. Transporting these items home, especially for those who ride the school bus, can also be a problem. Because of time constraints, the school will not be responsible for deliveries that the student does not pick up. YME is a latex free building and latex balloons are not allowed onsite.

**DIRECTORY INFORMATION:** The Yellow Medicine East Public Schools, Independent School District #2190, proposes to designate the following personally identifiable information contained in your education record as "directory information" and it will disclose that information without prior consent. (See School Board Policy)

- Your name
- The names of your parents or guardians
- Your telephone number
- Your address
- The date and place of your birth
- Your grade level completed
- Your extra-curricular participation
- Your weight and height if a member of an athletic team
- Your achievement awards of honor
- Your photograph if available
- The dates of your school attendance
- The school or district you attended before you enrolled in the Yellow Medicine East Public Schools

**If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school administrator or school superintendent in writing by September 15.**

On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.

**Student Records:** Parents and students are informed that they have the following rights (See School Board Policy):

- Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,
- The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder,
- The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated thereunder,
- The right to be informed about rights under the federal law, and
- The right to obtain a copy of this policy.

**DISTRIBUTION MATERIALS / DISTRIBUTION MATERIALS /ADVERTISING:** Any and all materials/information/promotions and announcements which staff, students/parents or other outside school agencies/groups wish to post and display on or in school property must be approved two days in advance by the school administration. The administration reserves the right to prohibit and/or limit the distribution of materials and/or the posting/display or promotion of information and/or events.

**ELASTIC CLAUSE:** The administration reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he considers necessary. Each situation is different and will be handled on an individual basis.

**EMERGENCY SCHOOL CLOSINGS:** If it is necessary to close school due to severe weather or emergency conditions, please listen to the local radio (WCCO-830 AM, KMHL-1400 AM, KLGR-1490 AM, KKRC-93.9 FM, Q102-102.5 FM, KKCK-99.7 FM, KLGR 97.7 FM, KDJS-1590 AM, KWLM-1340 AM, KARL-105.1 FM, KMGM-105.5 FM, K95.3 – 95.3 FM, K100-100.1 FM, KARZ-107.5 FM, KDMA-1460 AM, The River-97.3 FM.), TV stations (WCCO, KSTP, KMSP FOX 9, KARE 11), social media, school website and JMC Messenger.

**ENTRANCES / EXITS:** All doors on campus will be locked for student safety from 8:30 am till 3:00 pm. Students riding the school bus should enter/exit the building through **Door 16**. Students driving to school should enter the building through Door 16. Morning drop-offs should happen on the North side of 9th Avenue for student safety. Parents, visitors and guests should enter the building at the main entrance doors, Door 6. At the main entrance there will be a notification for all visitors to be identified prior to entering into the building after 8:30 am. Upon notifying the secretary of your intent, the visitor will register in the Principal's Office where you will receive a Visitor's Badge. Propping, rigging or disabling a secure door: any action which causes a door to be unsecured in order to facilitate subsequent re-entry is against the school rules.

**FIRE AND TORNADO DRILLS, STATEWIDE TORNADO DRILLS, LOCKDOWNS:** The school will conduct periodic drills. Practice runs are designed to improve the evacuation procedure in case of a real emergency. Students will be expected to cooperate fully during these drills.

**FOREIGN EXCHANGE STUDENTS:** YME Public School will work with Exchange programs as approved by the International Educational Travel and Exchange Programs Council and the National Association of Secondary School Principals. A foreign exchange student will be placed in the age-appropriate grade as determined by the Principal. However, a student who has "graduated" from their home country high school will be placed in the senior class of YME High School. For an exchange student to receive a Certificate of Attendance at graduation, he/she must have been enrolled as a senior and have been in attendance for an entire school year. Foreign exchange students are not eligible for a diploma unless a previous transcript is provided and they will meet the graduation requirement outlined above. \*\*See YME Graduation Guidelines.

**HEALTH EMERGENCY INFORMATION:** If your child has serious health or medical issues which may affect him/her at school, please contact the school nurse in order to discuss it before school starts in the fall. If you would prefer, you may contact the teacher(s) who may "need to know" directly. Together parents and school personnel will make an appropriate health plan which will help the student manage any health concerns at school.

**ILLNESS/ACCIDENTS:** If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, the nurse or someone designated to do so will provide first aid. If the accident is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the persons you have designated on your child's emergency card. For this reason it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year. When in non emergency situations and all attempts to contact someone on the emergency card fail, your child will remain in school and be sent home at the end of the day in the same manner in which they came to school.

As a general rule, students with a temperature above 100 degrees will be sent home. Likewise, we ask that your child be free from fever (temperature above 100 degrees without medication) for 24 hours before he/she returns to school after being ill. Please be sure to contact the school as early in the day as possible if your child will be absent that day.

#### **STUDENT MEDICATIONS:**

**PURPOSE** The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

**II. GENERAL STATEMENT OF POLICY** The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, registered nurse, licensed practical nurse, or other designated staff member will administer prescribed medications in accordance with law and school district procedures.

#### **III. REQUIREMENTS**

- A. The administration of prescription and non-prescription medication or drugs at school requires a completed and signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. The form will include or have attached written orders from a licensed health care provider. The forms are available through the nurse's office.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Over the counter medications to be administered by the school district must arrive at school in the original container sealed by the manufacturer. Over the counter medications will be administered according to manufacturer's instruction unless otherwise expressed in writing by a licensed health care provider.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Parents will notify the school if a medication is to be sent on a field trip. Teachers/designated school personnel may carry and administer the medication on a field trip according to school policy and procedures.
- K. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. An "Administration of Treatment" form must be completed annually (once per school year) and/or when a change in treatment occurs;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy; 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;

5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if: a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication; b. the inhaler is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student. The parent must submit written authorization for the student to self-administer the medication each school year. The student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed. If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;
  6. Any student in grades 6-12 may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.
  7. Prescription non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that: a. the pupil may possess the epinephrine; or b. the pupil is unable to possess the epinephrine (ex. Epipen) and requires An "Allergy Action Plan" must be completed and signed by a licensed health care provider. The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law.
  8. Medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individualized health plan).
  9. Medications: a. that are used off school grounds; b. that are used in connection with athletics or extra-curricular activities; or c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- K. "Parent" for students 18 years old or older is the student.

**LOCKERS:** Student lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Items of a dangerous nature are not to be stored in lockers (i.e. Gun Safety class, knives, weapons, etc.). Students will be responsible for keeping their lockers clean and for any damage done to lockers.

\*\*School board policy is available in the Principal's Office for your review.

**LOST and FOUND:** If you have lost books or personal property, please check in the office. You must be able to prove ownership by identifying the article.

**LUNCH/CAFETERIA:** ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA. Food or drink cannot be carried into any part of the building without prior approval from the school nurse or administration. Open Campus and lunchroom privileges will be restricted if necessary. Students are to clean up after themselves and practice good manners while using the lunch services. A "debit card" system is used for payment of lunch. Students/parents can deposit in their accounts by leaving checks in the high school office, giving them directly to the cashier in the lunchroom or paying online through the STING Store. Students on free/reduced lunch must pay for additional milk, seconds, and/or ala Carte items.

**MEDIA CENTER/LIBRARY:** Yellow Medicine East Middle/High School Media Center is open to all students and is well-stocked with books, periodicals, pamphlets and an assortment of audio-visual material. Students are invited and encouraged to make use of the facility to do research for a class or to check out media center material. The library is a place for "quiet" work. Study hall students wanting to use the library should secure a pass prior to reporting to study hall. The media center can be used by an entire class or an individual from a class by way of a pass. The hours are open Monday through Friday

from 7:45 a.m. until 3:45 p.m. Lost and/or damage to books or technology equipment are the personal and financial responsibility of the student.

**ORGANIZATIONS AND ACTIVITIES:** Yellow Medicine East Middle/High School has an activity program to be proud of. Our organizations and activities have earned high honors and recognition because of active student participation, excellent facilities, interested and qualified instructors, and support staff, administration and community.

**PESTICIDES:** The school district periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance is recited on the first day of the school week. "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice." Students are asked to stand as a courtesy and out of respect for others.

**POSTERS:** All of the posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal or other authorized personnel. It is understood that all signs posted will be taken down after a reasonable length of time.

**PUBLICATIONS:** A student may not produce and/or distribute petitions or other printed documents of any kind that are disruptive to the conducting of school. A student shall not produce and/or distribute any petitions, documents, or posters/advertisements of any kind or sort on school premises during the school day without the specific approval of the principal.

#### **RIGHTS:**

##### **The Right To Free Speech and Expression**

Students represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school policy.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices concerning information about events which will take place within the school area shall be posted in the place designated by the principal. All notices for events either inside school or outside shall be approved by the principal or a representative designated by the principal before posting.

**The Right Regarding Student Dress** A student has the right to choose manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on **student dress**.

**Discrimination/Sexual Harassment** in any form is not to be allowed or condoned. Any inquiries regarding this policy of this handbook should be directed to the **Principal's Office** or call (320) 564.4083 (See School Board Policy)

##### **The Right to be Informed of Rules**

Student has the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons. Copies of these rules governing the code of conduct shall be available in the school office.

##### **The Right to Privacy**

The student's right of privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements (See School Board Policy)

##### **The Right to Personal Property**

Students have a right to be secure in their persons, papers, and effects, however;

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons.

- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- **Lockers** are the property of the school and may be searched at any time by school officials. (See School Board Policy)
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.
- School authorities will seize illegal items and items that are used to disrupt or interfere with the educational process may be removed from student possession.
- Personal Items of value should be left at home. The school is not responsible for lost or stolen articles.

**REQUESTS FOR HOMEWORK:** After 3 or more consecutive days of absences it is appropriate for the parent/guardian of an absent student to contact the Middle/High School Office to request homework. Assignments will be collected from teachers and can be picked up at the Middle/High School office at the end of the school day.

**STUDENT PASSES:** All students leaving a class must receive teacher permission and request the teacher issue them a student pass. All students in the hallway during scheduled classes must have a pass and the pass needs to be visible to staff. Unless it is an emergency, students needing to see the social worker, nurse, other staff member or administration, must have permission and a pass. Violation of this procedure/policy will subject the student progressive discipline. Students are not to leave the building between classes without permission. Exception to this is a senior with a free hour or a sophomore/junior/senior during scheduled lunch time. Students are required to sign-in and out of class. Students are not allowed to go to the parking lot or run errands without the permission of the Principal's Office.

**STUDENTS AND DRIVING:** The privilege of students driving to and from school carries with it certain responsibilities. Cruising in autos, speeding, or other acts of behavior which violate school policies or community laws will result in denial of privileges, and complaints filed with the local police department. Students are not to be in, or lounge in, autos during school hours except for purposes of going to and from school. **Students may not drive to and from practice or school sponsored activities unless cleared through the Activities Office and/or Principal's Office.**

The designated student lot for parking during the school day is the East Lot. No parking in areas designated for visitors and staff, in yellow painted areas, fire lanes, and do not block the driveways or sidewalks. Consequences for violation of parking policies will include: warning, restricted privileges or having improperly parked vehicle **towed away** at owner's expense.

**STUDENT FEES:** Materials required for basic instruction in any course will be provided at no expense to the student. However, in a number of courses, students, at their election, may be allowed to complete projects for personal use which require materials other than those necessary for basic instructions. Failure to pay fees within 30 days of the start of the semester will result in withheld credit(s) and a loss of opportunity to participate.

**STUDY HALLS:** The purpose of study hall is to provide a supervised, structured atmosphere for students to study. Students may access the resource room for assistance but must secure prior permission to leave the study hall area. Students are expected to bring all study materials with them. Permission to use the library or computer labs must be secured before reporting to study hall. All electronic devices follow the Electronic Device Procedure.

#### **TECHNOLOGY & INTERNET USE**

**\*\*See School Board Policy 524**

##### **I. PURPOSE**

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

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

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

**Consequences:** 1st Violation: 4 weeks suspended privileges, 2nd Violation: 8 weeks suspended privileges, 3<sup>rd</sup> Violation: 16 weeks suspended privileges.

**TELEPHONE:** The office and classroom phones are for school business and are not to be used by the students. Students are permitted to use the office phone for emergencies only! No calls will be transferred to classrooms while class is in session.

**TRANSCRIPT REQUESTS:** Student transcripts are available during the regular school year. Please make requests accordingly and in a timely manner to the High School Principal's Office.

**TRESPASSERS:** The principal or his designee has the right to remove any person from the Yellow Medicine East Middle/High School campus as they deems necessary. The school campus includes the Middle/High school buildings and surrounding grounds and other sites when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

**VIDEO SURVEILLANCE:** Video cameras / monitors that are located in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. The images obtained are for school and law enforcement. They are not for "public viewing".

Athletics: Students receiving a failing quarter grade will be subject to the following penalties:

Students participating in activities with 12 or more scheduled events will be ineligible for the next 2 events.

Students participating in activities with 11 or fewer scheduled events will be ineligible for the next 1 event.

Rationale: (for dropping the “or two weeks, whichever is longer”

1. Provides equity across activities.
  - a. No longer have some kids who might miss one event and another who misses six just because of when the quarter ends.
  - b. It's not exact, but with the proposed language kids miss closer to the same percentage of their seasons events than with the current language.
    - i. Example – Football – 2 games is 25% of your season whereas in basketball, 2 games is less than 10%.
2. Although there are a few schools in our area that use the 2 events or 2 weeks penalty, most have penalties like the ones we are proposing.
3. We struggle with numbers in many of our activities and our minorities are often under represented. A disproportionate number of failing grades also belong to our minority students. We want the penalty for a failing grade to appear manageable enough for those who have them to still consider participation in activities. Too many times we have kids who do not participate because they know they will never be eligible. Although we all know school comes first, I think it is important to understand that the best place for these kids to be after school is involved in an activity.



May 29, 2019

Cindy Loe  
Special Education Director  
Yellow Medicine East 2190-01  
cloe@isd2190.org

Re: Special Education Program Compliance Review Final Report

Dear Director Loe:

During this past year, a team from the Minnesota Department of Education (MDE) conducted a review of the special education programs in Yellow Medicine East 2190-01. The purpose of the MDE Review was to determine whether the local educational agency's (LEA) current special education programs are conducted consistent with state and federal laws and rules. We appreciated the cooperation and assistance provided by your staff during the course of the review. Compliance reviews are intended to be positive learning experiences both for the LEA and for state department staff.

Enclosed is the Special Education Program Compliance Review Final Report. MDE has found the LEA to demonstrate full compliance. Therefore, no findings are being issued and no corrective action plan is required for Yellow Medicine East 2190-01. For ongoing technical assistance, the LEA is encouraged to contact its lead monitor, Rebecca Nessel, 651-582-8238, rebecca.nessel@state.mn.us. The administration and special education staff is commended for its commitment to providing compliant services to children with disabilities and their families. The Division of Compliance and Assistance appreciates the efforts that resulted in this exemplary outcome.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erin Levin', with a long horizontal flourish extending to the right.

Erin Levin  
Program Monitoring Supervisor  
Division of Compliance and Assistance

EL/dp

Encl: Special Education Program Compliance Review Final Report

Cc: Rich Schneider, Superintendent, Yellow Medicine East 2190-01, rschneider@isd2190.org  
Rebecca Nessel, Compliance Specialist, Division of Compliance and Assistance



# **Special Education Program Compliance Review**

## **Final Report**

May 29, 2019

### **Yellow Medicine East (2190-01)**

Rich Schneider, Superintendent

Cindy M. Loe, Director of Special Education

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## Introduction and Authority

The Minnesota Department of Education (MDE), as the state educational agency, is required by federal law to monitor the education of children with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA). 20 U.S.C. § 1412(a)(11); 34 C.F.R. § 300.600. Additionally, state law requires every local educational agency (LEA) to ensure all students with disabilities are provided specialized instruction and services appropriate to their needs. Minnesota Statutes § 125A.08(b)(1). Each LEA within the state, including educational programs administered by any public agency, is under the general supervision of MDE. In order to evaluate special education programs, MDE staff has the authority to review all relevant information necessary to carry out the department's oversight responsibilities.

### Scope of Monitoring

Monitors from MDE's Division of Compliance and Assistance conducted a full compliance review of the special education program of Yellow Medicine East (2190-01). The monitoring process included a review of:

- The district's total special education system (TSES) plan and restrictive procedures plan (RPP)
- Two district sites where special education services are provided
- Interview responses from the special education director, general education administrators, special education teachers and paraprofessionals, related services personnel and general education teachers
- Previous monitoring and self-review reports
- Formal complaint history
- Seven Part B (students ages 3 through 21) and four Part C (children from birth to age 3) student records

### Resulting Findings and Corrective Action

The following report identifies individual student record noncompliance, findings of systemic noncompliance and corrective action requirements. Findings of systemic noncompliance are identified based on an analysis of compliance data collected from the sources listed above. If an area is identified as a finding of systemic noncompliance, the district is required to develop and implement a corrective action plan (CAP) to address each finding within one year of the date of this report.

Individual student record noncompliance occurs when a student file is cited for violation of any state or federal special education law. Citations of individual student files must be corrected by the district by February 15, 2020. If individual student noncompliance is identified for correction, tracking is completed through the Minnesota Continuous Improvement Process: Self-Review (MNCIMP:SR) system and the district may be required to develop and implement a CAP to address findings of noncompliance.

## District Overview

Yellow Medicine East (YME) Public School District is a small, rural district located approximately two hours west of the Twin Cities metro area. The district serves approximately 700 students from Granite Falls and the surrounding communities. The district consists of Bart Raney Elementary School and the neighboring YME Middle/High School. The elementary school includes early childhood through grade 5 and the secondary building encompasses grades 6 through 12. Enrollment data from 2018 for shows the district minority population at 30 percent, primarily Hispanic and Native American. The English language learner (ELL) population is approximately 2.5 percent. YME is a member of the Minnesota Valley Cooperative Center (MVCC).

## Monitoring Findings by Area

### Area 1: Governance

*Topic Area: Total Special Education System (TSES)*

#### **Regulatory Requirement:**

Minn. R. 3525.1100 (state and district responsibility for total special education system)

A TSES is a plan describing a district's special education policies, procedures and programs. A plan for a single district or for the member districts of a formal special education cooperative identifies the district's responsibilities regarding child study procedures, methods of providing the special education services for identified pupils, administration and management plans to assure effective and efficient results, operating procedures of interagency committees and any interagency agreements into which the district has entered. After conducting a self-review, the special education director reported the following:

**The district's TSES demonstrates compliance with Minnesota Rule 3525.1100.**

*Topic Area: Restrictive Procedures Plan (RPP)*

#### **Regulatory Requirements:**

Minn. Stat. § 125A.0941 (definitions)

Minn. Stat. § 125A.0942 (standards for restrictive procedures)

"Restrictive procedures" means the use of physical holding or seclusion of children with disabilities in an emergency and must not be used to punish or otherwise discipline a child. Because the special education director reported the district intends to continue the use of physically holding children with disabilities in an emergency, the district is required to maintain and make publicly accessible a RPP for children with disabilities. State law requires that the plan must, at least, list the restrictive procedures the school intends to use; describe how the school will monitor and review the use of restrictive procedures; and include a written description and documentation of the training school personnel completed. The special education director's self-review of the district's RPP identified the following:

**The district's RPP demonstrates compliance with Minnesota Statutes, sections 125A.0941 and 125A.0942.**

*Topic Area: Staffing*

**Regulatory Requirements:**

34 C.F.R. § 300.17 (FAPE)

34 C.F.R. § 300.34 (related services)

Minn. R. 3525.1100 (state and district responsibility for total special education system)

Federal and state regulations require districts to have sufficient staffing and procedures in place to ensure special education and related services are provided in conformity with an individualized education program (IEP) in the event of short- and long-term special education teacher, related service provider and paraprofessional absences, including processes for sufficiently informing substitute personnel about relevant IEP information. Interview responses from special education and building administration, as well as special education teachers, related service providers, general education teachers and paraprofessionals concluded the following:

**The district employs sufficient resources and procedures related to short- and long-term absences of special education personnel to ensure the provision of a free appropriate public education (FAPE), including the process for informing substitutes about relevant IEP information.**

Strengths, concerns or suggestions for continuous improvement:

The special education director reported the district uses an online system for teachers and paraprofessionals to request substitutes when absent. Related service providers generally do not obtain substitutes but rather rearrange their schedules when they return to provide students with the required service time based on the agreed-upon IEP. If a substitute is not available for a special education teacher or paraprofessional, it was reported that administration and department personnel will rearrange schedules to provide coverage and keep as much consistency as possible for all special education students. Overall, many positive comments were made in the interviews regarding the special education staff, including paraprofessionals.

*Topic Area: Training*

**Regulatory Requirements**

34 C.F.R. § 300.6 (assistive technology services)

34 C.F.R. § 300.18 (highly qualified special education teachers)

34 C.F.R. § 300.105 (assistive technology)

34 C.F.R. § 300.123 (confidentiality of personally identifiable information)

34 C.F.R. § 300.156 (personnel qualifications)

34 C.F.R. § 300.207 (personnel development)

34 C.F.R. § 300.304 (evaluation procedures)

34 C.F.R. § 303.118(a) (training personnel)

34 C.F.R. § 303.119(a) (personnel standards)

34 C.F.R. § 303.31 (qualified personnel)

- 34 C.F.R. § 303.320 (screening procedures – optional)
- 34 C.F.R. § 303.321 (evaluation of the child and assessment of the child and family)
- Minn. Stat. § 125A.08 (individualized education programs)
- Minn. Stat. § 125A.0942 (standards for restrictive procedures)
- Minn. R. 3525.2405 (directors)

Federal and state regulations require districts to adequately prepare licensed and non-licensed cooperative, district and contracted personnel in the provision of special education services and supports to infants, toddlers and students with disabilities. Topics include special education policies and procedures or changes to special education policies and procedures; the use of assistive technology; the use of restrictive procedures; and the confidentiality and maintenance of any personally identifiable data, information and records of students. Interview responses from special education and building administration, as well as special education teachers, related service providers, general education teachers and paraprofessionals identified the following:

**The district is in compliance with training requirements. The district adequately prepares licensed and non-licensed personnel to provide special education services or supports to infants, toddlers and students with disabilities, given a range of special education professional development initiatives. Special education and building administration have processes for identifying special education-related training needs.**

Strengths, concerns or suggestions for continuous improvement:

The special education director reported a number of trainings provided to staff over the past few years; the district has processes in place to ensure staff are informed of updates or changes to special education policies and procedures. The district’s staff development committee surveys personnel on an annual basis to identify specific training needs. Almost all respondents reported feeling adequately prepared to provide services to students receiving special education, with a couple of general education teachers at the elementary level indicated not knowing the accommodations or modifications for students in their classrooms.

State law requires that for all paraprofessionals employed to work in special education programs, the district shall ensure each paraprofessional has sufficient knowledge and skills in emergency procedures, building orientation, roles and responsibilities, confidentiality, vulnerability of students and mandatory reporting of suspected abuse before or beginning at the time of employment. Annual training opportunities must be available to paraprofessionals to further develop knowledge and skills specific to the students with whom they work, including understanding disabilities, following lesson plans and implementing follow-up instructional procedures and activities. Paraprofessionals must work under the ongoing direction of a licensed teacher and, where appropriate and possible, the supervision of a school nurse. Interview responses from building administration and paraprofessionals concluded the following:

**The district demonstrates compliance with paraprofessional training requirements. Recently hired paraprofessionals received sufficient information in the six areas described in statute prior to or immediately upon employment. Paraprofessionals also receive sufficient ongoing direction from a licensed teacher; those providing IEP health-related services for a student receiving special education receive ongoing direction from a school nurse.**

Strengths, concerns or suggestions for continuous improvement:

The special education director reported an annual paraprofessional training, which covers a variety of topics including essential skills for paraprofessionals, responding in an emergency situation, basic Google and Google 101. There is also a "Para 101" training required of all new paraprofessionals in the district. New paraprofessionals also receive training on required topics and disability specific information through building administration and their supervising teachers. Almost all paraprofessionals, including newly hired paraprofessionals, reported adequate training and the availability of annual training opportunities.

*Topic Area: Special Education Advisory Council (SEAC)*

**Regulatory Requirement:**

Minn. Stat. § 125A.24 (parent advisory councils)

State regulation requires school districts establish a SEAC to increase the involvement of parents of children with disabilities in district policy making and decision making. Based on interview responses from the special education director:

**The cooperative has a SEAC that meets regularly and has a membership of which at least half are parents of a student with a disability, and is therefore considered compliant.**

Strengths, concerns or suggestions for continuous improvement:

The district participates in the SEAC operated by MVCC. The special education director noted that they struggle with finding parents interested in participating. A stipend is offered for attendance, but it is still a challenge to get parents to attend.

*Topic Area: Resources and Supports for Staff*

**Regulatory Requirement:**

Minn. R. 3525.2405 (directors)

Minnesota Rule requires that the school board in every district shall employ, either singly or cooperatively, a director of special education to be responsible for program development, coordination and evaluation; in-service training; and general special education supervision and administration in the district's total special education system. A director may not be assigned direct instructional duties. Based on interview responses from building administrators, special education teachers, related service providers and general education teachers:

**Building administrators receive adequate assistance and support from special education administration regarding questions and concerns related to special education. Correspondingly, special education teachers, related service providers and general education teachers also receive adequate assistance and support with questions and concerns related to special education from building administration, special education administration and special education colleagues.**

## Area 2: Facilities, Equipment and Materials

### *Topic Area: Facilities*

#### **Regulatory Requirement:**

Minn. R. 3525.1400 (facilities, equipment and materials)

Minnesota Rule requires that classrooms and other facilities in which students with disabilities receive instruction, related services and supplementary aids and services shall be essentially equivalent to the regular education program, provide an atmosphere that is conducive to learning and meet the students' special physical, sensory and emotional needs. On April 23, 2019, an MDE monitor conducted an onsite review of the special education programs and facilities at Yellow Medicine East. Based on the onsite review as well as the interviews completed by special education and building administration, special education service providers, paraprofessionals and general education teachers:

**The classrooms and other facilities in which students receive instruction, related services and supplementary aids and services overall meet the requirements described in Minnesota Rule 3525.1400. Special education and building administration described sufficient procedures, including timelines and individuals involved, when determining classroom needs or locations of classrooms for special education and related services.**

Strengths, concerns or suggestions for continuous improvement:

Bart Raney Elementary School is located adjacent to Yellow Medicine East Middle/High School. Space is tight at the elementary building with some services, such as occupational and physical therapy, occurring in the hallway or cafeteria when otherwise empty. Two special education teachers working with the upper elementary grades share a classroom. Part-time and itinerant staff also share offices. There is a proposal to eliminate the cafeteria at the elementary building and have all students served out of the cafeteria at the middle/high school that currently serves students in grade four through 12. This change from a cafeteria to additional classroom space could alleviate some of the congestion in the building.

The secondary building occupies three levels, incorporating the original public school building and multiple additions. There are special education classrooms among the grade level classrooms as well as office space for the school psychologist and school social worker. Speech and language services are provided either by the clinicians housed at the elementary building or through teletherapy. There is a small space set up inside the media center that is used for teletherapy.

### *Topic Area: Equipment and Supplies*

#### **Regulatory Requirements:**

34 C.F.R. § 300.5 (assistive technology device)

34 C.F.R. § 300.14 (equipment)

34 C.F.R. § 300.105 (assistive technology)

Minn. R. 3525.1400 (facilities, equipment and materials)

Federal and state regulations obligate districts to provide assistive technology devices or services as required for a student to benefit from special education, related services or supplementary aids and services. Assistive technology devices are defined as equipment used to increase, maintain or improve the functional capabilities of a child with a disability. Examples of assistive technology devices include communication boards, special switches, screen readers, educational software and pencil holders. District-purchased assistive technology devices also may need to be made available to children in the home or in other settings as necessary to provide FAPE.

State regulation also requires the district to provide special equipment and instructional materials as necessary to provide instruction, related services, and supplementary aids and services.

The results of the onsite review as well as the interviews completed by special education and building administration, special education service providers, paraprofessionals and general education teachers indicated:

**The district is in compliance. Staff have sufficient access to special equipment and instructional materials needed to provide instruction and supports to students receiving special education services, including the use of assistive technology. Special education and building administration described sufficient steps and procedures special education teachers and related service providers follow in order to obtain special equipment, instructional materials, consumables, etc., necessary to implement IEPs in both general and special education settings.**

*Topic Area: Room Used for Seclusion*

**Regulatory Requirements:**

Minn. Stat. § 125A.0941(g) (definition of seclusion)

Minn. Stat. § 125A.0942, subd. 3(6)(i-vi) (seclusion room requirements)

The district does not have a room used for seclusion registered on the Minnesota Department of Education's website. No such room was reported in interviews or observed by the MDE monitor during the onsite review.

### **Area 3: Child Find and Evaluation**

*Topic Area: Child Find Process*

**Regulatory Requirements:**

U.S. DOJ and U.S. DOE, Dear Colleague Letter: English Learner Students and Limited English Proficient Parents (Jan. 7, 2015)

34 C.F.R. § 300.111 (child find)

34 C.F.R. § 300.301 (initial evaluations)

34 C.F.R. § 300.303 (reevaluations)

34 C.F.R. § 300.304 (evaluation procedures)

34 C.F.R. § 300.305 (additional requirements for evaluations and reevaluations)

34 C.F.R. § 300.320 (definition of individualized education program)

34 C.F.R. § 300.324 (development, review and revision of IEP)  
34 C.F.R. § 303.115 (comprehensive child find system)  
34 C.F.R. § 303.116 (public awareness program)  
34 C.F.R. § 303.301 (public awareness program – information for parents)  
34 C.F.R. § 303.302 (comprehensive child find system)  
34 C.F.R. § 303.303(c) (primary referral sources)  
34 C.F.R. § 303.320 (screening procedures)  
34 C.F.R. § 303.344(h) (transition from Part C services)  
Minn. Stat. § 125A.0942 (standards for restrictive procedures)  
Minn. Stat. § 125A.56 (alternative instruction required before referral for assessment)  
Minn. R. 3525.0750 (identification of pupils with disabilities)  
Minn. R. 3525.0850 (behavioral interventions)  
Minn. R. 3525.1100 (total special education system)  
Minn. R. 3525.2325, subp. 3(B) (education programs for care and treatment)

“Child find” under the Individuals with Disabilities Education Act (IDEA) refers to the local education agency’s obligation to locate, identify and evaluate all children with disabilities, beginning at birth, attending a public or nonpublic school. The district’s identification system must be included in the district’s TSES plan.

Children ages birth to 3:

As part of Minnesota’s statewide comprehensive, coordinated, multidisciplinary interagency system to provide early intervention services for infants and toddlers with disabilities and their families, districts must have in place specific pre-referral, referral and post-referral policies and procedures. The district’s child-find system for children ages birth to 3 includes the following components:

- A public awareness program which prepares, shares and assists primary referral sources in disseminating to parents and families required information describing the availability of early intervention services, the district’s child-find system and how to refer a child under the age of 3 for an evaluation or for early intervention services.
- A comprehensive child-find system which includes a process for making referrals, provides for participation by the primary referral sources and ensures all infants and toddlers (including those who reside on Indian reservations, are homeless, in foster care or are wards of the state) are identified, located and evaluated.
- A variety of primary referral sources.
- Post-referral screening procedures (i.e., screening instead of immediately conducting an initial evaluation for early intervention services, which is distinct from preschool screening).
- Steps and services to support the smooth transition of children from Part C to Part B (or to other appropriate services).

Children ages 3 through 6:

The district's child-find system for locating, identifying and evaluating children and preschoolers ages 3 through 6 under Part B (including children on American Indian reservations, who are homeless, in foster care, or are wards of the state) must include:

- A public awareness program which prepares, shares and assists primary referral sources in disseminating to parents and families required information describing the availability of early intervention services, the district's child-find system and how to refer a preschool-aged child for an evaluation.
- A comprehensive child-find system which includes a process for making referrals, provides for participation by the primary referral sources and ensures preschool-aged children (including those who reside on Indian reservations, are homeless, in foster care or are wards of the state) are identified, located and evaluated.

School-aged students:

Minnesota Statutes requires that before a school-aged student is referred for a special education evaluation, the district must conduct and document at least two instructional strategies, alternatives or interventions (i.e., "pre-referral interventions") using a system of scientific, research-based instruction and intervention in academics or behavior, based on the student's needs, while the student is in the regular classroom. The student's general education teacher must document the results. A special education evaluation team may waive this requirement if the student's need for an evaluation is urgent.

Pre-referral process activities and interventions must not result in an unreasonable delay of initial evaluation for special education services, including the deferment of initial special education evaluations of English learner students based on his or her English learner status or restricting the timing of referral for a special education evaluation (e.g., may only submit referrals the first of each month or must submit any referrals before April 1).

Schools that use restrictive procedures are encouraged to utilize school-wide positive approaches to behavior interventions so all students acquire appropriate behaviors and skills. Minnesota Rule further clarifies that behavior intervention programs must focus on skills acquisition rather than merely behavior reduction or elimination.

When applicable, school districts also are required to have in place child find processes for home-schooled students, private school students and students in alternative sites that include, but are not limited to, alternative learning centers (ALCs), alternative learning programs (ALPs), and care and treatment facilities.

Based on interviews completed by special education and building administration, special education service providers and general education teachers:

**The district's Part C (birth through 2) and Part B (ages 3-21) child find processes are compliant with federal and state regulations reviewed for this report.**

Strengths, concerns or suggestions for continuous improvement:

The special education director reported the district is part of a very active regional Help Me Grow committee. The district conducts ongoing child find activities including coordination with referring agencies and community outreach in cooperation with MVCC and the regional Interagency Early Intervention Committees (IEIC). The district ensures information is available in the native language of its non-English speaking residents. In addition, for preschoolers ages 3 to 6, the district conducts preschool screening twice during the school year.

Comments from general education and special education teachers noted the referral process is clear. However, approximately one quarter of general education teachers identified concerns with the length of the process. The special education director noted there are still some challenges regarding interventions. Teachers may begin interventions in the classroom, but then have to implement additional research-based interventions and gather data before the need for a special education evaluation can be identified. Additional interventions takes time and can be frustrating to classroom teachers. The district is encouraged to continue to train general education teachers on beginning the formal referral process at the first sign of concern so as to identify and implement appropriate interventions and collect necessary data in a more efficient manner.

#### *Topic Area: Transfer Process*

##### **Regulatory Requirements:**

34 C.F.R. § 300.323(e)-(f) (when IEPs must be in effect)

Federal regulation requires that when students with an IEP transfer to a new Minnesota district, the new district (in consultation with the parents) must provide FAPE to the student (including services comparable to those described in the IEP from the previous district), until the new district either adopts the previous IEP or develops a new IEP. If the student is coming from a state other than Minnesota, the new district may need to evaluate the student if documentation does not demonstrate eligibility in Minnesota. Until that time, the Minnesota district must provide the student with services comparable to those received in the current IEP.

Interview responses from the special education director, special education teachers and related service providers suggested the following:

**The district has compliant processes in place to ensure the provision of comparable services to special education students who transfer to the district from another district (in-state or out-of-state), as required by federal regulation. Interview responses offered no concerns regarding the prompt transmittal and request of records as well as immediate provision of comparable services upon enrollment.**

#### *Topic Area: Evaluations*

##### **Regulatory Requirements:**

34 C.F.R. § 300.304 (evaluation procedures)

Minn. R. 3525.2710 (evaluations and reevaluations)

Federal and state regulations require that assessments and other evaluation materials used to assess a student are provided and administered in the student's native language or other mode of communication and in the

form most likely to yield accurate information on what the student knows and can do academically, developmentally and functionally, unless it is clearly not feasible to so provide or administer; are used for the purposes for which the assessments or measures are valid and reliable; are administered by trained and knowledgeable personnel; and are administered in accordance with any instructions provided by the producer of the assessments. Federal regulation also requires districts to ensure assessments and other evaluation materials used to assess a student are not discriminatory on a racial or cultural basis. The district's self-review of student records and interview responses from special education teachers and related services concluded the following:

**The district demonstrates compliance with regards to evaluation and reevaluation procedures, including the use of evaluation materials and procedures first to determine if a student is a student with a disability as well as the educational needs of the student. Special education teachers and related service providers know when and how to address concerns related to racial or cultural discrimination when evaluating students.**

*Topic Area: Exit Procedures*

**Regulatory Requirement:**

34 C.F.R. § 300.305 (additional requirements for evaluations and reevaluations)

Federal regulation requires districts to evaluate a child with a disability before determining that the child is no longer a child with a disability. An evaluation is not required before the termination of a child's eligibility due to graduation from secondary school with a regular diploma, or due to exceeding the age eligibility for a free and appropriate public education (FAPE) under state law. For a student whose eligibility terminates under these circumstances, the district must provide him or her with a summary of the student's academic achievement and functional performance, including recommendations on how to assist the student in meeting his or her postsecondary goals. Based on interview responses from special education teachers and related service providers:

**The district maintains compliant procedures for exiting a student from special education services when he or she has made adequate progress such that continuing need for services no longer exists.**

*Topic Area: Due Process Compliance*

The Yellow Medicine East Public School District's Final Report, dated May 21, 2014, was completed following the district's last onsite visit. It included no findings of noncompliance through a review of student records for Timeline, Notification, Evaluation and Eligibility Standards involving 10 Part B and six Part C student records. In April 2017, Yellow Medicine East Public School District was notified of no findings of noncompliance associated with Timeline, Evaluation and Eligibility Standards following its Self-Review of seven Part B and six Part C records. This school year, the district was required to review seven Part B and four Part C records and report the compliance results to MDE for Timeline, Evaluation and Eligibility Standards related to the evaluation process and identification of special education needs and related services. The results reported by the district indicate no noncompliance in this area. The Yellow Medicine East Public School District has demonstrated commendable compliance with due process requirements in the areas of Timeline, Evaluation and Eligibility Standards.

**The district's record review findings did not indicate systemic noncompliance in due process requirements. As a result, the district will not be required to develop a corrective action plan (CAP).**

#### **Area 4: IEP and IFSP Process and Implementation**

*Topic Area: Least Restrictive Environment, Service Delivery and Teaching Models*

##### **Regulatory Requirements:**

- 34 C.F.R. § 300.34 (related services)
- 34 C.F.R. § 300.42 (supplemental aids and services)
- 34 C.F.R. § 300.114 (least restrictive environment requirements)
- 34 C.F.R. § 300.115 (continuum of alternative placements)
- 34 C.F.R. § 300.116 (placements)
- 34 C.F.R. § 300.117 (nonacademic settings)
- 34 C.F.R. § 300.138(a)(1) (equitable services provided)
- 34 C.F.R. § 300.301 (initial evaluations)
- 34 C.F.R. § 300.303 (reevaluations)
- 34 C.F.R. § 300.304 (evaluation procedures)
- 34 C.F.R. § 300.305 (additional requirements for evaluations and reevaluations)
- 34 C.F.R. § 300.320 (definition of individualized education program)
- 34 C.F.R. § 300.324 (development, review and revision of IEP)
- 34 C.F.R. § 303.126 (early intervention services in natural environments)
- Minn. R. 3525.0210, subp. 27 (indirect services)
- Minn. R. 3525.0800 (responsibility for ensuring provision of instruction and services)
- Minn. R. 3525.2350 (multidisciplinary team teaching models)
- Minn. R. 3525.3010 (educational placement)

Federal regulation requires that early intervention services for infants and toddlers with disabilities must be provided, to the maximum extent appropriate, in the child's natural environment. Each school-aged child with a disability must be educated with non-disabled peers to the maximum extent possible, have equal access to extra-curricular and nonacademic activities (e.g., counseling services, athletics, transportation, health services, district-sponsored clubs, recess, meals, etc.) available to non-disabled peers and be fully integrated with non-disabled peers to the maximum extent appropriate. If a student is removed from the general education environment, the removal occurs only if the nature or severity of the child's disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. A district may not set forth specific limitations to the variety of teaching models or types of service delivery options available to students receiving special education or related services. Special education teachers and related service providers require receipt of indirect services, including consultation from appropriately licensed providers, if they are not licensed in a student's category of disability and responsible for implementing an IEP.

Interview responses from special education and building administration, special education service providers, paraprofessionals and general education teachers concluded the following:

**The district demonstrates compliance with least restrictive environment requirements, including the provision of early childhood special education services in a child’s natural environment and offering a range of service delivery models in various federal settings to school-age children. Special education service delivery appropriately occurs outside of the public school setting in alternative sites located within the district’s boundaries, including homeschooled students. The district employs sufficient procedures that ensures a student placed outside of the district by an IEP team receives an appropriate IEP, the student is placed in the least restrictive environment and due process procedures associated with these responsibilities are followed.**

*Topic Area: Communicating IEP Content*

**Regulatory Requirements:**

34 C.F.R. § 300.323(d) (when IEPs must be in effect)

34 C.F.R. § 303.345 (interim IFSPs)

Minn. Stat. § 125A.08 (individualized education programs)

Federal regulation requires that early childhood special education teachers and related service providers responsible for service coordination reported must communicate a range of early childhood special education services and other services to parents of infants and toddlers with disabilities. Early intervention services for an eligible child and the child’s family may begin before the completion of an evaluation and assessments if parental consent is obtained, an interim IFSP is developed, the early intervention services have been determined to be needed immediately by the child and the child’s family and evaluations and assessments are completed within the 45-day timeline.

General education teachers, related service providers, paraprofessionals and special education teachers are allowed access to the IEP of each school-aged student with a disability for whom they are responsible via receipt of or request to review of an entire copy or relevant portions of the IEP or through discussion of IEP content with service providers at the beginning of the school year and when appropriate. Paraprofessionals and general education teachers must be sufficiently informed of their specific responsibilities and the specific accommodations, modifications and supports required by the IEPs of the students with whom they work. Interview responses from special education service providers, paraprofessionals and general education teachers concluded the following:

**The district demonstrates compliance with regards to its practices of communicating IEP content to parents and school personnel, as required in federal and state regulations.**

*Topic Area: Team Members and Meetings*

**Regulatory Requirements:**

34 C.F.R. § 300.321 (IEP team)

34 C.F.R. § 300.324(a)(3)(i)-(ii) (development, review and revision of IEP)

Minn. R. 3525.0210, subp. 2 (definitions)

Federal regulation requires that each IEP team include a representative of the public agency (i.e., “district representative”). The district representative must be qualified to provide, or supervise the provision of, specially designed instruction to meet the unique needs of children with disabilities; knowledgeable about the general education curriculum; and knowledgeable about the availability of resources of the public agency. General education teachers must receive timely notice of IEP meetings; as members of the IEP team, general education teachers also must fully participate in the determination of IEP services such as supplemental aids and services, behavioral supports and program modifications. Interview responses from building administration, special education service providers and general education teachers reported the following:

**The district demonstrates compliance with regards to IEP team membership, meeting and participation requirements.**

*Topic Area: Extended School Year (ESY)*

**Regulatory Requirements:**

34 C.F.R. § 300.106(a)(1) (extended school year services)

Minn. R. 3525.0755 (extended school year services)

Federal and state regulations require school districts to provide ESY services as necessary to a student if the IEP team determines the services are necessary during a break in instruction in order to provide a free appropriate public education. At least annually, the IEP team must determine a student is in need of ESY services if there will be a significant regress of a skill or acquired knowledge from the student’s level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student’s age and level of development, and the timeliness for teaching the skill; or the IEP team otherwise determines, given the student’s unique needs, that ESY services are necessary to ensure the student receives a free appropriate public education. Additionally, a district may not limit ESY services to particular categories of disability or unilaterally limit the type, amount or duration of those services. Interview responses from building administration, special education teachers and related service providers reported the following:

**The district demonstrates compliance. ESY services are made available as appropriate.**

*Topic Area: Progress Reporting*

**Regulatory Requirements:**

34 C.F.R. § 300.320 (definition of individualized education program)

34 C.F.R. § 300.324(b)(ii)(A) (development, review and revision of IEP)

34 C.F.R. § 303.343(b) (periodic review)

Minn. Stat. § 125A.08 (individualized education programs)

Minn. R. 3525.2810, subp. 3 (development of individualized education program plan)

For preschool-aged children, early childhood special education providers must ensure periodic reviews are held at least every six months, as required by federal regulation.

Each district also must ensure an IEP team reviews a school-aged child's IEP periodically, but not less than annually, to determine whether the student is achieving annual goals; and revise the IEP, as appropriate, to address any lack of expected progress, the results of any reevaluation or information about the student, or the student's anticipated needs. Interview results from special education teachers and related service providers identified the following:

**The district's existing practices satisfy progress reporting requirements.**

*Topic Area: Secondary Transition*

**Regulatory Requirement:**

34 C.F.R. § 300.43 (transition services)

Federal regulation defines transition services as coordinated activities for a student with a disability that are focused on improving the academic and functional achievement of the student to assist the student's shift from school to post-school activities, including postsecondary education, vocational education, integrated employment (including supported employment), continuing and adult education, adult services, independent living, or community participation. Transition services are based on the individual student's needs, taking into account the student's strengths, preferences and interests.

School districts also are required to provide transition services to a student through age 21 when the student has not yet met his or her IEP objectives, needs to earn high school credits for post-secondary education enrollment or continues to need special education services in order to be prepared for post-high school activities. Interview responses from the special education director, special education teachers and related services providers concluded the following:

**The district's available transition services meet compliance and include a range of activity and programming opportunities provided or available to students with disabilities, including work experience programs, courses of study available specific to students' needs, college visits and partnerships with community agencies to support employment, post-secondary education and independent living skills.**

Strengths, concerns or suggestions for continuous improvement:

The special education director reported the district works with Minnesota Vocational Rehabilitation Services to ensure successful transition plans are in place for students. Students can learn job related skills within the school setting. County case managers are also involved to secure non-school resources and identify appropriate placement options. Students also have access to placements in various programs in the area including the Southwest Center for Independent Living, Project Discovery, and Project Search all located in Marshall, Minnesota, approximately 30 miles from Granite Falls. Project Discovery is a state-approved program providing career exploration and assessments for high school students in a career exploration lab. Project SEARCH-Avera is a program for high school students to participate in a variety of internship rotations at the Avera Marshall

Regional Medical Center. The Southwestern Center for Independent Living (SWCIL) is a private, non-profit that offers youth transition services to assist students with learning a variety of skills, including employment and job skills.

*Topic Area: Due Process Compliance*

The Yellow Medicine East Public School District's Final Report, dated May 21, 2014, was completed following the district's last onsite visit. It included one finding of noncompliance through a review of student records for Timeline, Notification and IEP/IFSP Standards involving 10 Part B and six Part C student records. In April 2017, Yellow Medicine East Public School District was notified of no findings of noncompliance associated with Timeline and IEP/IFSP Standards following its Self-Review of seven Part B and six Part C records. This school year, the district was required to review seven Part B and four Part C records and report the compliance results to MDE for Timeline and IEP/IFSP Standards related to the IEP/IFSP process. The results reported by the district indicate no noncompliance in this area. The Yellow Medicine East Public School District has demonstrated commendable compliance with due process requirements in the areas of Timeline and IEP/IFSP Standards.

**The district's record review findings did not indicate systemic noncompliance in due process requirements. As a result, the district will not be required to develop a corrective action plan (CAP).**

## Summary of Corrective Action Required

Formal findings of individual student record noncompliance were issued from 0 of the 11 files reviewed. Yellow Medicine East (2190-01) was notified of individual student noncompliance on March 15, 2019.

Congratulations! The Minnesota Department of Education commends Yellow Medicine East (2190-01) for demonstrating compliance with the Individuals with Disabilities Education Act (IDEA) and corresponding State statutes and rule. The district's demonstration of its ability and commitment to implementing special education programs that meet or exceed minimum requirements is reflective of its administration, teachers, staff and community. MDE appreciates all of the district's efforts on behalf of children with disabilities and their families.

For questions regarding the content of this report, please contact the district's lead monitor:

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## Appendix

The appendix includes special education child count data related to disability and federal instructional setting, race/ethnicity and age, as well as data on individual student record noncompliance, complaint decisions and interview and survey reliability.

### Acronyms

#### Data sources

CC	Child count
Srv	Students served by the district
RR	Students sampled for the record review

#### Disability categories

ASD	Autism Spectrum Disorders
DB	Deaf-Blind
DCD-MM	Developmental Cognitive Disability: Mild to Moderate
DCD-SP	Developmental Cognitive Disability: Severe to Profound
DD	Development Delay
DHH	Deaf and Hard of Hearing
EBD	Emotional or Behavioral Disorders
OHD	Other Health Disabilities
PI	Physically Impaired
SLD	Specific Learning Disability
SLI	Speech or Language Impairments
SMI	Severely Multiply Impaired
TBI	Traumatic Brain Injury
VI	Visually Impaired

#### Child Count

In the December 1, 2018, Part B and Part C federal child count, students identified as receiving special education and related services are 27.6 percent (n = 196) of the district total enrollment compared to the statewide average of 16.0 percent. Students receiving special education and related services within 2190-01 represent 21.8 percent (n = 156) of the district's total enrollment. This data may include students who are open enrolled into the district, but does not include students in non-public educational settings unless the student receives special education and related services from the district. The district's Part C child count (children birth through age 2) is 3.2 percent of the population compared to 2.8 percent statewide (preliminary). The "population" used is based on census data reported by the district to MDE.

## **Individual Student Record Noncompliance**

Individual citations of noncompliance are identified by student and reported through the web-based MNCIMP:SR tracking system. The district had no findings of individual noncompliance as formally notified on March 15, 2019.

## **Complaint Decisions**

Complaint files were reviewed for records of formal complaints filed regarding Yellow Medicine East (2190-01) and no formal complaints were opened during the relevant time period.