

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, July 15, 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 4
  1. Regular Business
    1. Approval of Meeting Minutes - June 10, 2019 6
    2. Approval of Payment for Claims 11
    3. Approval of Finance Report 33
  2. Board Reorganization for 2019-2020
    1. Designate Board of Education Members per Diem
    2. Resolution to Hold Meetings and Conduct School on Columbus Day - 35  
October 14, 2019
    3. Authorize Financial Procedures and Personnel
    4. Authorize Facsimile Use of Board Signatures
    5. Designate School Attorney
    6. Designate School Depository
    7. Designate Official Publication Site
    8. Designate Official Newspaper
8. Reports 36
  1. District Report - Rich Schneider - Superintendent 37
  2. Coaches & Directors List - Rich Schneider 38

9. Old Business	40
1. Approve eLearning Day Proposal	41
10. New Business	
1. Personnel Items	47
1. Leave Requests & Resignations	
1. Resignation - MS/HS Media Center Paraprofessional - Denine Rutledge	48
2. New Hires	
1. Employment - Julie Poff - Bert Raney Elementary Administrative Assistant	
2. Employment - Krishana Dempsy - Musical Director	
3. Employment - Tammy Isfeld - Yearbook Advisor	
4. Employment - Ryan Schultz - Assistant Football Coach	
2. Award Food Service Bids for the 2019-2020 School Year	49
1. Bread & Bread Products - Pan-O-Gold Baking Company	
2. Milk & Milk Products - Dean Foods	
3. Designate Rich Schneider and Denise Streich as Identified Officials with Authority (IOwA) for the MDE External User Access Recertification System	50
4. Approval of Long-Term Facility Maintenance 10-Year Plan	53
5. Resolution to Accept the Auxiliary Gymnasium Donation from Ron & Diane Fagen	58
6. Resolution Moving Student Activities From Not Under Board Control to Under Board Control, Pursuant to M.S. 123B.49, Effective July 1, 2019	65
7. Approval to transfer OPEB (Other Post Employment Benefits) Funds for FY18-19 from the OPEB Fund to the General, Food Service, & Community Education Funds for Implicit Expenses	67
8. Recognize Donations & Grants for 2018-2019	68
9. Approve School Start/End Times	70
10. Declare Clarkfield Property as Surplus and Authorize Superintendent to Sell	
11. Policy Update	71
1. First Reading - YME Emergency Action Plan	72
2. YME Crisis Response Plan - Flip Chart	120
12. Discussion Items	
13. Correspondence	
14. Upcoming Events	
1. Negotiations Committee Meeting - July 22, 2019 - Fireplace Room & Board Room - 5:15 pm	
2. MSBA Summer Seminar - Bold Leadership - August 5, 2019 - Minneapolis	

3. Board Meeting - August 12, 2019 - Board Room - 6:00 pm
15. Adjournment

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 7.0  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Consent Agenda

**BOARD ACTION:**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

7.1.1 Approve June 10, 2019 Board Meeting Minutes

7.1.2 Approve Payment for Claims

7.1.3 Approve Finance Report

I will highlight some larger claims and summarize the Finance Report for you that evening as these will not be finalized until the day of the board meeting.

The following items on the Consent Agenda are part of the annual requirements of REORGANIZATION. The items listed are unchanged from current/past year(s). They are standard without cause for negative concerns. They can be approved without comment.

7.2.1 – Designate Board of Education per Diem

All members	\$40.00 per meeting
Chair	\$100.00 per year
Clerk	\$100.00 per year
Treasurer	\$25.00 per year

7.2.2 – Resolution to Conduct School and Hold Meetings on Columbus Day

The YME board does not recognize Columbus Day, October 14, 2019, as a holiday on their calendar. In order for us to have a board meeting and to conduct school on this day, a resolution must be adopted. The resolution is posted on BoardBook for your review.

7.2.3 – Authorize Financial Procedures and Personnel

Designate LeeAnn Boushek, Finance Officer and Tara Miller Payroll Officer to complete and authorize electronic fund transfers as necessary to pay board bills and payroll and to complete investments for the District in secured accounts to yield the greatest potential return on investments.

7.2.4 – Authorize Facsimile Use of Board Signatures

Facsimile use of board signatures for board bills and payroll checks.

#### 7.2.5 – Designate School Attorney

Currently the following law firms are designated as legal counsel for the Superintendent and Board chairperson to contact on school and board related matters:

- Rupp, Anderson, Squires & Waldspurger, P.A. – Kevin Rupp
- Holmstrom & Kvam - Spencer Kvam

#### 7.2.6 – Designate Depository

- F & M Bank of Clarkfield – payroll
- Granite Falls Bank of Granite Falls – Board account, and administrative account
- Minnesota School District Liquid Asset Fund – receiving state aid and levy revenues
- Granite Falls Bank of Granite Falls – provide electronic fund transfers to allow for payroll direct deposit services

#### 7.2.7 – Designate Official Publication Site

YME website: [www.isd2190.org](http://www.isd2190.org)

#### 7.2.8 – Designate Official Newspaper

Advocate Tribune (only newspaper serving the YME community)

**PRESENTER(S):** Superintendent Schneider

**COMMITTEE:** NONE

#### **SUPERINTENDENT RECOMMENDATION:**

I recommend approval of the consent agenda items as listed.

**YELLOW MEDICINE EAST ISD #2190  
REGULAR BOARD MEETING MINUTES  
MONDAY, JUNE 10, 2019 – 6:00 PM  
YME BOARD ROOM**

Sonja Pederson called the meeting to order.

The Pledge of Allegiance was recited.

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

Board Members Excused: Jeremy Corner, Sharon Rupp

Staff/Public Present: Deb Beckler, Roberta Bjerkeset, LeeAnn Boushek, MaryElla Clouse, Lisa Hansen, Amy Hoernemann, Ryan Luft, Jiana Robertsdaahl, Rich Schneider, Francis Staab, Denise Streich, Cassie Suter

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

Susan Bones read the YME Mission Statement.

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

Motion by Amanda Lecy second by Jeremy LeBlanc, and carried to approve the consent agenda items as follows:

- minutes from the May 13, 2019 meeting.
- payment for claims in the amount of \$264,886.42 with checks numbered 22178-22318 and wire transfers in the amount of \$276,178.62 numbered 201800193-201800205.
- finance report, as submitted.
- enrollment report, as submitted.

Roberta Bjerkeset presented on the Indian Education programming at Yellow Medicine East and fielded questions from board members.

Principals Hansen & Luft presented information on the proposed eLearning Day plan for the 2019-2020 school year.

Superintendent Schneider reviewed his submitted report which included information on the auxiliary gym project, staff training the first week in June was well received, moving the July board meeting to July 15, legislative update on funding, negotiations with EM-YME, and the sale of property in Clarkfield.

Principal Hansen reviewed end of year information from Bert Raney Elementary which included preschool program information, projected enrollment, changes in the building and grade level assignments for the 2019-2020 school year.

Principal Luft reviewed his written report on YME Middle/High School which included information on the end of the year awards ceremony, scholarship recipients, and future plans for the students of the Class of 2019.

Motion by Jeremy LeBlanc, second by Susan Bones, and carried to accept the resignation of Char Midthun, elementary paraprofessional.

Motion by Jeremy LeBlanc, second by Susan Bones, and carried to accept the resignation of Cheryl Christensen, Food Service Director.

Motion by Jeremy LeBlanc, second by Susan Bones, and carried to accept the resignation of Leah Fadness, volleyball coach.

Motion by Jeremy LeBlanc, second by Susan Bones, and carried to accept the resignation of Bill Nelson, track coach.

Motion by Amanda Lecy, second by Jeremy LeBlanc, and carried to approve the employment of Krishana Dempsey, choir teacher.

Motion by Amanda Lecy, second by Jeremy LeBlanc, and carried to approve the employment of Nicolle Kotek, elementary secretary I.

Motion by Amanda Lecy, second by Ron Winter, and carried to direct the administration to seek quotations for milk and milk products and bread and bread products for the 2019-2020 school year.

The Minnesota State High School League (MSHSL) training video “Why We Play” was shown.

Motion by Susan Bones, second by Ron Winter, and carried unanimously by roll call vote, to adopt a resolution approving membership in the Minnesota State High School League (MSHSL) for the 2019-2020 school year.

LeeAnn Boushek, YME Finance Officer, gave an overview of the 2018-2019 revised budgets and the 2019-2020 preliminary budgets.

Motion by Jeremy LeBlanc, second by Ron Winter, and carried to approve the revised budget for 2018-2019 - Fiscal Year 2019, as follows:

<b>Yellow Medicine East School District 2018-2019 Revised Budgets</b>		
<b>Fund FY19</b>	<b>Revised Revenues FY19</b>	<b>Revised Expenditures</b>
01 - General	\$9,684,712	\$10,008,277
02 - Food Service	\$432,671	\$432,671
04 - Community Education	\$397,784	\$377,475
07 - Debt Service	\$1,208,275	\$1,167,370
25 - OPEB	\$81,100	\$182,008
47 - Debt Service (OPEB)	\$191,171	\$191,458
<b>GRAND TOTAL</b>	<b>\$11,995,713</b>	<b>\$12,359,259</b>

Motion by Susan Bones, second by Amanda Lecy, and carried to approve the preliminary budget for 2019-2020 - Fiscal Year. 2020. as follows:

<b>Yellow Medicine East School District 2019-2020 Preliminary Budgets</b>		
<b>Fund FY20</b>	<b>Revised Revenues FY20</b>	<b>Revised Expenditures</b>
01 - General	\$9,501,185	\$9,599,834
02 - Food Service	\$410,437	\$410,437
04 - Community Education	\$410,457	\$418,822

07 - Debt Service	\$1,134,233	\$1,130,330
25 - OPEB	\$127,500	\$220,573
47 - Debt Service (OPEB)	\$189,750	\$190,045
<b>GRAND TOTAL</b>	<b>\$11,773,562</b>	<b>\$11,970,041</b>

Motion by Jeremy LeBlanc, second by Susan Bones, and carried to approve free breakfast for EC-3rd grade students for 2019-2020.

Motion by Susan Bones, second by Amanda Lecy, and carried to approve the admission and fee schedule for 2019-2020, as follows:

<b>Fee Schedule - 2019-2020</b>		
<b>Athletic Activity Fees</b>		
	Grade 9-12 - Full Pay	\$80.00
	Grade 9-12 - Reduced Lunch	\$40.00
	Grade 9-12 - Free Lunch	\$16.00
	Grade 7-8 - Full Pay	\$60.00
	Grade 7-8 - Reduced Lunch	\$30.00
	Grade 7-8 - Free Lunch	\$12.00
<b>Non-Athletic Activity Fees</b>		
	Grade 9-12 - Full Pay	\$40.00
	Grade 9-12 - Reduced Lunch	\$20.00
	Grade 9-12 - Free Lunch	\$8.00
	Grade 7-8 - Full Pay	\$25.00
	Grade 7-8 - Reduced Lunch	\$13.00
	Grade 78 - Free Lunch	\$5.00
<b>Family Max</b>		
	Athletic & Non-Athletic	\$350.00
<b>Gate Fees</b>		
	Adults	\$7.00
	Students	\$5.00
	Senior Citizen (60+)	\$5.00
<b>Activity Passes</b>		
	Student - K-12	\$25.00
	Adult*	\$75.00
	Senior Citizen (60+)*	\$50.00
	*Not valid with musical	

<b>Music Fees</b>		
	Instrument Rental - Full Pay	\$50.00
	Instrument Rental - F/R Lunch	\$10.00
	Percussionist Rental	\$25.00
<b>Driver's Education</b>		
	Classroom & Behind the Wheel	\$300.00
	Behind the Wheel Only	\$200.00
<b>Food Service</b>		
Breakfast	Student EC - Grade 3	\$0
	Student - Grade 4-12	\$1.50
	Adult	\$2.15
Lunch	Student - Kindergarten - Grade 5	\$2.70
	Student - Grade 6-8	\$2.80
	Student - Grade 9-12	\$2.90
	Adult	\$3.90
Milk		\$0.35
<b>Staff Mileage Reimbursement</b>		
	Staff Travel (\$0.10 less than IRS Rate)	Currently 0.48*
	Direct Student Services Travel (IRS Rate)	Currently 0.58
<b>Staff Meal Reimbursement (Traveling)</b>		
	Breakfast	\$10.00
	Lunch	\$12.00
	Dinner	\$18.00

Motion by Amanda Lecy, second by Ron Winter, and carried to approve membership in Minnesota Rural Education Association (MREA) for 2019-2020.

Motion by Susan Bones, second by Jeremy LeBlanc, and carried to approve membership in the MRV CTE Collaborative for 2019-2020.

Motion by Susan Bones, second by Jeremy LeBlanc, and carried to authorize the superintendent to make changes to the food service lunchrooms and reduce staffing.

Motion by Susan Bones, second by Jeremy LeBlanc, and carried to authorize the superintendent to reduce custodial staffing.

Motion by Amanda Lecy, second by Jeremy LeBlanc, and carried to authorize the employment of a Secretary II position at Bert Raney Elementary.

Motion by Jeremy LeBlanc, second by Susan Bones, and carried to authorize an agreement with communication consultant Write Advantage.

Motion by Amanda Lecy, second by Susan Bones, and carried to approve membership with the Minnesota School Boards Association (MSBA) for 2019-2020.

Discussion was had regarding the daily schedule and length of school day for the 2019-2020 school year.

Motion by Amanda Lecy, second by Susan Bones, and carried to approve the Bert Raney Elementary and YME MS/HS handbooks for the 2019-2020 school year.

Correspondence included the 2018-2019 Special Education Program Compliance Review Report.

Motion by Susan Bones, second by Jeremy LeBlanc and carried to schedule a Board Work Session on Monday, June 24, 2019 at 5:30 pm in the Board Room.

Motion by Susan Bones, second by Ron Winter and carried to move the July 8, 2019 Board meeting to July 15, 2019 at 6:00 pm in the Board Room.

Upcoming Events:

Negotiation Session with EM-YME - June 17, 2019 - 5:30 pm - Board Room

Board Work Session - June 24, 2019 - 5:30 pm

Board Meeting - July 15, 2019 - 6:00 pm

MSBA Summer Seminar - Bold Leadership - August 5, 2019 - Minneapolis

Motion by Jeremy LeBlanc, second by Ron Winter and carried to enter executive session to discuss employee negotiations and property sale negotiations

The meeting was re-opened.

The meeting was adjourned by Sonja Pederson.

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
18354	ALMICH'S MARKET	07/15/2019	10	SUMMER REC	0	181.00	250.11
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		181.00	
			2	SUMMER REC	0	69.11	
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		69.11	
18355	AMERICAN WELDING AND GAS, INC.	07/15/2019	1	AMERICAN WELDING	0	389.48	389.48
01 E 300 301 501 830 433				CTE- AG EDUCATION/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		194.74	
01 E 005 790 000 318 430				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP		194.74	
18356	AUS FLOORS & MORE INC.	07/15/2019	21759	2 AREA RUGS	0	1,200.00	1,200.00
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		1,200.00	
18357	BACKES TECHNOLOGY SERVICES	07/15/2019	17764	DOOR ACCESS	0	844.80	844.80
01 E 005 810 000 000 350				CONTROLLERS			
				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		844.80	
18358	Vendor Continued Void	07/15/2019					0.00
18359	BENNETT & BENNETT INC.	07/15/2019	1	SACRED SUMMER	0	1,050.00	7,639.55
01 E 005 760 000 714 360				SHUTTLE			
				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		1,050.00	
			2	SUMMER BUS	0	1,771.30	
01 E 005 760 000 714 360				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		1,771.30	
			3	FUEL	0	3,303.42	
01 E 005 760 000 720 360				PUPIL TRANSPORTATION/REGULAR TO AND FROM SCHOOL/TRANSP		3,303.42	
			4	VALLEY FAIR	0	517.12	
01 E 005 760 000 714 360				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		517.12	
			5	MILL CITY	0	478.54	
01 E 005 760 000 714 360				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		478.54	
			6	SCIENCE MUSEUM	0	489.17	
01 E 005 760 000 714 360				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		489.17	
			7	RENT BAND	0	30.00	
01 E 300 258 233 000 370				MUSIC/000/RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
18360	BILL'S ELECTRIC	07/15/2019	1	ROOF LIGHTS	0	110.00	230.00
01 E 005 810 000 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		110.00	
			2	DISCONNECT	0	120.00	
01 E 005 810 000 000 350				WIRE-STEP AREA			
				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		120.00	
18361	BLICK ART MATERIALS	07/15/2019	1561674		0	169.62	169.62
01 E 100 212 000 000 430				ART/000/SUPPLIES/000		169.62	
18362	BSN SPORTS	07/15/2019	905372573	SOFTBALL	0	180.00	527.05
01 E 350 296 210 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/SOFTBALL		180.00	
			905431581	SUMMER REC	0	347.05	
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		347.05	
18363	CENEX CREDIT CARD	07/15/2019	1		0	223.22	223.22
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/OUTSIDE MAINT		223.22	
18364	Vendor Continued Void	07/15/2019					0.00
18365	Vendor Continued Void	07/15/2019					0.00
18366	Vendor Continued Void	07/15/2019					0.00
18367	CITIZENS ALLIANCE BANK	07/15/2019	10	CURRENT CATALOG	0	114.78	5,442.14
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		114.78	
			12	BEST BUY CREDIT	0	-225.09	
01 E 300 790 154 000 401				OTHER PUPIL SUPPORT SERVICES/000/GENERAL SUPPLIES/ART G		-225.09	
			13	HOLIDAY INN	0	214.00	
01 E 300 292 225 000 339				BOYS/GIRLS ATHLETICS/000/STATE EXPENSES/GOLF		214.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 292 225 000 339		14		HOL. INN BOYS/GIRLS ATHLETICS/000/STATE EXPENSES/GOLF	0	214.00	214.00
04 E 500 505 000 321 450		15		SOFTBALL COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	69.95	69.95
01 E 300 211 000 000 433		16		ADOBE SECONDARY EDUCATION GENERAL/000/INDIVIDUAL INST SUPPLIE	0	179.91	179.91
04 E 500 505 000 321 405		16-		ADOBE COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/SOFTWAR	0	100.00	100.00
04 E 500 590 156 321 401		16--		ADOBE OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU	0	79.97	79.97
04 E 500 580 000 325 430		17		OTC BRANDS EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E	0	26.86	26.86
01 E 300 298 236 000 401		18		RODGERS & HAMM. EXTRACURRICULAR ACTIVITIES/000/GENERAL SUPPLIES/MUSICAL	0	30.00	30.00
01 E 300 211 000 000 433		19		SAMS CLUB SECONDARY EDUCATION GENERAL/000/INDIVIDUAL INST SUPPLIE	0	559.92	559.92
04 E 500 505 000 321 450		2		AMAZON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	48.76	48.76
01 E 300 399 149 000 433		21		ADOBE VOCATIONAL GENERAL/000/INDIVIDUAL INST SUPPLIES/MISCELL	0	21.36	21.36
01 E 300 399 149 000 530		23		BEST BUY VOCATIONAL GENERAL/000/EQUIPMENT PURCHASES/MISCELLANEOU	0	2,878.99	2,878.99
01 E 300 399 149 000 530		24		BEST BUY VOCATIONAL GENERAL/000/EQUIPMENT PURCHASES/MISCELLANEOU	0	99.99	99.99
04 E 500 580 000 325 430		3		ORIENTAL TRADING EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E	0	53.74	53.74
04 E 500 505 000 321 450		4		AMAZON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	18.18	18.18
04 E 500 505 000 321 450		5		AMAZON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	11.68	11.68
04 E 500 580 000 325 430		6		ZOO FACTORY EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E	0	83.64	83.64
01 E 300 050 000 000 366		7		JMC CONF PRINCIPAL'S OFFICE/000/TRAVEL-SCHOOL BUSINESS/000	0	240.00	240.00
01 E 100 203 408 000 430		8		GOPHER SPORT ELEMENTARY GENERAL ED./000/SUPPLIES/ELEM PHY ED	0	403.70	403.70
04 E 500 505 000 321 450		8392		AMAZON COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA	0	18.80	18.80
01 E 300 640 000 316 367		9		INF CLA hINZ STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE	0	199.00	199.00
18368 Vendor Continued Void		07/15/2019					0.00
18369 CITY OF GRANITE FALLS		07/15/2019 1		BR WATER OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W	0	387.68	17,140.60
01 E 005 810 183 000 330							387.68
01 E 005 810 184 000 330		2		BR ELEC OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI	0	5,334.40	5,334.40
01 E 005 810 183 000 330		3		HS WATER-SEWER OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W	0	505.54	505.54

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 810 184 000 330			4	HS ELECTRICITY OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI	0	10,606.41	10,606.41
01 E 005 810 184 000 330			5	TRACK OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI	0	26.62	26.62
01 E 300 361 000 000 330			6	CARPENTRY CTE-INDUSTRIAL TECH./000/UTILITY SERVICES/000	0	43.86	43.86
01 E 005 810 191 000 330			8	om OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/OUTSIDE	0	236.09	236.09
18370 CITY OF GRANITE FALLS		07/15/2019	6312	SRO JUNE	0	3,740.29	3,740.29
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES/000/PROFESSIONAL FEES/SCHO		3,740.29	
18371 CONSUMERS COOPERATIVE OIL CO.		07/15/2019	1		0	67.87	67.87
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/OUTSIDE MAINTENANCE		67.87	
18372 SKYLER CORNER		07/15/2019	1	dance explosion	0	632.63	632.63
04 E 500 505 000 321 305				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PROFESS		632.63	
18373 DEMCO, INC.		07/15/2019	6636814	2 BENCHES	0	786.34	786.34
01 E 100 203 000 302 530				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/EQUIPMENT PURCHAS		786.34	
18374 FARMERS UNION OIL CO.		07/15/2019	103736	SPRAY	0	105.56	105.56
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		105.56	
18375 FASTENAL		07/15/2019	mnmo177445		0	7.96	7.96
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		7.96	
18376 CASEY FINKEN		07/15/2019	1	SUMMER REC	0	29.92	29.92
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		29.92	
18377 GRANITE FALLS AUTO PARTS		07/15/2019	1		0	146.98	146.98
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		146.98	
18378 GRANITE HARDWARE		07/15/2019	1	STEAM	0	77.94	1,057.57
01 E 005 790 000 318 430				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP		77.94	
01 E 300 292 000 000 899			10	BOYS/GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/000	0	17.57	17.57
01 E 005 810 191 000 410			2	OM OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT	0	144.76	144.76
01 E 005 810 193 000 401			3	AUTOS OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/CAR EXP	0	87.47	87.47
01 E 005 865 000 379 401			4	PAINT LONG TERM FACILITY MAINT./INTERIOR SURFACES LTFM/GENERA	0	729.83	729.83
18379 GRAPHIC EDGE		07/15/2019	1334522	SUMMER REC	0	5.89	169.80
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		5.89	
04 E 500 505 000 321 450			13364448		0	27.04	27.04
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		27.04	
04 E 500 505 000 321 450			1336873		0	136.87	136.87
04 E 500 505 000 321 450				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		136.87	
18380 GREAT PLAINS NATURAL GAS CO		07/15/2019	1	BRE	0	296.60	856.51
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000		296.60	
01 E 005 810 000 000 440			2	HIGH SCHOOL OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000	0	535.76	535.76
01 E 005 810 191 000 440			3	MAINT. OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/OUTSI	0	24.15	24.15
18381 GUERTIN, DAVID		07/15/2019	1	STATE GOLF	0	14.23	14.23

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 292 225 000 339				BOYS/GIRLS ATHLETICS/000/STATE EXPENSES/GOLF		14.23	
18382 HANSEN, LISA		07/15/2019	1		0	106.56	106.56
01 E 100 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		106.56	
18383 HIGH POINT NETWORKS		07/15/2019	134103	PHONE SUPPORT	0	3,736.50	3,736.50
01 E 005 630 199 000 405				TECHNOLOGY INSTRUCTIONAL/000/SOFTWARE ETC/TECHNOLOGY		3,736.50	
18384 HILLYARD/HUTCHINSON		07/15/2019	603468106		0	278.20	689.00
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		278.20	
				603477029	0	410.80	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		410.80	
18385 INNOVATIVE LEARNING CONCEPTS I		07/15/2019	2550571		0	144.19	144.19
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		144.19	
18386 INNOVATIVE OFFICE SOLUTIONS LL		07/15/2019	2561924		0	121.40	121.40
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL/000/INDIVIDUAL INST SUPPLIE		60.70	
01 E 005 790 000 313 430				OTHER PUPIL SUPPORT SERVICES/ACHIEVEMENT & INTEGRATION		60.70	
18387 TAMARA ISFELD		07/15/2019	1	ECFE	0	67.13	67.13
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		67.13	
18388 JIM'S CLOTHING & SPORTING GOOD		07/15/2019	105460	TRACK MEDALS	0	185.00	562.50
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/TRACK		185.00	
				105460- TRACK MEDALS	0	377.50	
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/000		377.50	
18389 ALYSSA J JOHNSON		07/15/2019	1	SCHOOL DEPOSIT	0	27.84	27.84
01 E 005 110 000 000 366				RUNS 18/19 ACCOUNTING OFFICE/000/TRAVEL-SCHOOL BUSINESS/000		27.84	
18390 KORTHUIS JEWELRY		07/15/2019	9668	ENGRAVING	0	180.00	180.00
01 E 300 298 231 000 401				EXTRACURRICULAR ACTIVITIES/000/GENERAL SUPPLIES/VOCAL M		180.00	
18391 JEREMY R LEBLANC		07/15/2019	1		0	31.32	31.32
01 E 005 010 000 000 366				BOARD OF EDUCATION/000/TRAVEL-SCHOOL BUSINESS/000		31.32	
18392 AMANDA LECY		07/15/2019	1	MILEAGE 1/1/19 -	0	98.60	98.60
01 E 005 010 000 000 366				06/30/19 BOARD OF EDUCATION/000/TRAVEL-SCHOOL BUSINESS/000		98.60	
18393 JAN M LEROHL		07/15/2019	1	SR CTR	0	43.68	144.08
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		43.68	
				2 POSTAGE	0	100.40	
04 E 500 590 000 321 329				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/POSTAGE AN		100.40	
18394 LIVING AT HOME BLOCK NURSE PRO		07/15/2019	4TH QTR		0	375.00	375.00
04 E 500 590 000 321 305				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/PROFESSION		375.00	
18395 Vendor Continued Void		07/15/2019					0.00
18396 LOFFLER		07/15/2019	3141979	COPIES-PRINTERS	250152	5.21	320.73
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		5.21	
				3141979- COPIES- PRINTER	250153	14.78	
02 E 005 770 290 000 401				FOOD SERVICES/000/GENERAL SUPPLIES/FOR COPIERS		14.78	
				3141979-- COPIES- PRINTERS	250154	12.00	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		12.00	
				3141979---- COPIES- PRINTERS	250155	26.41	
01 E 300 257 290 000 430				COMPUTER TECHNOLOGY/000/SUPPLIES/FOR COPIERS		26.41	
				3150143-250144 BRE BOOK ROOM	0	3.97	
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		3.97	
				3150143-250145 MS/HS LIBRARY	0	48.85	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		48.85	
			3150143-250148	DO	0	50.69	
01 E 005 020 290 000 350				SUPERINTENDENT'S OFFICE/000/REPAIRS AND MAINTENANCE SVC		50.69	
			3150143-250149	MS HS OFFICE	0	115.55	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		115.55	
			3150143-250150	MS/HS SPED ROOM	0	8.53	
01 E 300 211 290 000 350				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE		8.53	
			3150143-250156	BRE OFFICE	0	34.74	
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		34.74	
18397 RYAN C LUFT		07/15/2019	1	ALICE TRAINING	0	62.70	1,286.81
01 E 300 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		62.70	
			2	STEAM SNACKS, SCIENCE MUSEUM, VALLEY FAIR	0	1,224.11	
01 E 005 790 000 318 430				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP		1,224.11	
18398 MACKIN ED RESOURCES		07/15/2019	585868		0	310.36	499.72
01 E 100 790 162 000 530				OTHER PUPIL SUPPORT SERVICES/000/EQUIPMENT PURCHASES/ES		310.36	
			588182		0	189.36	
01 E 100 790 162 000 530				OTHER PUPIL SUPPORT SERVICES/000/EQUIPMENT PURCHASES/ES		189.36	
18399 MCCROSSAN BOYS RANCH		07/15/2019	13494	18-19 TUITION	0	1,433.00	1,433.00
01 E 998 211 000 000 392				SECONDARY EDUCATION GENERAL/000/OUT OF STATE TUITION/00		1,433.00	
18400 MINNESOTA HISTORICAL SOCIETY		07/15/2019	1		0	174.00	174.00
01 E 005 790 000 318 430				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP		174.00	
18401 MTI DISTRIBUTING INC.		07/15/2019	1216544	BLADE-SEAT	0	281.77	309.81
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		281.77	
			1216581	FILTERS	0	28.04	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		28.04	
18402 OLSON SANITATION INC.		07/15/2019	1	JUNE	0	1,026.09	1,026.09
01 E 005 810 000 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/000		1,026.09	
18403 SONJA PEDERSON		07/15/2019	1	MILEAGE	0	159.50	159.50
01 E 005 010 000 000 366				BOARD OF EDUCATION/000/TRAVEL-SCHOOL BUSINESS/000		159.50	
18404 PK EGANS		07/15/2019	314518	SELF GRANT	0	199.28	199.28
01 E 300 790 150 000 899				OTHER PUPIL SUPPORT SERVICES/000/MISCELLANEOUS EXPENSE/		199.28	
18405 PLUMBING & HEATING OF WILLMAR		07/15/2019	26400	replace stool	0	486.10	486.10
01 E 005 865 000 381 520				LONG TERM FACILITY MAINT./PLUMBING LTFM/BUILDING CONSTR		486.10	
18406 REINHART INST FOODS		07/15/2019	1	FOOD	0	112.56	112.56
02 E 005 770 000 701 490				FOOD SERVICES/SCHOOL LUNCH/FOOD/000		112.56	
18407 RTS		07/15/2019	1	1	0	79.83	79.83
01 E 005 810 000 000 320				OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES		79.83	
18408 RUPP,ANDERSON, SQUIRES & WALDS		07/15/2019	9155	gym project	0	95.00	95.00
01 E 005 110 179 000 305				ACCOUNTING OFFICE/000/PROFESSIONAL FEES/FAGEN \$		95.00	
18409 SCHWICKERT'S		07/15/2019	1	BRE WEST WING ROOF REPAIR	0	88,907.00	88,907.00
01 E 005 865 000 383 520				LONG TERM FACILITY MAINT./LTFM ROOFS/BUILDING CONSTRUCT		88,907.00	
18410 SW/WC SERVICE COOP - MARSHALL		07/15/2019	61303	TITLE i WORKSHOP	0	450.00	9,646.80
01 E 100 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		450.00	
			61310	GUIDED READING	0	1,100.00	
01 E 100 216 000 401 366				TITLE I - PART A/TITLE I/TRAVEL-SCHOOL BUSINESS/000		1,100.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 100 640 000 316 305			61344	GR STAFF DEVELOPMENT/STAFF DEVELOPMENT/PROFESSIONAL FEES/0	0	90.00	90.00
01 E 100 640 000 316 305			61354	GR STAFF DEVELOPMENT/STAFF DEVELOPMENT/PROFESSIONAL FEES/0	0	990.00	990.00
01 E 005 630 000 000 305			61402	TECH SUPPORT TECHNOLOGY INSTRUCTIONAL/000/PROFESSIONAL FEES/000	0	6,315.12	6,315.12
01 E 005 108 000 000 305			61402-	TECH SUPPORT TECHNOLOGY ADMINISTRATIVE/000/PROFESSIONAL FEES/000	0	701.68	701.68
18411 TEAM LABORATORY CHEMICAL CORP.		07/15/2019	0016624	herbicide OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT	0	772.75	772.75
01 E 005 810 191 000 410						772.75	
18412 THRESHOLD		07/15/2019	1418589	ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5	0	115.00	115.00
01 E 100 203 400 000 430						115.00	
18413 TARA L TONGEN		07/15/2019	1	DQ TRIP LEARNING READINESS/ECFE SCHOLARSHIPS/SUPPLIES/000	0	36.35	36.35
04 E 500 582 000 337 430						36.35	
18414 TOSTENSEN SEPTIC		07/15/2019	1527	SOFTBALL-TRACK BOYS/GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/000	0	200.00	200.00
01 E 300 292 000 000 899						200.00	
18415 VARSITY ATHLETIC APPAREL, INC		07/15/2019	22726	EXTRACURRICULAR ACTIVITIES/000/MISCELLANEOUS EXPENSE/00	0	783.50	783.50
01 E 300 298 000 000 899						783.50	
18416 XCEL ENERGY		07/15/2019	1	RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC	0	20.50	20.50
04 E 500 560 000 321 330						20.50	
18417 YME SCHOOLS-ADM		07/15/2019	14743	KAITLYN MORTENSON ELEMENTARY GENERAL ED./COMPENSATORY/SUB ASSISTANTS/000	0	44.00	310.10
01 E 100 203 000 317 146						44.00	
01 E 100 203 000 000 430			14744	AMAZON ELEMENTARY GENERAL ED./000/SUPPLIES/000	0	111.92	111.92
01 E 300 292 219 000 369			7839	BOLD HS TRACK BOYS/GIRLS ATHLETICS/000/PARTICIPATION FEES/TRACK	0	80.00	80.00
01 E 300 211 165 000 899			7841	ADVOCATE TRIBUNE SECONDARY EDUCATION GENERAL/000/MISCELLANEOUS EXPENSE/G	0	25.38	25.38
01 E 005 010 000 000 380			7841-	ADV. TRIB BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000	0	19.80	19.80
01 E 005 010 000 000 380			7841/	AD TRIB BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000	0	29.00	29.00
18418 ZEP MANUFACTURING CO		07/15/2019	9004313745	OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000	0	1,772.17	1,772.17
01 E 005 810 000 000 410						1,772.17	
65 Computer Check(s) For a Total of						156,702.95	

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
65	Computer	Checks For a Total of	156,702.95
Total For	65	Manual, Wire Tran, ACH & Computer Checks	156,702.95
Less	0	Voided Checks For a Total of	0.00
		Net Amount	156,702.95

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	153,991.46	153,991.46
02	FOOD SERVICE	0.00	0.00	127.34	127.34
04	COMMUNITY SERVICE	0.00	0.00	2,584.15	2,584.15

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
18419	INNOVATIVE OFFICE SOLUTIONS	LL 07/15/2019	2550571-		0	144.19	144.19
04 E	500 580 000 325 430			EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		144.19	
18420	RENVILLE SALES INC	07/15/2019	14494		0	36.90	36.90
01 E	300 301 501 830 433			CTE- AG EDUCATION/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		36.90	
18421	KERRI SHACKELFORD	07/15/2019	1	ecfe	0	60.48	60.48
04 E	500 580 000 325 430			EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		60.48	
			3	Computer	Check(s) For a Total of		241.57

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
3	Computer	Checks For a Total of	241.57
Total For	3	Manual, Wire Tran, ACH & Computer Checks	241.57
Less	0	Voided	0.00
		Net Amount	241.57

FUND SUMMARY

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	0.00	0.00	36.90	36.90
04	COMMUNITY SERVICE	0.00	0.00	204.67	204.67

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
18422	Vendor Continued Void	07/15/2019					0.00
18423	AMAZON CAPITAL SERVICES	07/15/2019	16LY-IQ41-3VG6		0	125.09	664.10
01 E 100 201 000 000 430			KINDERGARTEN/000/SUPPLIES/000			125.09	
			16px-tjrd-6t6g		0	90.55	
04 E 500 505 000 321 401			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL			90.55	
			1FX9-4QR3-PNY7		0	20.54	
04 E 500 580 000 325 430			EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E			20.54	
			1H6J-R7KD-WYFH	GOOGLE CHROMECAST	0	69.00	
01 E 300 211 000 302 556			ULTRA				
			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/INSTRUCTIONA			69.00	
			1HX7-4J6W-QCNT		0	79.23	
04 E 500 505 000 321 401			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL			79.23	
			1LTY-WFTK-RN76		0	145.22	
01 E 100 201 000 000 430			KINDERGARTEN/000/SUPPLIES/000			145.22	
			1MMN-CHGQ-K7X6		0	20.57	
04 E 500 582 000 344 430			LEARNING READINESS/LEARNING READINESS/SUPPLIES/000			20.57	
			1qlg-9pdg-GNjj	CONCESSIONS	0	113.90	
01 L 230 21			GENERAL FUND/DEFERRED REVENUE/CONCESSIONS			113.90	
18424	BOND TRUST SERVICES CORPORATIO	07/15/2019	50397	FACILITIES BONDS	0	24,522.50	30,072.50
			2014				
07 E 005 910 752 000 720			DEBT REDEMPTION/000/BOND INTEREST/ALT FAC D.S. \$730,000			24,522.50	
			50398	OPEB BONDS	0	5,550.00	
47 E 005 910 000 000 720			DEBT REDEMPTION/000/BOND INTEREST/000			5,550.00	
18425	BSN SPORTS	07/15/2019	905507924	JERSEYS	0	1,025.00	1,025.00
01 E 300 296 213 301 899			GIRLS ATHLETICS/STUDENT ACTIVITY '20/MISCELLANEOUS EXPE			1,025.00	
18426	CANON FINANCIAL SERVICES	07/15/2019	1	COPIER LEASE	0	682.46	682.46
01 E 005 020 290 302 580			SUPERINTENDENT'S OFFICE/CAPITAL OUTLAY/CAPITAL LEASE PR			68.25	
01 E 100 203 290 302 580			ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI			307.11	
01 E 300 211 290 302 580			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS			175.48	
01 E 350 211 290 302 580			SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS			131.62	
18427	CENTURY LINK	07/15/2019	1		0	879.89	879.89
01 E 005 810 000 000 320			OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES			879.89	
18428	CITIZENS ALLIANCE BANK	07/15/2019	11	FIRST- LEGO	0	660.00	743.79
			LEAGUE				
01 E 300 399 000 000 430			VOCATIONAL GENERAL/000/SUPPLIES/000			660.00	
			22	APPLIED ICON- FFA	0	83.79	
01 E 300 298 501 301 899			EXTRACURRICULAR ACTIVITIES/STUDENT ACTIVITY '20/MISCELL			83.79	
18429	COMPANION CORP.	07/15/2019	112464		0	2,590.00	2,590.00
01 E 100 620 000 000 406			EDUCATIONAL MEDIA/LIBRARY/000/INSTRUCTIONAL TECH. SFTWR			1,295.00	
01 E 300 620 000 000 406			EDUCATIONAL MEDIA/LIBRARY/000/INSTRUCTIONAL TECH. SFTWR			740.00	
01 E 350 620 000 000 406			EDUCATIONAL MEDIA/LIBRARY/000/INSTRUCTIONAL TECH. SFTWR			555.00	
18430	DENISE CROWSER	07/15/2019	2	SCHOOL READINESS	0	100.00	100.00
			SUPPORT				
01 E 100 640 000 316 305			STAFF DEVELOPMENT/STAFF DEVELOPMENT/PROFESSIONAL FEES/0			100.00	
18431	DAVE'S ELECTRIC CO	07/15/2019	152630	COOLER RENT	0	27.00	27.00
02 E 005 770 000 701 401			FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/000			27.00	
18432	EMC INSURANCE COMPANIES	07/15/2019	c-96910178	FY20 INSURANCE	0	10,952.95	10,952.95
01 E 005 940 000 000 340			PROPERTY AND OTHER INSURANCE/000/INSURANCE/000			10,952.95	
18433	FARM & HOME PUBLISHERS, LTD	07/15/2019	1	CHIPPEWA	0	57.00	114.00
01 E 005 110 000 000 401			ACCOUNTING OFFICE/000/GENERAL SUPPLIES/000			57.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 110 000 000 401			F652604	REDWOOD COUNTY ACCOUNTING OFFICE/000/GENERAL SUPPLIES/000	0	57.00	57.00
18434	FIREFLY COMPUTERS	07/15/2019	1000161578	115 CHROMEBOOKS/LICENS ES	0	24,495.00	24,495.00
01 E 300 211 000 302 556				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/INSTRUCTIONA		24,495.00	
18435	FRONTLINE PLACEMENT TECHNOLOGI	07/15/2019	97329	SUB SYSTEM	0	5,227.39	5,227.39
01 E 100 203 062 000 405				ELEMENTARY GENERAL ED./000/SOFTWARE ETC/AESOP-SUB CALLI		2,413.00	
01 E 300 211 062 000 405				SECONDARY EDUCATION GENERAL/000/SOFTWARE ETC/AESOP-SUB		1,569.00	
01 E 350 211 062 000 405				SECONDARY EDUCATION GENERAL/000/SOFTWARE ETC/AESOP-SUB		1,245.39	
18436	INNOVATIVE OFFICE SOLUTIONS LL	07/15/2019	2582236		0	34.04	34.04
04 E 500 582 000 344 430				LEARNING READINESS/LEARNING READINESS/SUPPLIES/000		34.04	
18437	ISCORP	07/15/2019	700662	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE/000/REPAIRS AND MAINTENANCE SVCS/000		195.50	
18438	JMC COMPUTER SERVICE INC	07/15/2019	1	BERT RANEY 19-20	0	3,640.10	4,309.68
01 E 100 203 000 000 405				ELEMENTARY GENERAL ED./000/SOFTWARE ETC/000		3,640.10	
02 E 005 770 000 701 405			2	BRE LUNCH FOOD SERVICES/SCHOOL LUNCH/SOFTWARE ETC/000	0	669.58	669.58
18439	LAKEVIEW SCHOOL DIST. #2167	07/15/2019	K D	K DEMPSY WORKSHOP	0	120.00	120.00
01 E 300 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		120.00	
18440	MASSP	07/15/2019	19-20 DUES		0	875.00	1,000.00
01 E 300 050 000 000 820				PRINCIPAL'S OFFICE/000/DUES & MEMBERSHIPS/000		875.00	
01 E 300 211 000 000 899				MHS/ST COUNCIL SECONDARY EDUCATION GENERAL/000/MISCELLANEOUS EXPENSE/0	0	125.00	125.00
18441	MDE	07/15/2019	21-3669	BACK TO SCHOOL CONF.	0	299.00	299.00
01 E 005 640 000 316 366				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-SCHOOL BUSIN		299.00	
18442	MEDCO SUPPLY COMPANY	07/15/2019	91586893		0	1,529.29	1,538.50
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/000		375.00	
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/TRACK		100.00	
01 E 300 294 211 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/FOOTBALL		500.00	
01 E 300 294 213 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/BASKETBALL		75.00	
01 E 300 294 215 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/BASEBALL		75.00	
01 E 300 294 221 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/WRESTLING		75.00	
01 E 300 296 209 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/VOLLEYBALL		75.00	
01 E 300 296 210 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/SOFTBALL		75.00	
01 E 300 296 213 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/BASKETBALL		75.00	
01 E 300 296 228 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/DANCELINE		75.00	
01 E 300 292 000 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/000		29.29	
01 E 300 292 000 000 401			91590048		0	9.21	9.21
				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/000			
18443	MESPA	07/15/2019	8173		0	924.00	924.00
01 E 100 050 000 000 820				PRINCIPAL'S OFFICE/000/DUES & MEMBERSHIPS/000		924.00	
18444	MN ASSOC OF SEC. TO PRINCIPALS	07/15/2019	DUES 19-20		0	80.00	80.00
01 E 300 050 000 000 820				PRINCIPAL'S OFFICE/000/DUES & MEMBERSHIPS/000		80.00	
18445	MINNESOTA ELEVATOR TOTAL ELEVA	07/15/2019	810809	Inspection	0	374.53	374.53
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		374.53	
18446	MINNESOTA SCHOOL BOARD ASSOC.	07/15/2019	22998P1Y2PO	19-20 DUES	0	3,803.00	4,503.00
01 E 005 010 000 000 820				BOARD OF EDUCATION/000/DUES & MEMBERSHIPS/000		3,803.00	
01 E 005 010 000 000 820			22998P1Y2PO-	19-20 POLICY SVCS	0	700.00	700.00
				BOARD OF EDUCATION/000/DUES & MEMBERSHIPS/000		700.00	
18447	MVCC	07/15/2019	20-01	19-20 SPED SERV.	0	137,330.21	137,330.21

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 420 978 740 396				SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE		137,330.21	
18448	PITNEY BOWES	07/15/2019	3103260406		0	695.85	695.85
01 E 005 020 000 000 370				SUPERINTENDENT'S OFFICE/000/RENTALS AND LEASES/000		695.85	
18449	RENAISSANCE LEARNING	07/15/2019	353852		0	750.00	4,938.00
01 E 300 640 000 316 401				STAFF DEVELOPMENT/STAFF DEVELOPMENT/GENERAL SUPPLIES/00		750.00	
				353852-	0	4,188.00	
01 E 300 710 000 000 461				COUNSELING/GUIDANCE/000/STANDARDZED TESTS/000		4,188.00	
18450	RSCHOOL TODAY	07/15/2019	46409	ACT. REG.	0	585.00	785.00
01 E 300 292 000 000 405				BOYS/GIRLS ATHLETICS/000/SOFTWARE ETC/000		585.00	
				46409- ACT. REG.	0	200.00	
04 E 500 505 000 321 405				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/SOFTWAR		200.00	
18451	SCHOLASTIC INC	07/15/2019	12898	ATHLETIC LOCKERS	0	19,752.00	19,752.00
01 E 005 865 000 369 520				LONG TERM FACILITY MAINT./BUILDING HARDWARE & EQUIP LTF		19,752.00	
18452	SCHOLASTIC EQUIPMENT CO	07/15/2019	12936	TOILET STALLS/URINAL SCREENS	0	7,602.60	7,602.60
01 E 005 865 000 379 520				LONG TERM FACILITY MAINT./INTERIOR SURFACES LTFM/BUILD		7,602.60	
18453	YME SCHOOLS-ADM	07/15/2019	1	MAAE CONF.	0	502.00	502.00
01 E 300 640 000 316 367				STAFF DEVELOPMENT/STAFF DEVELOPMENT/TRAVEL-PROFESS DEVE		502.00	
32 Computer Check(s) For a Total of						262,557.99	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
201900015	UMB BANK NA 07 E 005 910 750 000 720	07/15/2019	1	YM1A INTEREST DEBT REDEMPTION/000/BOND INTEREST/ALT FAC D.S. \$8.26 MI	0	115,920.00 115,920.00	115,920.00
201900016	UMB BANK NA 07 E 005 910 751 000 720	07/15/2019	2	YM1B INTEREST DEBT REDEMPTION/000/BOND INTEREST/CAP/ENRGY D.S. \$2.485	0	30,290.00 30,290.00	30,290.00
2 Wire Transfer Check(s) For a Total of						146,210.00	

0	Manual	Checks For a Total of	0.00
2	Wire Transfer	Checks For a Total of	146,210.00
0	ACH	Checks For a Total of	0.00
32	Computer	Checks For a Total of	262,557.99
Total For	34	Manual, Wire Tran, ACH & Computer Checks	408,767.99
Less	0	Voided Checks For a Total of	0.00
		Net Amount	408,767.99

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	113.90	0.00	231,230.08	231,343.98
02	FOOD SERVICE	0.00	0.00	696.58	696.58
04	COMMUNITY SERVICE	0.00	0.00	444.93	444.93
07	DEBT REDEMPTION	0.00	0.00	170,732.50	170,732.50
47	OPEB DEBT SERVICE FUND	0.00	0.00	5,550.00	5,550.00

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
22319	AMERICAN FAMILY LIFE ASSURANCE	06/24/2019	508.65
22320	AMERITAS LIFE INSURANCE CORP.	06/24/2019	580.76
22321	BORCH'S INC.	06/24/2019	250.00
22322	DELTA DENTAL	06/24/2019	6,393.05
22323	EMC INSURANCE COMPANIES	06/24/2019	204.00
22324	HIRE IMAGE LLC	06/24/2019	13.00
22325	LEASE FINANCE GROUP	06/24/2019	40,229.62
22326	MADISON NATIONAL LIFE	06/24/2019	1,782.63
22327	MSEA	06/24/2019	1,026.37
22328	MVCC	06/24/2019	23,558.76
22329	MVCC	06/24/2019	32,241.92
22330	154200 NCPERS GROUP LIFE INS	06/24/2019	64.00
22331	SAWMILL	06/24/2019	58.05
22332	SCHULTE, TREVOR	06/24/2019	400.00
22333	SELECT ACCOUNT	06/24/2019	4,535.90
22334	EDUCATION MINNESOTA YME	06/24/2019	3,078.20
22338	CITIZENS ALLIANCE BANK	06/28/2019	419.38
22339	HALDEMAN--HOMME INC	06/28/2019	1,022.00
22340	PAR PIPING & FABRICATION INC	06/28/2019	628.81
Totals for BNK02			116,995.10
18353	AMAZON CAPITAL SERVICES	07/03/2019	679.01
18354	ALMICH'S MARKET	07/15/2019	250.11
18355	AMERICAN WELDING AND GAS, INC.	07/15/2019	389.48
18356	AUS FLOORS & MORE INC.	07/15/2019	1,200.00
18357	BACKES TECHNOLOGY SERVICES	07/15/2019	844.80
18359	BENNETT & BENNETT INC.	07/15/2019	7,639.55
18360	BILL'S ELECTRIC	07/15/2019	230.00
18361	BLICK ART MATERIALS	07/15/2019	169.62
18362	BSN SPORTS	07/15/2019	527.05
18363	CENEX CREDIT CARD	07/15/2019	223.22
18367	CITIZENS ALLIANCE BANK	07/15/2019	5,442.14
	CITIZENS ALLIANCE BANK	06/30/2019	0.00
18369	CITY OF GRANITE FALLS	07/15/2019	17,140.60
18370	CITY OF GRANITE FALLS	07/15/2019	3,740.29
18371	CONSUMERS COOPERATIVE OIL CO.	07/15/2019	67.87
18372	CORNER, SKYLER	07/15/2019	632.63
18373	DEMCO, INC.	07/15/2019	786.34
18374	FARMERS UNION OIL CO.	07/15/2019	105.56
18375	FASTENAL	07/15/2019	7.96
18376	FINKEN, CASEY	07/15/2019	29.92
18377	GRANITE FALLS AUTO PARTS	07/15/2019	146.98
18378	GRANITE HARDWARE	07/15/2019	1,057.57
18379	GRAPHIC EDGE	07/15/2019	169.80
18380	GREAT PLAINS NATURAL GAS CO	07/15/2019	856.51
18381	GUERTIN, DAVID	07/15/2019	14.23
18382	HANSEN, LISA	07/15/2019	106.56
18383	HIGH POINT NETWORKS	07/15/2019	3,736.50
18384	HILLYARD/HUTCHINSON	07/15/2019	689.00
18385	INNOVATIVE LEARNING CONCEPTS INC.	07/15/2019	144.19
	INNOVATIVE LEARNING CONCEPTS INC.	06/30/2019	-144.19
18386	INNOVATIVE OFFICE SOLUTIONS LLC	07/15/2019	121.40
18387	TAMARA ISFELD	07/15/2019	67.13
18388	JIM'S CLOTHING & SPORTING GOOD	07/15/2019	562.50
18389	JOHNSON, ALYSSA	07/15/2019	27.84
18390	KORTHUIS JEWELRY	07/15/2019	180.00

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
18391	LEBLANC, JEREMY	07/15/2019	31.32
18392	LECY, AMANDA	07/15/2019	98.60
18393	LEROHL, JAN	07/15/2019	144.08
18394	LIVING AT HOME BLOCK NURSE PROGRAM	07/15/2019	375.00
18396	LOFFLER	07/15/2019	320.73
18397	LUFT, RYAN	07/15/2019	1,286.81
18398	MACKIN ED RESOURCES	07/15/2019	499.72
18399	MCCROSSAN BOYS RANCH	07/15/2019	1,433.00
18400	MINNESOTA HISTORICAL SOCIETY	07/15/2019	174.00
18401	MTI DISTRIBUTING INC.	07/15/2019	309.81
18402	OLSON SANITATION INC.	07/15/2019	1,026.09
18403	PEDERSON, SONJA	07/15/2019	159.50
18404	PK EGANS	07/15/2019	199.28
18405	PLUMBING & HEATING OF WILLMAR	07/15/2019	486.10
18406	REINHART INST FOODS	07/15/2019	112.56
18407	RTS	07/15/2019	79.83
18408	RUPP,ANDERSON, SQUIRES & WALDSPURGER, P.A.	07/15/2019	95.00
18409	SCHWICKERT'S	07/15/2019	88,907.00
18410	SW/WC SERVICE COOP - MARSHALL	07/15/2019	9,646.80
18411	TEAM LABORATORY CHEMICAL CORP.	07/15/2019	772.75
18412	THRESHOLD	07/15/2019	115.00
18413	TONGEN, TARA	07/15/2019	36.35
18414	TOSTENSEN SEPTIC	07/15/2019	200.00
18415	VARSITY ATHLETIC APPAREL, INC	07/15/2019	783.50
18416	XCEL ENERGY	07/15/2019	20.50
18417	YME SCHOOLS-ADM	07/15/2019	310.10
	YME SCHOOLS-ADM	06/30/2019	0.00
18418	ZEP MANUFACTURING CO	07/15/2019	1,772.17
18419	INNOVATIVE OFFICE SOLUTIONS LLC	07/15/2019	144.19
18420	RENVILLE SALES INC	07/15/2019	36.90
18421	KERRI SHACKELFORD	07/15/2019	60.48
18423	AMAZON CAPITAL SERVICES	07/15/2019	664.10
18424	BOND TRUST SERVICES CORPORATION	07/15/2019	30,072.50
18425	BSN SPORTS	07/15/2019	1,025.00
18426	CANON FINANCIAL SERVICES	07/15/2019	682.46
18427	CENTURY LINK	07/15/2019	879.89
18428	CITIZENS ALLIANCE BANK	07/15/2019	743.79
18429	COMPANION CORP.	07/15/2019	2,590.00
18430	CROWSER, DENISE	07/15/2019	100.00
18431	DAVE'S ELECTRIC CO	07/15/2019	27.00
18432	EMC INSURANCE COMPANIES	07/15/2019	10,952.95
18433	FARM & HOME PUBLISHERS, LTD	07/15/2019	114.00
18434	FIREFLY COMPUTERS	07/15/2019	24,495.00
18435	FRONTLINE PLACEMENT TECHNOLOGIES INC.	07/15/2019	5,227.39
18436	INNOVATIVE OFFICE SOLUTIONS LLC	07/15/2019	34.04
18437	ISCORP	07/15/2019	195.50
18438	JMC COMPUTER SERVICE INC	07/15/2019	4,309.68
18439	LAKEVIEW SCHOOL DIST. #2167	07/15/2019	120.00
18440	MASSP	07/15/2019	1,000.00
18441	MDE	07/15/2019	299.00
18442	MEDCO SUPPLY COMPANY	07/15/2019	1,538.50
18443	MESPA	07/15/2019	924.00
18444	MN ASSOC OF SEC. TO PRINCIPALS	07/15/2019	80.00
18445	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	07/15/2019	374.53
18446	MINNESOTA SCHOOL BOARD ASSOC.	07/15/2019	4,503.00
18447	MVCC	07/15/2019	137,330.21

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
18448	PITNEY BOWES	07/15/2019	695.85
18449	RENAISSANCE LEARNING	07/15/2019	4,938.00
18450	RSCHOOL TODAY	07/15/2019	785.00
18451	SCHOLASTIC INC	07/15/2019	19,752.00
18452	SCHOLASTIC EQUIPMENT CO	07/15/2019	7,602.60
18453	YME SCHOOLS-ADM	07/15/2019	502.00
		Totals for BNK05	420,037.33
		Totals for checks	537,032.43

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	55,085.47	0.00	443,962.94	499,048.41
02	FOOD SERVICE	392.75	0.00	823.92	1,216.67
04	COMMUNITY SERVICE	652.20	0.00	3,446.99	4,099.19
07	DEBT REDEMPTION	0.00	0.00	24,522.50	24,522.50
25	REVOCABLE TRUST (FY10)	0.00	0.00	2,595.66	2,595.66
47	OPEB DEBT SERVICE FUND	0.00	0.00	5,550.00	5,550.00
***	Fund Summary Totals ***	56,130.42	0.00	480,902.01	537,032.43

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

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT
22319	AMERICAN FAMILY LIFE ASSURANCE	06/24/2019	508.65
22320	AMERITAS LIFE INSURANCE CORP.	06/24/2019	580.76
22321	BORCH'S INC.	06/24/2019	250.00
22322	DELTA DENTAL	06/24/2019	6,393.05
22323	EMC INSURANCE COMPANIES	06/24/2019	204.00
22324	HIRE IMAGE LLC	06/24/2019	13.00
22325	LEASE FINANCE GROUP	06/24/2019	40,229.62
22326	MADISON NATIONAL LIFE	06/24/2019	1,782.63
22327	MSEA	06/24/2019	1,026.37
22328	MVCC	06/24/2019	23,558.76
22329	MVCC	06/24/2019	32,241.92
22330	154200 NCPERS GROUP LIFE INS	06/24/2019	64.00
22331	SAWMILL	06/24/2019	58.05
22332	SCHULTE, TREVOR	06/24/2019	400.00
22333	SELECT ACCOUNT	06/24/2019	4,535.90
22334	EDUCATION MINNESOTA YME	06/24/2019	3,078.20
22338	CITIZENS ALLIANCE BANK	06/28/2019	419.38
22339	HALDEMAN--HOMME INC	06/28/2019	1,022.00
22340	PAR PIPING & FABRICATION INC	06/28/2019	628.81
Totals for BNK02			116,995.10
18353	AMAZON CAPITAL SERVICES	07/03/2019	679.01
18354	ALMICH'S MARKET	07/15/2019	250.11
18355	AMERICAN WELDING AND GAS, INC.	07/15/2019	389.48
18356	AUS FLOORS & MORE INC.	07/15/2019	1,200.00
18357	BACKES TECHNOLOGY SERVICES	07/15/2019	844.80
18359	BENNETT & BENNETT INC.	07/15/2019	7,639.55
18360	BILL'S ELECTRIC	07/15/2019	230.00
18361	BLICK ART MATERIALS	07/15/2019	169.62
18362	BSN SPORTS	07/15/2019	527.05
18363	CENEX CREDIT CARD	07/15/2019	223.22
18367	CITIZENS ALLIANCE BANK	07/15/2019	5,442.14
	CITIZENS ALLIANCE BANK	06/30/2019	0.00
18369	CITY OF GRANITE FALLS	07/15/2019	17,140.60
18370	CITY OF GRANITE FALLS	07/15/2019	3,740.29
18371	CONSUMERS COOPERATIVE OIL CO.	07/15/2019	67.87
18372	CORNER, SKYLER	07/15/2019	632.63
18373	DEMCO, INC.	07/15/2019	786.34
18374	FARMERS UNION OIL CO.	07/15/2019	105.56
18375	FASTENAL	07/15/2019	7.96
18376	FINKEN, CASEY	07/15/2019	29.92
18377	GRANITE FALLS AUTO PARTS	07/15/2019	146.98
18378	GRANITE HARDWARE	07/15/2019	1,057.57
18379	GRAPHIC EDGE	07/15/2019	169.80
18380	GREAT PLAINS NATURAL GAS CO	07/15/2019	856.51
18381	GUERTIN, DAVID	07/15/2019	14.23
18382	HANSEN, LISA	07/15/2019	106.56
18383	HIGH POINT NETWORKS	07/15/2019	3,736.50
18384	HILLYARD/HUTCHINSON	07/15/2019	689.00
18385	INNOVATIVE LEARNING CONCEPTS INC.	07/15/2019	144.19
	INNOVATIVE LEARNING CONCEPTS INC.	06/30/2019	-144.19
18386	INNOVATIVE OFFICE SOLUTIONS LLC	07/15/2019	121.40
18387	TAMARA ISFELD	07/15/2019	67.13
18388	JIM'S CLOTHING & SPORTING GOOD	07/15/2019	562.50
18389	JOHNSON, ALYSSA	07/15/2019	27.84
18390	KORTHUIS JEWELRY	07/15/2019	180.00

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
18391	LEBLANC, JEREMY	07/15/2019	31.32
18392	LECY, AMANDA	07/15/2019	98.60
18393	LEROHL, JAN	07/15/2019	144.08
18394	LIVING AT HOME BLOCK NURSE PROGRAM	07/15/2019	375.00
18396	LOFFLER	07/15/2019	320.73
18397	LUFT, RYAN	07/15/2019	1,286.81
18398	MACKIN ED RESOURCES	07/15/2019	499.72
18399	MCCROSSAN BOYS RANCH	07/15/2019	1,433.00
18400	MINNESOTA HISTORICAL SOCIETY	07/15/2019	174.00
18401	MTI DISTRIBUTING INC.	07/15/2019	309.81
18402	OLSON SANITATION INC.	07/15/2019	1,026.09
18403	PEDERSON, SONJA	07/15/2019	159.50
18404	PK EGANS	07/15/2019	199.28
18405	PLUMBING & HEATING OF WILLMAR	07/15/2019	486.10
18406	REINHART INST FOODS	07/15/2019	112.56
18407	RTS	07/15/2019	79.83
18408	RUPP,ANDERSON, SQUIRES & WALDSPURGER, P.A.	07/15/2019	95.00
18409	SCHWICKERT'S	07/15/2019	88,907.00
18410	SW/WC SERVICE COOP - MARSHALL	07/15/2019	9,646.80
18411	TEAM LABORATORY CHEMICAL CORP.	07/15/2019	772.75
18412	THRESHOLD	07/15/2019	115.00
18413	TONGEN, TARA	07/15/2019	36.35
18414	TOSTENSEN SEPTIC	07/15/2019	200.00
18415	VARSITY ATHLETIC APPAREL, INC	07/15/2019	783.50
18416	XCEL ENERGY	07/15/2019	20.50
18417	YME SCHOOLS-ADM	07/15/2019	310.10
	YME SCHOOLS-ADM	06/30/2019	0.00
18418	ZEP MANUFACTURING CO	07/15/2019	1,772.17
18419	INNOVATIVE OFFICE SOLUTIONS LLC	07/15/2019	144.19
18420	RENVILLE SALES INC	07/15/2019	36.90
18421	KERRI SHACKELFORD	07/15/2019	60.48
18423	AMAZON CAPITAL SERVICES	07/15/2019	664.10
18424	BOND TRUST SERVICES CORPORATION	07/15/2019	30,072.50
18425	BSN SPORTS	07/15/2019	1,025.00
18426	CANON FINANCIAL SERVICES	07/15/2019	682.46
18427	CENTURY LINK	07/15/2019	879.89
18428	CITIZENS ALLIANCE BANK	07/15/2019	743.79
18429	COMPANION CORP.	07/15/2019	2,590.00
18430	CROWSER, DENISE	07/15/2019	100.00
18431	DAVE'S ELECTRIC CO	07/15/2019	27.00
18432	EMC INSURANCE COMPANIES	07/15/2019	10,952.95
18433	FARM & HOME PUBLISHERS, LTD	07/15/2019	114.00
18434	FIREFLY COMPUTERS	07/15/2019	24,495.00
18435	FRONTLINE PLACEMENT TECHNOLOGIES INC.	07/15/2019	5,227.39
18436	INNOVATIVE OFFICE SOLUTIONS LLC	07/15/2019	34.04
18437	ISCORP	07/15/2019	195.50
18438	JMC COMPUTER SERVICE INC	07/15/2019	4,309.68
18439	LAKEVIEW SCHOOL DIST. #2167	07/15/2019	120.00
18440	MASSP	07/15/2019	1,000.00
18441	MDE	07/15/2019	299.00
18442	MEDCO SUPPLY COMPANY	07/15/2019	1,538.50
18443	MESPA	07/15/2019	924.00
18444	MN ASSOC OF SEC. TO PRINCIPALS	07/15/2019	80.00
18445	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	07/15/2019	374.53
18446	MINNESOTA SCHOOL BOARD ASSOC.	07/15/2019	4,503.00
18447	MVCC	07/15/2019	137,330.21

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
18448	PITNEY BOWES	07/15/2019	695.85
18449	RENAISSANCE LEARNING	07/15/2019	4,938.00
18450	RSCHOOL TODAY	07/15/2019	785.00
18451	SCHOLASTIC INC	07/15/2019	19,752.00
18452	SCHOLASTIC EQUIPMENT CO	07/15/2019	7,602.60
18453	YME SCHOOLS-ADM	07/15/2019	502.00
		Totals for BNK05	420,037.33
		Totals for checks	537,032.43

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	55,085.47	0.00	443,962.94	499,048.41
02	FOOD SERVICE	392.75	0.00	823.92	1,216.67
04	COMMUNITY SERVICE	652.20	0.00	3,446.99	4,099.19
07	DEBT REDEMPTION	0.00	0.00	24,522.50	24,522.50
25	REVOCABLE TRUST (FY10)	0.00	0.00	2,595.66	2,595.66
47	OPEB DEBT SERVICE FUND	0.00	0.00	5,550.00	5,550.00
***	Fund Summary Totals ***	56,130.42	0.00	480,902.01	537,032.43

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

**Yellow Medicine East #2190  
Board Report  
7/15/2019 (for 6-30-19)**

Ending  
7/11/2019

2018-19 By Fund	Revised 2018-19	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison	
					2017-18 YTD Exp.	2017-18 YTD %
General	10,008,277	9,674,441	333,836	96.66%	10,041,327	98.04%
Food Service	432,671	376,717	55,954	87.07%	395,139	89.52%
Community Service	377,475	302,372	75,103	80.10%	333,816	83.38%
Debt Red.	1,167,370	1,166,045	1,325	99.89%	1,190,453	99.89%
OPEB Trust	182,008	181,124	884	99.51%	183,172	100.31%
OPEB Debt Service	191,458	190,933	526	99.73%	191,758	99.71%
<b>Total</b>	<b>12,359,259</b>	<b>11,891,631</b>	<b>467,628</b>	<b>96.22%</b>	<b>12,335,664</b>	<b>97.51%</b>

Year to date amounts include current month's accounts payables plus previous month's payroll.  
**These amounts are not final. There will be additional payables and transfers completed for year end.**

Salaries % expended to date (approximately)

Contracted July-June Supt/Finance/Maintenance/Comm Ed	100.00%
Contracted August-July Principals/Food Service Director	100.00%
Contracted Sept-August Teachers/Nurse	100.00%
12 Month Non-certified Administrative Assistants	100.00%
12 Month Non-certified Custodians	100.00%
9 Month non-Certified Paraprofessionals/Food Service	100.00%

**Month End Cash Invested**

6/30/2019

MN School District Liquid Asset Fund      \$4,089,992.93 General Closing Market Value

OPEB Revocable PERA Trust Fund      \$462,298.67 End Balance  
 ("Other Post Employment Benefits" for Retirees)

(Transfer for FY19 from Trust Account to General Board Account for \$115,395.31 to cover retiree and implicit expenses will be completed 7-29-19)

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

From      To

6-4 & 6/2019	\$ 329.39	rSchool Fees (monthly total)	LAF	rSchool
6/11/2019	\$ 200,000.00	Board Accounts Payable	LAF	Citizen's Alliance Bank
6/21/2019	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
6/21/2019	\$ 326,000.00	Payroll ( Direct Deposit)	LAF	Granite Falls Bank
	\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
	\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

**Yellow Medicine East #2190**

**Board Report**

**July 15, 2019**

Ending  
7/11/2019

2019-20 By Fund	Original 2019-20	Year to Date Expenditures	Budget Balance	Percent Expended	For Comparison	
					2018-19 YTD Exp.	2018-19 YTD %
General	9,599,834	221,395	9,378,439	2.31%	234,905	2.35%
Food Service	410,437	697	409,740	0.17%	-	0.00%
Community Service	418,822	200	418,622	0.05%	785	0.21%
Debt Red.	1,130,330	170,733	959,598	15.10%	173,260	14.84%
OPEB Trust	220,573	0	220,573	0.00%	-	0.00%
OPEB Debt Service	190,045	5,550	184,495	2.92%	28,204	14.73%
<b>Total</b>	<b>11,970,041</b>	<b>398,574</b>	<b>11,571,467</b>	<b>3.33%</b>	<b>437,154</b>	<b>3.54%</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	0.00%
Contracted August-July Principals/Food Service Director	0.00%
Contracted Sept-August Teachers/Nurse	0.00%
12 Month Non-certified Administrative Assistants	0.00%
12 Month Non-certified Custodians	0.00%
9 Month non-Certified Paraprofessionals/Food Service	0.00%

**Month End Cash Invested**

**6/30/2019**

MN School District Liquid Asset Fund \$4,089,992.93 General Closing Market Value

OPEB Revocable PERA Trust Fund \$462,298.67 End Balance  
("Other Post Employment Benefits" for Retirees)

(Transfer for FY19 from Trust Account to General Board Account for \$115,457.41 to cover retiree and implicit expenses will be completed 7-29-19)

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

From To

\$ -	rSchool Fees (monthly total)	LAF	rSchool
\$ -	Board Accounts Payable	LAF	Citizen's Alliance Bank
\$ -	Payroll (F&M Bank)	LAF	F&M Bank
\$ -	Payroll ( Direct Deposit)	LAF	Granite Falls Bank
\$ -	Sales Tax	LAF	Mn. Dept. of Revenue
\$ -	PERA Trust (OPEB)	OPEB Trust	LAF

Member XXX introduced the following resolution and moved its adoption:

**RESOLUTION DIRECTING SCHOOL  
TO BE HELD ON COLUMBUS DAY, OCTOBER 14, 2019**

Whereas the Board of Education does not recognize October 14, 2019, Columbus Day as a holiday, and,

Be it resolved, by the School Board of Independent School District No. 2190, as follows:

That the School District intends to conduct school, hold regular School Board meetings,  
and other such business on these dates.

The motion for the adoption of the foregoing resolution was duly seconded by Member XXX,

and upon a vote being taken thereon, the following voted in favor thereof: XXX

and the following voted against the same: XXX

Whereupon said resolution was declared duly passed and adopted.

-July 15, 2019

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 8.0  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Monthly Superintendent Report & Coaches/Advisors List

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

### BACKGROUND/RATIONALE:

#### 8.1 - Superintendent Report

I will attach a document of my report and briefly cover it on Monday evening. You are free to ask questions and dialogue about the contents.

#### 8.2 Coaches and Advisors List

I have attached a current copy of our Coaches and Director's List for 2019-2020. We have a short supply of coaches that are employees at YME. This means we need coaches that have flexible schedules. Several factors have impacted our ability to recruit and retain coaches and advisors including decreasing staff members, hiring staff members that cannot coach, staff members no longer wishing to coach, etc.

There are a few important notes that I will discuss that evening but are summarized below:

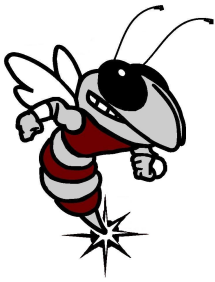
- Volleyball Head Coach - We have not received any applications for our Head Volleyball coach position. We may have a backup plan, but it is not ideal.
- JH Volleyball Coach - We are expecting 17-18 students out for JH and lower numbers in HS, meaning we might be able to cover the varsity level with two coaches.
- JH Football Coach - We have a few leads but nothing solid.
- The following seasons do not begin immediately and should be able to be filled:  
Track & Field Head Coach, Boys BB C-Team, JH Girls BB, Track & Field Assistant

**PRESENTER(S):** Superintendent Schneider

**COMMITTEE:** NONE

### SUPERINTENDENT RECOMMENDATION:

This is for information only.



# 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**

**July 16, 2019**

### **Auxiliary Gym Update:**

I received an update from Matt Pesta, Fagen, Inc. project manager who is overseeing the auxiliary gym project. They received the building permit just before the July 4th holiday and they are now proceeding with the deep footing and pier installation along the existing building. As of July 12, the piers were poured. They also completed the over excavation and fill replacement. The perimeter footings will be installed this week in preparation for the precast wall installation. The precast walls are projected to be installed the week of July 22. They have completed the final retaining wall and all underground utilities are completed except for plumbing and roof drains.

### **Student Online Registration:**

Our school offices (BRE & MS/HS), have developed a system to allow families to register for school online. The MS/HS site is fully operational and working successfully. This should help expedite the process of enrollment for the families and our offices. One advantage to this system is that it can be completed consistently (all processes are completed correctly) and thoroughly. We will still allow parents to register in person or via paper if they do not have ready access to register online. We have been receiving a slow trickle of student enrollment changes - entering and departing YME. JMC is working to get the Educational Benefits application integrated into our system so that it can be completed online. JMC is telling us that it will be up and running by mid-August.

### **Open Positions:**

In addition to the coaching positions, we also have our Food Service Director, Media Center Supervisor, and Special Education open. I hope to make some progress on these this week.

### **Projects:**

The buildings are being cleaned and prepared for this fall. Notably, the railing for the gym is mostly installed. They have begun to replace the doors and windows on the 1965 building leading to BRE. The railings for the bleachers will be added in August. The plumbing project in the 1930 building has begun. They are preparing the gym floors for waxing as we speak. The odor from the wax will be pretty strong for the next week or two. Most of the other building work is scheduled and barring any complications will be done by the start of school.

### **Clarkfield Property:**

We did not receive any bids for the Clarkfield Ballfields. I continue to follow up with Spencer Kvam to find out if the property was supposed to revert back to HA Hagg by completing a title search for the property. I have contacted an individual who had expressed interest to a board member and he does not appear to be interested. I have been in contact with the Clarkfield city administrator, Jenn Luepke and the city council is not currently interested in the property. It will be used for parking for this weekend's celebration.

### **Committee Calendars:**

We had several conflicts with committee meetings during the past year - many due to inclement weather. Are there days and times that work best for each of you?

### **Write Advantage:**

We have set our initial meeting with Dawn Zimmerman (Write Advantage) for July 31 at 9:30 am. Our first meeting will focus on strengths, weaknesses, opportunities and threats (SWOT). The following people are part of the leadership team: Lisa Hansen, Ryan Luft, Krystle Enninga, Denise Streich, Alyssa Johnson and myself.

<b>ADVISORS</b>			<b>2019-20</b>		
<b>Activity</b>	<b>Name</b>	<b>Email</b>			
Concessions Manager	Deb Beckler	dbeckler@isd2190.org			
Drama Club Advisor	Krishana Dempsey	kdempsey@isd2190.org	Paid by donation		
FFA Advisor	Darrel Refsland	drefsland@isd2190.org			
Geography Bee - JH	Elaine Halverson	ehalvorsen@isd2190.org			
Instrumental Music - SH	Kristen Castiglione	kcastiglione@isd2190.org			
Intramurals - SH			Cut		
Knowledge Bowl - JH			Cut		
Knowledge Bowl - SH			Cut		
Lego League Advisor	Amy Hoernemann	ahoernemann@isd2190.org			
Lego League Advisor	Beth Jahn	bjahn@isd2190.org			
Musical - SH	Krishana Dempsey	kdempsey@isd2190.org			
Musical 2nd Assistant - SH	Kristen Castiglione	kcastiglione@isd2190.org			
Musical Assistant	Tammy Isfeld	tisfeld@isd2190.org			
Newspaper			Cut		
National Honor Society Advisor	Ryan Luft	rluft@isd2190.org	Unpaid		
One Act Play	Tammy Isfeld	tisfeld@isd2190.org			
Prom Co-Advisor	Krystle Enninga	kenninga@isd2190.org			
Prom Co-Advisor	Deb Beckler	dbeckler@isd2190.org			
Robotics Advisor	Andy Holt	aholt@isd2190.org			
School Patrol	Mary Grey	mgrey@isd2190.org			
Science Club Co-Advisor			Cut		
Science Club Co-Advisor			Cut		
Speech Co-Advisor			Cut		
Speech Co-Advisor			Cut		
Spelling Bee - JH	Elaine Halverson	ehalvorsen@isd2190.org			
Student Council Advisor - Co JH/SH	Kari Coulter	kcoulter@isd2190.org			
Student Council Advisor - Co JH/SH	Kari Coulter	kcoulter@isd2190.org			
Vocal Music Advisor - SH	Krishana Dempsey	kdempsey@isd2190.org			
Yearbook	Tammy Isfeld	tisfeld@isd2190.org			
<b>COACHES</b>			<b>2019-20</b>		
<b>Sport</b>	<b>Name</b>				
Cross Country - Head Coach	Jim Ford	jimford123@mchsi.com			
Cross Country - Assistant	Scott Jans	sjans@isd2190.org			
Football - Head Coach	Dave Schueler	dschueler@isd2190.org			
Football - Assistant Coach	Jake Suter	jsuter@isd2190.org			
Football - Assistant Coach	Ryan Schultz	rschultz@isd2190.org			
Football - Assistant Coach	Nick Richter	nrichter@granitefalls.com			
Football - Assistant Coach	Andrew Baumgartner	abaumgartner@isd2190.org			
Football - JH Coach	John McCosh	mccosh@mvtvwireless.com			
Football - JH Coach	Evan Fagen				
Football - JH Coach			Justin Tongen left For MACCRAY		
Football - JH Coach			Cut		
Tennis - Girls Head Coach	Cheri Fjermstad	fjeremi@live.com			
Tennis - Girls Assistant Coach	Jeff Lalim	jlalim@isd2190.org			
Volleyball - Head Coach					
Volleyball - Assistant Coach	Alyssa Johnson	ajohnson@isd2190.org			
Volleyball - Assistant Coach	Alexis Peters	apeters@isd2190.org	May not be needed based upon participant numbers		
Volleyball - JH Coach					
Volleyball - JH Coach**			Cut, likely will have 17-18 students		
Basketball - Boys Head Coach	Jake Suter	jsuter@isd2190.org			
Basketball - Boys Assistant Coach	Nathan Dahlager	nate.jsfinc@gmail.com			
Basketball - Boys Assistant Coach					
Basketball - Boys 7th Grade Coach	Jeff Lalim	jlalim@isd2190.org			
Basketball - Boys 8th Grade Coach	Tim Knapper	knapper@isd2190.org			
Danceline - Head Coach	Chris Nerdahl	yme.coaches@gmail.com			
Danceline- Assistant Coach	Julie Jaenisch	yme.coaches@gmail.com			
Danceline - Assistant Coach	Ashley Balfany	yme.coaches@gmail.com			
Basketball - Girls Head Coach	Ryan Schultz	rschultz@isd2190.org			
Basketball - Girls Assistant Coach	Kristi Klassen	kristin.klassen32@gmail.com			

Basketball - Girls Assistant Coach*			Cut or reassign to JH		
Basketball - Girls JH Coach					
Wrestling - Head Coach	Justin Tongen	Contract through RCW			
Wrestling - Assistant Coach	Cody Milhausen	Contract through RCW			
Wrestling - Assistant Coach	Nick Cole				
Wrestling - JH Coach			Cut, concerns with number of YME coaches		
Baseball - Head Coach	Trevor Schulte	tschulte@isd2190.org			
Baseball - Assistant Coach	Jake Suter	jsuter@isd2190.org			
Baseball - JH Coach	Nick Richter	nrichter@granitefalls.com			
Baseball - JH Coach	Steve Petrich	spetrich@isd2190.org			
Tennis - Boys Head Coach	Jeff Lalim	jlalim@isd2190.org			
Golf - Co-Head Coach	Dave Guertin	dguertin@mchsi.com			
Golf - Co-Head Coach	Ben Lecy	blecy@isd2190.org			
Golf - Assistant Coach	Dean Baldry		Numbers low and may not be needed		
Softball - Head Coach	Jen Sneller	jkvendru@hotmail.com			
Softball - Assistant Coach	Becky Schmitz	becky.schmitz1942@gmail.com			
Softball - JH Coach	Kristi Klassen	kristin.klassen32@gmail.com	did not field a team this spring		
Track - Head Coach					
Track - Assistant Coach	Paul Hoernemann	phoernemann@isd2190.org			
Track - Assistant Coach	Jim Ford/ Scott Jans	jimford123@mchsi.com			
Track - Assistant Coach					
Track - JH Coach	Emily Enger		Cut		
Track - JH Coach	Justin Tongen		Cut		
* GBB numbers will not warrant both a C-Team and JH GBB Coach					
** VB Participants will not be sufficient to need a C-Team coach but JH VB numbers will be higher					
Spots we are currently looking to fill					

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 9.0  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** eLearning Day Proposal

**BOARD ACTION:**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

The staff members including teachers and principals spent considerable time preparing for the implementation of an eLearning day. It is likely that we will need to continue to adjust our plan as we proceed. But, the included information will be shared with parents and students at the beginning of the school year and again throughout the year.

Because our certified staff contract has a clause that relieves staff members of their first snow day, we intend to implement this plan upon our second inclement weather day.

**Vision for eLearning Days:**

We envision that on days when school is cancelled due to inclement weather, students and educators will utilize appropriate resources (technology-enhanced as appropriate) to communicate and engage in blended learning experiences that are related to and build upon current classroom curriculum goals and skills.

If any questions or concerns arise with parents, please refer them to the building principal or superintendent.

**PRESENTER(S):** Superintendent Schneider

**COMMITTEE:** NONE

**SUPERINTENDENT RECOMMENDATION:**

I recommend that you approve the use of eLearning days.

# Yellow Medicine East



## Student 1-to-1 Acceptable Use Policy

Updated ~ May 2019

## 1. Receiving and Returning the Chromebook

- 1.1. Chromebooks will be distributed each fall during Chromebook Orientation. Parents and students must sign and return the "Student and Parent Agreement." Those who choose the optional insurance must pay that fee before the Chromebook will be issued to the students.
- 1.2. Student Chromebooks will be labeled and identified with a YME Library barcode. The serial number will be recorded, and the student will be responsible for that specific Chromebook and the accessories.
- 1.3. Student Chromebooks, power supplies, cords, and cases must be returned to the library at the end of each school year. The return of Chromebooks will take place during the final week of school. If a student transfers out of the district or leaves the district for any reason during the school year, the Chromebook and its accessories must be returned prior to the departure sign out. If a student fails to return the Chromebook at the end of the school year or at the conclusion of their enrollment at YME, that student will be subject to criminal prosecution and/or civil liability. The civil liability will include the replacement cost of the Chromebook and its accessories.
- 1.4. Students shall report lost, stolen, or damaged Chromebooks to the Technology Department or Library Assistant as soon as possible. One replacement Chromebook may be provided if one is available, and the student will be responsible for repair/replacement costs as outlined later in this handbook. It is the student/parent/guardian responsibility to report all stolen devices to law enforcement. A copy of the police report must be forwarded to the school.

## 2. Taking Care of the Chromebook.

### 2.1. General Precautions

- 2.1.1. Chromebook screens should be cleaned with a soft clean cloth. Liquid cleaners, including water, should not be used to clean your Chromebook screens.
- 2.1.2. Charging cables should be inserted properly and carefully to prevent damage. Cables should not be stretched or kinked and should be disconnected from the charger when transporting.
- 2.1.3. Chromebooks must be kept in their issued case at all times.
- 2.1.4. Never put weight on the Chromebook, stack items on top of Chromebooks, or wedge Chromebook tightly into a backpack. Neither the cases nor Chromebooks should be used as a folder to carry others items, especially any sharp items such as pens or pencils.

### 2.2. Storing the Chromebook.

- 2.2.1. Never expose a Chromebook to extremes in temperature. The student should not leave the Chromebook in any location where the temperature falls below freezing or exceeds 95 degrees. If a Chromebook is extremely cold, it should be allowed to warm up before powering on the device.

- 2.2.2. Never leave the Chromebook unattended. The Chromebook should be kept in a secure, locked environment when not in the student's possession. Be especially careful when storing the Chromebook during after-school activities.

### 3. Using the Chromebook at School and Home.

Chromebooks are intended for instructional use each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes unless specifically instructed not to do so by their instructor.

- 3.1. If students leave their Chromebooks at home, they are responsible for getting their course work completed as if they had their Chromebooks present. If students repeatedly leave their Chromebooks at home (two times **in a year** as determined by administration), they will be required to “check in/out” their Chromebooks at the library for three weeks.
- 3.2. Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Repeat violators of this policy will be required to “check in/out” as prescribed in 3.1.
- 3.3. When available, a Chromebook will be assigned during the repair(s) or replacement of a damaged or missing Chromebook.
- 3.4. Students may not decorate or individualize their Chromebook cases. Screensavers or background photos that are appropriate and follow the school's Acceptable Use Policy may be used.
- 3.5. Students may upload personal photos and music on their Chromebooks, as long as all content complies with the school's Acceptable Use Policy. The student Chromebooks are the property of the school district and can be inspected at any time. The student should have NO expectation of privacy of materials stored on a Chromebook.
- 3.6. Students are responsible for downloading documents, material, applications, and application updates deemed necessary by the teacher, building staff, or the district. Students are responsible to maintain all stored documents, worksheets, notes and other files on their Chromebooks (back-up with a thumb drive).
- 3.7. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy and interests of other individuals. District policy also prohibits harassment and bullying. Use of the Chromebook's audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recording obtained with the Chromebook may not be shared, published, or rebroadcast for any reason without the permission of the building principal or superintendent. Audio and video recording in locker rooms and restrooms are strictly prohibited and unlawful. Such recordings may be deemed a violation of specific policies of harassment, bullying, hazing, or other applicable policies of Yellow Medicine East, ISD 2190.
- 3.8. There is no printing option available at school at this time. Documents need to be emailed or saved to Google Drive and downloaded to another print capable computer to be printed. The library computers may be used for printing requirements.

3.9. Students may connect to home wireless networks on their Chromebook. The school's Acceptable Use Policy needs to be adhered to when using other wireless networks.

3.10 When a device is misplaced, it may be reclaimed in the library.

#### **4. Connectivity and Saving Work**

4.1. The district will provide a filtered network environment as prescribed by State and Federal mandates. Chromebooks will have access to the Internet anywhere in the school. The district does not guarantee 100% connectivity.

4.2. Limited storage space is available on a Chromebook. Chromebook content will not be backed up by district staff. It is the student's responsibility to ensure that work is backed up to avoid information loss due to mechanical failure or accidental deletion. Students may email documents to themselves for storage on a flash drive, the district server, or available cloud storage. Chromebook malfunctions are not an acceptable excuse for not submitting work.

#### **5. Apps and Operating System**

5.1. Students may not access the Apple Store or Google play to install apps on district devices.

5.2. Approved apps will be distributed to the individual devices by district tech staff or will be available for individual download from the school app catalog.

5.3. If an operating system upgrade is necessary, it should be done off campus or during non-school time.

5.4. Non-approved apps are not to be installed on district devices.

#### **6. Insurance and Repair Costs**

6.1. The Insurance Protection Plan will be provided for all students who take a device off of school premises. Families may insure their student's Chromebook with the district under the optional annual insurance plan of \$40 per each Chromebook. Families must complete the associated forms to obtain the insurance. The district will offer a family cap of \$120 for those families with multiple students. A reduced rate equal to half (50%) this amount is available for those families that qualified for reduced lunch status. One-fourth (25%) of the family cap will apply for families who qualify for free lunch status. This payment covers the Chromebook, battery, cords, and power adapter. The computer case is not covered by this insurance and the replacement would be the responsibility of the student/parent/guardians.

6.2. Insurance provides repair and replacement coverage for parts and labor on any failure of the Chromebook, battery and power adapter. Insurance also includes coverage for up to two incidents of accidental damage from handling of your Chromebook. There is no coverage for lost or stolen Chromebooks.

- 6.3. Families are responsible for any service fees and replacement costs not covered by the insurance.
- 6.4. Families that choose not to enroll in the district insurance plan are responsible for all replacement costs outlined in section 6.6.
- 6.5. If the Chromebook is damaged by an act of “purposely destroying/damaging school property” it must be reported to the district staff as soon as possible. The repair will be processed as quickly as possible but no loaner will be provided. Student discipline will be administered to the student in accordance with existing school policies. All costs associated with repairing/replacing the damaged Chromebook will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with intentional damage.
- 6.6. The following are equivalent replacement costs for damages not covered by insurance.
  - 6.6.1. Replacement cost for the provided case **\$35**
  - 6.6.2. Replacement cost for the provided wall charger and cord **\$40**
  - 6.6.3. Replacement cost for the entire Chromebook which includes cable and charger **\$250**
  - 6.6.4. Replacement cost for intentionally damaged screen **\$100**

7. **BYOD (Bring Your Own Device)** The district does not support a bring your own device (BYOD) program. Personal devices will not be supported or maintained by district technology staff or be given access to the district network.

**8. Acceptable Use and Responsibilities**

- 8.1. It is the district's responsibility to provide internet and email access to the students. The school will utilize an Internet filter to block inappropriate material as required by the state and federal standards. The district will continue to provide staff and students with resources and guidelines for Online Safety, Digital Citizenship and Responsibility, and research guidelines to help student compliance with Acceptable Use Agreement and copyright laws.
- 8.2. It is the parent/guardian's responsibility to discuss with their student(s) the values and standards they should follow while using the internet. Parents should monitor their student's internet activities and become informed about online safety and responsibilities. Parents should consider internet filters on their home networks.
- 8.3. It is the student's responsibility to use the Chromebook in a digitally responsible and ethical manner. The student shall take proper care of their Chromebook, keep it secure, and take steps to protect their work and information. The student must strictly follow the Acceptable Use Policy of the school. The student must follow all timelines for collection and distribution of the Chromebooks at the beginning and end of the school year.

# Student/Parent Agreement

**By signing below I understand and agree to adhere to the YME School District #2190 Chromebook Acceptable Use Policy as outlined above.**

YES, I want the available insurance policy for the Chromebook at the rate stated in the agreement.

No, I choose not to pay the fee. I understand that I/we are responsible for all repairs and the device cannot leave the YME Middle/High School building.

Student Printed Name: \_\_\_\_\_

Student's' Signature: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date:

I have wireless Internet access at home for the Chromebook.

YES       NO

---

Complete when you receive your device

**I acknowledge that I have received the following school items:**

Chromebook, Power Supply and Cord, and Chromebook Case

**===== Office Use Only =====**

\$40.00 insurance fee has been received (Date paid: \_\_\_\_\_ [ ] check # \_\_\_\_\_ [ ] cash  [ ] Pre paid)

Family/Guardians have chosen not to pay the fee and accept responsibility for all repairs. \_\_\_\_\_ (Staff initials)

Chromebook Issued on:

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.1  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Personnel Items

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

### BACKGROUND/RATIONALE:

10.1.1.1 - Resignation - MS/HS Media Center Paraprofessional - Denine Rutledge  
Denine has served our district for 23 years in various capacities and is relocating.

10.1.2.1 - Employment - Julie Poff - Bert Raney Elementary Administrative Assistant  
Julie was chosen from a large pool of candidates and has substituted for our Community Education and Activities office.

10.1.2.2 - Employment - Krishana Dempsy - Musical Director  
Krishana comes to us from Lakeview Schools and lives in Granite Falls. She has 6 years of experience in vocal music and has agreed to also direct our musical.

10.1.2.3 - Employment - Tammy Isfeld - Yearbook Advisor  
Tammy, our current Art Teacher, has agreed to assume the duties of Yearbook Advisor.

10.1.2.4 - Employment - Ryan Schultz - Assistant Football Coach  
Ryan was a JH FB coach and will be moving to the varsity level as an assistant. He currently is a paraprofessional for our school.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approval of all resignations, and new hires as listed.

July 1, 2019

Dear Mr. Schneider,

Please be advised that as of August 1, 2019, I am hereby tendering my resignation from YME. My husband and I are relocating to Rochester, MN to pursue new opportunities and adventures with the perks of being closer to family.

The 23 years I spent at YME have been rewarding beyond all expectations. I've had the good fortune to have worked with some wonderful teachers and administrators and will be forever grateful for that. However, my most precious memories will always be the countless students who have passed through our halls and through my classroom doors during that time. They are bright and beautiful and inspirational, each in their own unique way. These precious students and their families have blessed my life far more than they could ever know.

I hope to continue to work with children in the future but will always consider the YME community to be home.

Sincerely,

Denine Rutledge

cc: Ryan Luft

School Board of Education

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.2  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Food Service Bids

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

Bids were solicited, XX were received and were opened at 1:00 today.

Recommend accepting the bid received from XXX to provide bread & bread products for the 2019-2020 school year.

Recommend accepting the bid received from XXX to provide milk & milk products for the 2019-2020 school year.

### PRESENTER(S):

None

### COMMITTEE:

Full Board of Education

### SUPERINTENDENT RECOMMENDATION:

I recommend accepting the following bids:

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.3  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Designate IOwA

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

MDE requires that each school designate an Identified Official with Authority (IOwA) for the MDE External User Access Recertification System. This is an annual requirement. I recommend that you designate both Denise Streich and me as our district's IOwAs. This will allow us both to make changes to user accesses.

**PRESENTER(S):**  
None

**COMMITTEE:**  
None

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving this plan.

**Designation of Identified Officials with Authority  
for the MDE External User Access Recertification System**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority (IOwA) to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually.

The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

The Board recommends the authorization of Rich Schneider to act as the Identified Official with Authority for Yellow Medicine East 2190-01.

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Sharon Rupp, Board Chair  
Yellow Medicine East 2190-01  
July 15, 2019

**Designation of Identified Officials with Authority  
for the MDE External User Access Recertification System**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority (IOwA) to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually.

The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

The Board recommends the authorization of Denise Streich to act as the Identified Official with Authority for Yellow Medicine East 2190-01.

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Sharon Rupp, Board Chair  
Yellow Medicine East 2190-01  
July 15, 2019

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.4  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** LTFM 10-Year Plan

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

MDE requires that we submit a 10-year plan for our LTFM budget. We are not obligated to our items in future and would adjust the budget if it was necessary. In looking forward and identifying our projected revenues and expenditures, we are anticipated to build a significant balance at the end of 10 years. We do expect that some items will arise throughout the timeframe simply due to the age of our buildings. We are quite limited in what areas these funds may be used.

After your approval, I will sign a Statement of Assurance and submit it to MDE.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving this plan so that it may be submitted to MDE by the July 31 deadline.



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-05

**Instructions:** Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information
District Name:	Yellow Medicine East	Date:	7/16/2019
District Number:	2190	Email:	rschneider@isd2190.org
District Contact Name:	Richard Schneider		
Contact Phone #	320-564-4081		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>												
<b>Finance Code</b>	<b>Category (1)</b>											
347	Physical Hazards	\$5,300	\$5,500	\$5,500	\$5,600	\$5,600	\$5,700	\$5,700	\$5,800	\$6,000	\$6,000	\$6,000
349	Other Hazardous Materials	\$0	\$1,700	\$1,800	\$1,900	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
352	Environmental Health and Safety Management	\$17,500	\$17,800	\$18,200	\$18,400	\$18,600	\$18,800	\$19,000	\$19,300	\$19,500	\$19,800	\$20,300
358	Asbestos Removal and Encapsulation	\$15,750	\$5,845	\$6,000	\$800	\$6,000	\$8,000	\$6,000	\$8,000	\$6,000	\$8,000	\$6,000
363	Fire Safety	\$10,317	\$8,000	\$9,000	\$9,000	\$9,000	\$9,500	\$9,500	\$9,500	\$10,000	\$10,000	\$10,000
366	Indoor Air Quality	\$867	\$1,000	\$1,000	\$1,000	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	<b>Total Health and Safety Capital Projects</b>	<b>\$49,734</b>	<b>\$39,845</b>	<b>\$41,500</b>	<b>\$36,700</b>	<b>\$45,200</b>	<b>\$45,000</b>	<b>\$43,200</b>	<b>\$45,600</b>	<b>\$44,500</b>	<b>\$46,800</b>	<b>\$45,300</b>
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>												
<b>Finance Code</b>	<b>Category (2)</b>											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>												
<b>Finance Code</b>	<b>Category (3)</b>											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner. (No new appropriations for this category FY 2020 - beyond.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>												
<b>Finance Code</b>	<b>Category (4)</b>											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>												
<b>Finance Code</b>	<b>Category (5)</b>											
368	Building Envelope	\$0	\$8,000	\$9,000	\$9,000	\$20,000	\$100,000	\$50,000	\$2,000	\$32,000	\$2,000	\$2,000
369	Building Hardware and Equipment	\$27,700	\$95,390	\$70,000	\$55,000	\$65,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
370	Electrical	\$370	\$1,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
379	Interior Surfaces	\$51,800	\$31,230	\$15,000	\$15,000	\$17,000	\$18,000	\$13,000	\$16,000	\$14,000	\$16,000	\$14,000
380	Mechanical Systems	\$7,200	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0
381	Plumbing	\$13,100	\$48,200	\$8,000	\$8,500	\$8,500	\$8,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$92,635	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$100,000	\$5,000	\$5,000	\$5,000	\$5,000
384	Site Projects	\$1,800	\$34,600	\$105,000	\$35,000	\$30,000	\$0	\$20,000	\$0	\$0	\$0	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$194,605</b>	<b>\$222,420</b>	<b>\$222,000</b>	<b>\$137,500</b>	<b>\$155,500</b>	<b>\$186,500</b>	<b>\$241,500</b>	<b>\$91,500</b>	<b>\$109,500</b>	<b>\$81,500</b>	<b>\$79,500</b>
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$244,339</b>	<b>\$262,265</b>	<b>\$263,500</b>	<b>\$174,200</b>	<b>\$200,700</b>	<b>\$231,500</b>	<b>\$284,700</b>	<b>\$137,100</b>	<b>\$154,000</b>	<b>\$128,300</b>	<b>\$124,800</b>

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FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019													
2190	<= Type in School District Number																
	Yellow Medicine East																
		Change only															
		if requiring levy	Payable 2019														
Calculations for Ten Year Projection				Pay 19	adjustments	LLC Certification	Current Estimate										
	LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029				
1	Type your district number in cell A2 (Minneapolis = 1.2)																
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50																
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33																
4	Look-up data from following tabs																
5	Initial Formula Revenue																
6	Current year APU	57	760.40	750.00	752.00	745.00	729.00	709.00	699.00	682.00	660.00	650.00	622.00				
6a	Additional Pre-K Pupil Units ( line 19 of Pre-K application)																
6b	Total Adjusted Pupil Units = (6) + (6a)			750.00	752.00	745.00	729.00	709.00	699.00	682.00	660.00	650.00	622.00				
7	District average building age (uncapped)	451	67.64	67.64	68.64	69.64	70.64	71.64	72.64	73.64	74.64	75.64	76.64				
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00				
9	Building age ratio = (Lesser of 1 or (7) / 35)	452		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000				
10	Initial revenue = (6) * (8) * (9)	453	288,952	285,000	285,760	283,100	277,020	269,420	265,620	259,160	250,800	247,000	236,360				
11	Added revenue for Eligible H&S Projects > \$100,000 / site																
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		702,478	703,430	703,308	702,887	707,419	611,736	802,546	-	-	-				
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		49,019	20,949	36,501	33,938	53,801	26,544	20,000	-	-	-				
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-				
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-				
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	767		-	-	-	-	-	-	-	-	-	-				
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	455		-	-	-	-	-	-	-	-	-	-				
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	456	664,411	653,459	682,481	666,807	668,949	653,618	585,192	782,546	-	-	-				
Added revenue for Pre-K remodeling (for VPK approvals only)																	
20a	Net debt service for bonds approved for Pre-K remodeling	768		-	-	-	-	-	-	-	-	-	-				
20b	Pay as you go for projects approved for Pre-K remodeling	457		-	-	-	-	-	-	-	-	-	-				
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-				
20d	Total New Law Revenue (10) + (19) + (20c)	458		938,459	968,241	949,907	945,969	923,038	850,812	1,041,706	250,800	247,000	236,360				

CS

FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019										
2190	<b>&lt;= Type in School District Number</b>													
	<b>Yellow Medicine East</b>													
			Change only											
			if requiring levy	Payable 2019										
Calculations for Ten Year Projection				Pay 19	Current Estimate									
	LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
<b>Old Formula revenue</b>														
21	459		47,200	47,200	-	-	-	-	-	-	-	-	-	
22	701			-	-	-	-	-	-	-	-	-	-	
23				-	-	-	-	-	-	-	-	-	-	
24	765			-	-	-	-	-	-	-	-	-	-	
25	766			653,459	682,481	666,807	668,949	653,618	585,192	782,546	-	-	-	
26	460			-	-	-	-	-	-	-	-	-	-	
27	463			-	-	-	-	-	-	-	-	-	-	
27a	767			-	-	-	-	-	-	-	-	-	-	
27b	769			-	-	-	-	-	-	-	-	-	-	
28	466			48,000	48,128	47,680	46,656	45,376	44,736	43,648	42,240	41,600	39,808	
29	467		760,277	748,659	730,609	714,487	715,605	698,994	629,928	826,194	42,240	41,600	39,808	
30	468		953,363	938,459	968,241	949,907	945,969	923,038	850,812	1,041,706	250,800	247,000	236,360	
31	469		-	-	-	-	-	-	-	-	-	-	-	
32	470		953,363	938,459	968,241	949,907	945,969	923,038	850,812	1,041,706	250,800	247,000	236,360	
33	471		-	-	-	-	-	-	-	-	-	-	-	
34	472		953,363	938,459	968,241	949,907	945,969	923,038	850,812	1,041,706	250,800	247,000	236,360	
<b>Aid and Levy Shares of Total Revenue</b>														
35	33		2017	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
36	54		9,596,562	9,596,562	10,189,754	10,597,344	11,021,238	11,462,087	11,920,571	12,397,394	12,893,290	13,409,021	13,945,382	
37	474		809.91	809.90	789.24	775.42	767.57	775.20	775.20	775.20	775.20	775.20	775.20	
38	474		11,848.92	11,849.04	12,910.77	13,666.61	14,358.61	14,786.01	15,377.45	15,992.54	16,632.25	17,297.53	17,989.44	
39	475		7,718.42	8,124.44	8,591.39	9,061.00	9,544.16	9,926.00	10,323.00	10,736.00	11,165.00	11,612.00	12,076.00	
40	476		9,493.66	9,993.06	10,567.41	11,145.03	11,739.32	12,208.98	12,697.29	13,205.28	13,732.95	14,282.76	14,853.48	
41	477		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
42	478		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
43	473		288,952	285,000	285,760	283,100	277,020	269,420	265,620	259,160	250,800	247,000	236,360	
44	479		-	-	-	-	-	-	-	-	-	-	-	
45	481		-	-	-	-	-	-	-	-	-	-	-	
46	482		-	-	-	-	-	-	-	-	-	-	-	
47	485		953,363	938,459	968,241	949,907	945,969	923,038	850,812	1,041,706	250,800	247,000	236,360	
<b>Debt Service Portion of Revenue (non-grandfather districts)</b>														
49	765+766+767+768			653,459	682,481	666,807	668,949	653,618	585,192	782,546	-	-	-	
50	769			-	-	-	-	-	-	-	-	-	-	
51	770			653,459	682,481	666,807	668,949	653,618	585,192	782,546	-	-	-	
52	486			285,000	285,760	283,100	277,020	269,420	265,620	259,160	-	-	-	
53	488			-	-	-	-	-	-	-	-	-	-	

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FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019										
2190	<= Type in School District Number													
	Yellow Medicine East													
		Change only												
		if requiring levy	Payable 2019											
Calculations for Ten Year Projection		Pay 19	adjustments	LLC Certification	Current Estimate									
	LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
54		Equalized Debt Service Levy = (52) - (53)	489		285,000	285,760	283,100	277,020	269,420	265,620	259,160	-	-	-
55		Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490		368,459	396,721	383,707	391,929	384,198	319,572	523,386	-	-	-
56		<b>General Fund Portion of Revenue (non-grandfather districts)</b>												
57		Total General Fund Revenue = (34) - (51)	491		285,000	285,760	283,100	277,020	269,420	265,620	259,160	250,800	247,000	236,360
58		General Fund Equalized Revenue = (43) - (52)	492		-	-	-	-	-	-	-	250,800	247,000	236,360
59		Total General Fund Aid = (46) - (53)	493		-	-	-	-	-	-	-	-	-	-
60		General Fund Equalized Levy = (58) * (41)	494		-	-	-	-	-	-	-	250,800	247,000	236,360
61		General Fund Unequalized levy = (57) - (58)	495		285,000	285,760	283,100	277,020	269,420	265,620	259,160	-	-	-
62		Total General Fund Levy = (60) + (61)	496		285,000	285,760	283,100	277,020	269,420	265,620	259,160	250,800	247,000	236,360
<b>Notes:</b> 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.5  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Resolution to Accept the Auxiliary Gymnasium Donation from Ron & Diane Fagen

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

Our attorney from Rupp, Anderson, Squires & Waldspurger, namely Zach Cronen through consultation with Kevin Rupp, have drafted a resolution to accept the donation of the auxiliary gymnasium from Ron & Diane Fagen. This formulates the process and donation to ensure we are meeting all statutory requirements. Also attached is a copy of the agreement. With this letter, you are authorizing me to sign agreements around this project. I will keep you apprised of changes and progress as I have information.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving this resolution.

AGREEMENT FOR THE DONATION OF FUNDS AND CONSTRUCTION OF NEW AUXILIARY GYMNASIUM FOR YELLOW MEDICINE EAST SCHOOL DISTRICT, GRANITE FALLS, MN

THIS AGREEMENT FOR THE DONATION OF FUNDS AND CONSTRUCTION OF A NEW AUXILIARY GYMNASIUM FOR YELLOW MEDICINE EAST SCHOOL DISTRICT is made this \_\_\_ day of June, 2019, (the "Effective Date") by and between Ron and Diane Fagen, ("Ron and Diane Fagen") with their address being P.O. Box 69, Granite Falls, MN 56241 and Yellow Medicine East School District, (YME), with their offices located at 450 9<sup>th</sup> Ave., Granite Falls, MN 56241 (the "Agreement"). Ron and Diane Fagen and YME are sometimes referred to collectively as the "Parties" or singularly as a "Party."

**WITNESSETH:**

WHEREAS, YME is in need of an additional gymnasium to accommodate its students' athletic activities at the YME school campus in Granite Falls, MN; and

WHEREAS, Ron and Diane Fagen have offered to donate a new auxiliary gymnasium to YME on the YME school property in Granite Falls, MN; and

WHEREAS, YME School District has agreed to accept such donation and provide access to the land on the YME property in Granite Falls, MN, for the construction of the Facility, all in accordance with the terms and conditions as set forth herein.

**NOW, THEREFORE**, in consideration of the foregoing and of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. Site Selection; Construction of Facility; Facility Name.

A. Site Selection. The Parties agree the YME school property, located at 555 7th Avenue, Granite Falls, MN in Granite Falls, MN is suitable and has been chosen as the site for the construction of the Auxiliary Gymnasium (the "Facility Site"). The Parties further agree the auxiliary gymnasium and its design and layout is as depicted on Attachments Attachment A, Gymnasium Conceptual Design drawing, Attachment B, YME Exterior Elevations, and Attachment C, Drawing A203, attached hereto and incorporated herein, (the "Facility").

B. Acceptance and Donation of Funds for Construction of the Facility. YME has agreed to accept the donation of the gymnasium from Ron and Diane Fagen, as [described herein and as](#) set forth in Attachment D hereto, Donation Letter, dated January 14, 2019; and the Parties further agree: Upon execution of this Agreement, Ron and Diane Fagen shall (1) cause construction of the Facility [to begin and make all payments to the contractor which are necessary for the completion of the construction](#) in 2020; and (2) upon completion of the construction, [an simultaneous with the turnover of the Facility to YME, YME shall issue a letter in the form attached hereto as Attachment E, acknowledging YME's acceptance of the Facility as a donation.](#) (the "Donation").

C. Construction of the Facility. The Facility shall consist of one (1) auxiliary gymnasium, as more specifically depicted on Attachment A, Gymnasium Conceptual Design drawing, Attachment B, YME Exterior Elevations, and Attachment C, Drawing A203, with the intended use being for YME's students to

play basketball, volleyball, other indoor sports activities. The Facility shall be an auxiliary multipurpose gymnasium and will consist of an approximately 12,600 square foot addition attached to the existing mezzanine of the YME main gymnasium. The auxiliary gymnasium will be 95' x 120' with a 13' x 95' connecting building section.

The Facility also includes:

1. Modifying of any existing underground utilities associated with the building;
2. Associated sidewalks on the north, south and east sides of the building;
3. Landscaping between the building and sidewalk on the north and east sides of the building;
4. Reshaping and resurfacing of portions of parking lot affected by the construction;
5. Security cameras on the north and east side of the northeast corner of the gym building;
6. (2) security cameras on the interior of the auxiliary gym;
7. (2) score boards, one on the east and one on the west walls;
8. Sound system similar to Lakeview Elementary Gymnasium;
9. Tie into existing school paging system;
10. Provide wireless access points (WAP);
11. The 13' x 95' connecting section shall have two access points to enter the auxiliary gym, one on the north end and one on the south end. This area shall also contain a storage room, an electrical room and the following restrooms: women's, men's and a family restroom as depicted in Attachment C, Drawing A203;
12. The 120' x 95' auxiliary multipurpose gymnasium will be constructed similar to the Lakeview Elementary gymnasium using the same construction materials, to include the super-structure, exterior and interior. This would include lighting, HVAC and sound system. The facility will be provided as a complete functioning gymnasium equipped athletically similar to the Lakeview Elementary gymnasium. *See* Attachment C, Drawing A203;
13. The auxiliary gym will have a single main basketball court and a single main volleyball court. There will be a center gym divider curtain that can be lowered and there will be two side basketball and volleyball courts, one on each side of the curtain. There will be Plyometric Dots and Agility Ladders painted on the flooring along with the associated court lines. The basketball hoops and backboards are ceiling suspended. There will also be a ceiling suspended batting cage.
14. The project also includes a portable bleacher system that can be moved depending on current auxiliary gymnasium usage. The bleachers to be provided will be for seating approximately 180.
15. Existing utilities of water, sewer and electrical services and natural gas shall be used for the Facility.

D. Auxiliary Name. YME agrees the Facility shall be named "Yellow Medicine East". The inscription shall be incorporated into the overall construction of the Facility and shall be subject to the approval of Ron and Diane Fagen, in their sole discretion, ~~which is not to be unreasonably withheld.~~

2. Athletic Equipment; Office Furniture and Equipment. YME shall, at its expense, be responsible for providing all office furniture, appliances, and other accessories necessary to operate the Facility.

3. Cooperation and Coordination. YME agrees to cooperate and coordinate with Ron and Diane Fagen and representatives of Fagen, Inc. to facilitate timely construction of the Facility, including design consultation for configuration of the Facility, and provide all technical details which will be necessary to construct the Facility, including coordination with utility providers, the City of Granite Falls, the interconnection of YME's site security of the Facility with the other school building.

4. Public Announcements, Advertising and Publication of Photographs. YME agrees to consult with and obtain Ron and Diane Fagen's written consent prior to making any public announcements about the Agreement between the Parties, the Facility or otherwise, whether by television, radio, on YME's website, or other form of media. YME agrees to obtain written approval from Ron and Diane Fagen prior to the publication of any photographs of the Site, the Facility, including construction of the Facility, prior to transfer of the Facility to YME. At no time shall YME reference, estimate, or disseminate any information about the monetary value of the Site, the monetary value of the Facility, or the monetary value of any other benefit or donation received from Ron and Diane Fagen related to this Agreement.

5. Confidentiality Obligations. "Confidential Information" means (i) confidential or proprietary information regarding the other Party's business affairs, finances, plans or installations, know-how, or other information that is received by YME from Ron and Diane Fagen pursuant to this Agreement or the Parties' relationship prior thereto or is developed pursuant to this Agreement, (ii) any and all information concerning the Agreement, or the terms thereof, including the value of the Facility constructed under this Agreement, including the value of the Facility which may be donated to YME pursuant to the terms hereof, which is not in the public domain as of the date of this Agreement or in the public domain as a result of disclosure by Ron and Diane Fagen and/or public announcement and which is not subject to disclosure to the YME's Board members or employees on a "need to know" basis or as otherwise as allowed to be disclosed herein, and (iii) all information which one Party, directly or indirectly, may acquire from another Party. Subject to Minnesota law, including ~~but not limited to~~ the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, YME agrees that it shall keep strictly confidential any Confidential Information, including the terms of this Agreement and any materials or information regarding the Facility, the transfer of property, including the details of any discussions which may have occurred between the Parties prior to the date of this Agreement, any information delivered or received in connection herewith and any other agreements entered into pursuant hereto; provided that YME may disclose the terms hereof or any Confidential Information to its attorneys, accountants and other consultants of the parties involved in assisting the parties with the performance of its obligations under this Agreement, so long as such parties agree in writing to be bound by the foregoing confidentiality requirement. Filing of this Agreement or any materials or information regarding the Facility with any governmental authority by YME in connection with obtaining any license, permit or approval for the Facility shall not be a violation of the provisions of this Section 4 and the Parties shall meet, confer, and mutually agree on any redacted version of this Agreement prior to filing with any governmental authority.

6. YME's Representations and Warranties. YME represents and warrants to Ron and Diane Fagen that (i) it has full right, power and authority to execute and deliver this Agreement, and to perform each and all of its obligations under this Agreement; (ii) YME is formed and validly existing under the laws of the State of Minnesota; and (iii) the performance of the obligations by YME under this Agreement shall not violate any provision of any applicable law, its charter or bylaws or any indenture, agreement or instrument to which it is a party, or by which it may be bound.

7. Insurance. At all times during the performance of this Agreement, YME shall obtain and maintain the following insurance coverages and provide evidence of the same to Ron and Diane Fagen, within five (5) days after the Effective Date of this Agreement: (1) Commercial General Liability with limits of \$1,000,000/\$2,000,000 aggregate; (2) Automobile Liability \$1,000,000; (3) Umbrella Liability \$5,000,000; and (4) Worker's Compensation and employer's liability insurance and name Ron and Diane Fagen as Additional Insureds with a waiver of subrogation on all liability policies of insurance. During construction of the Facility to YME, Ron and Diane Fagen shall cause Fagen, Inc. to obtain and maintain Commercial

General Liability, Workers' Compensation, Auto Liability and All-Risk Builder's Risk property insurance with regard to the Site property and Facility. Prior to the transfer of the Facility to YME following completion of the construction, YME shall provide evidence of a property insurance policy, covering the Facility, and all equipment and furnishings thereon, for the full replacement value. In addition, YME shall continue to provide evidence that all liability and property insurance policies are in place, with the required endorsements set forth below, for a period of one (1) year following the Facility transfer. YME shall name Ron and Diane Fagen, individually as Additional Insureds on each liability policy; and provide a waiver of subrogation in favor of Ron and Diane Fagen, individually, for all policies of insurance. At all times, YME's insurance coverage shall be primary and non-contributing with regard to any other insurance of Ron and Diane Fagen, or any contractor or other invitee on the Site may have. All liability policies shall be written on an "occurrence" form; no "claims made" policies will be acceptable. Any self-insured retention or deductible on the liability policies shall be \$50,000 or less. The additional insured endorsement shall be ISO Form 20 10 ("Form B") or its equivalent. Use of ISO Form 20 09 ("Form A") is prohibited. All policies shall be with carriers with an A.M. Best rating of A-X or better.

~~8. —8. Security for Construction of the Facility. Upon the request of YME, Ron and Diane Fagen agree to provide a letter from Citizen's Bank of Granite Falls, indicating that there are funds available for completion of the construction of the Facility. Construction Security. Ron and Diane Fagen may be required to furnish YME with performance security in an amount of 100% of performance of Fagen Inc.'s duties under this Agreement. Such contract security may be in the form of a performance bond or other security acceptable to YME and Ron and Diane Fagen. YME reserves the right to waive the performance security. Ron and Diane Fagen may also be required to provide (i) a sworn statement identifying all persons or entities who will provide equipment, labor or materials in connection with the work desired to be performed by Fagen, Inc., the nature of the contribution to be made by that person or entity, and the amount each such contributor is to be paid for its contribution; and (ii) a schedule for commencement and completion of the work.~~

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9. Modifications. No modification or amendment to this Agreement shall be binding upon the Parties unless reduced to writing and signed by the Parties. Each party shall appoint an individual who shall be that Party's designated contact person during performance of this Agreement ("Designated Representative"). YME appoints Superintendent Rich Schneider as its Designated Representative. Ron and Diane Fagen appoint both Ron Fagen and Diane Fagen as its Designated Representatives. Any modification to this Agreement shall not be valid without the approval of each Party's Designated Representative.

10. Waiver. The failure of either Party to enforce at any time any of the provisions of this Agreement, or to require at any time performance by the other Party of any of the provisions hereof, shall in no way be construed to be a waiver of such provision, nor in any way to affect the validity of this Agreement, or the right of either Party thereafter to enforce each and every provision.

11. Governing Law. The Parties agree that the laws of the State of Minnesota shall govern the validity, interpretation, construction and performance of this Agreement without regard to their internal principles of conflict of laws.

12. Mediation. The Parties agree that prior to filing an action with any court, they shall meet and confer and use their best efforts to resolve any dispute. In the event that the Parties cannot reach an agreement, the Parties agree to attempt to resolve their dispute with a mediator prior to commencing any lawsuit..

13. Severability. If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

14. Notices. Notices and other communications provided for herein shall be in writing and shall be delivered by hand or overnight courier service, mailed or sent by telecopy with telephone confirmation as follows:

If to Ron and Diane Fagen:  
Ron or Diane Fagen  
P.O. Box 69  
Granite Falls, MN 56241  
Phone: 320-564-3324  
[dfagen@fageninc.com](mailto:dfagen@fageninc.com)

If to YME:  
Superintendent Rich Schneider  
Yellow Medicine School District  
450 9th Avenue  
Granite Falls, MN 56241  
Phone: 320-564-4081

15. No Consequential Damages. All other Agreement provisions notwithstanding, in no event shall either Party be liable to the other Party for consequential damages arising hereunder. This waiver shall be in effect whether such claim arises in contract, tort, warranty, at law, or in equity.

16. Execution in Counterparts. This Agreement may be executed in counterparts with the same effect as if all signing parties had signed the same document. This Agreement may be delivered by facsimile or electronic transmission and such copies shall be duly binding and effective for all purposes. Fax and electronic signatures on this Agreement shall be treated the same as original signatures.

IN WITNESS WHEREOF, Ron and Diane Fagen and YME have caused this Agreement to be executed in their respective names by persons duly authorized to do so on their behalf.

RON AND DIANE FAGEN  
By: \_\_\_\_\_  
Roland "Ron" Fagen, individually  
\_\_\_\_\_

YELLOW MEDICINE SCHOOL DISTRICT  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Diane Fagen, individually

**RESOLUTION**

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts and donations to the District;

WHEREAS, Minnesota Statutes Section 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

WHEREAS, donors have offered to donate labor and materials necessary to construct a new auxiliary gymnasium at Yellow Medicine East School; and

WHEREAS, District administration has reviewed design drawings depicting the scope and design of the new auxiliary gymnasium.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2190, Yellow Medicine East, as follows:

1. Subject to the condition outlined in Paragraph 2, the School Board accepts the donation of labor and materials necessary to complete the construction of the new auxiliary gymnasium at the Yellow Medicine East School, as depicted in the design drawings created by Fagen Engineering, LLC.
2. The School Board’s acceptance of the donation of the labor and materials necessary to complete the construction of the new auxiliary gymnasium is contingent upon the District’s administration negotiating and entering into agreements with the donors that take reasonable and appropriate measures to protect the District from incurring liability or costs associated with the construction project.
3. The District’s administration and legal counsel are authorized to take all steps necessary to negotiate and enter into the agreements required by Paragraph 2.

The motion for the adoption of this Resolution was duly seconded by \_\_\_\_\_, and upon a vote being taken thereon, \_\_\_\_ School Board members voted in favor of the Resolution and \_\_\_\_ School Board members voted against the Resolution.

Whereupon this Resolution was declared duly passed and adopted.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.6  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Resolution to Moving Student Activities Under Board Control

**BOARD ACTION:**  
Required   
Information  
Scheduled Report

### BACKGROUND/RATIONALE:

This resolution is required to ensure that greater oversight for these accounts and monies are provided. Student activities are now held within the board account and must follow those same fiduciary rules. This will provide another layer of assurance that funds generated for the purpose of these activities are spent on those activities. This is a new law and is not the result of any issues that have arisen at YME or could occur at YME. Activities governed by this law include and are not limited to music, FFA, sports teams, robotics, etc.

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving this resolution as it is statutorily required.

The following resolution was moved by XXX and seconded by XXX:

**RESOLUTION REGARDING BOARD CONTROL OF EXTRACURRICULAR ACTIVITIES**

WHEREAS, Laws 2019, First Special Session, chapter 11, article 1, section 5 requires changes in the accounting for student activity funds and provides that school boards must take charge of and control all student activities of the public schools in the district, that all money received or expended for extracurricular activities shall be recorded in the same manner as any other revenues and expenditure of the district and that the district must reserve revenue raised for extracurricular activities and must spend that revenue only for extracurricular activities'

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 2019 (Yellow Medicine East) directs the district's administration to implement the requirements of Laws 2019, First Special Session, chapter 11, article 1, section 5.

The vote on adoption and Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, the Resolution was declared duly adopted.

By: \_\_\_\_\_  
Sharon Rupp, Chair

By: \_\_\_\_\_  
Susan Bones, Clerk

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.7  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Approve Transfer to OPEB

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

### BACKGROUND/RATIONALE:

Each year, we must transfer from Other Post Employment Benefits (OPEB) for the 2018-2019 Fiscal Year to the General, Food Service, and Community Ed funds from the OPEB Funds. This year the amounts are as follows:

- General Fund = \$62,491
- Food Service Fund = \$1,763
- Community Education Fund = \$1,776

Total Transferred = \$66,209

**PRESENTER(S):**  
None

**COMMITTEE:**  
Full Board of Education

**SUPERINTENDENT RECOMMENDATION:**  
I recommend approving this transfer of funds.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.8  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** 2018-2019 Donations & Grants

**BOARD ACTION:**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

Donations and grants such as these make many of programs successful. These organizations are being recognized for their generosity to building our programs. The Finance Committee set the threshold for recognizing organizations or individuals for donations to YME at \$500. The following donations met that criteria:

- Charlie Foy Family
- Dance Boosters
- Fagen Incorporated
- Granite Falls Bank
- Hoops Club
- Jeanette & Curt Olson Foundation
- Kelly & John Hanson
- Kiwanis Club
- Raymond James Global
- Wood Lake Elevator
- United Way

Grants in excess of \$500 and their amounts are included below:

- Chemical Coalition (\$3,000)
- Southern Minnesota Art Council (\$10,021)
- Lyft Grant - Ag Equipment (\$49,750)
- Lyft Grant - Art (\$50,000)
- SW Initiative Foundation (\$2565)
- CHORES Grant (\$1762)

**PRESENTER(S):** Superintendent Schneider

**COMMITTEE:** NONE

**SUPERINTENDENT RECOMMENDATION:**

I recommend that you take formal action to recognize the list (without the amounts for the donations), expressing our gratitude for their generosity.

**2018-19 DONATIONS AND GRANTS TO YME (EXCEEDING \$500)**

**7-15-19**

**DONATIONS:**

MAY	BRE	\$ 250.00	FOY DONATION - BRE
MARCH	BRE	\$ 1,000.00	CHARLIE FOY FAMILY DONATION-BRE HEALTHY SNACKS
FEBRUARY	STUDENT ACTIVITY	\$ 916.00	DANCE BOOSTERS SILHOUETTES DONATION
JUNE	STUDENT ACTIVITY	\$ 2,000.00	DANCE BOOSTERS SILHOUETTES DONATION
SEPTEMBER	BRE	\$ 1,940.57	FAGEN DONATION
JANUARY	MS/HS	\$ 40,000.00	FAGEN DONATION-FOOTBALL HELMETS
JANUARY	STUDENT ACTIVITY	\$ 1,277.00	FAGEN ROBOTICS DONATION
JULY	STUDENT ACTIVITY	\$ 600.00	FAGEN/G.F. BANK CROSS COUNTRY/TRACK DONATION
APRIL FOR 19-20	MS/HS	\$ 600.00	FY20 DRAMA CLUB ADVISOR DONATIONS-ALMICH
NOVEMBER	STUDENT ACTIVITY	\$ 250.00	G.F. BANK BOYS TENNIS DONATION
NOVEMBER	BRE	\$ 500.00	G.F. BANK DONATION
NOVEMBER	BRE	\$ 500.00	G.F. BANK DONATION
NOVEMBER	BRE	\$ 500.00	G.F. BANK DONATION
NOVEMBER	STUDENT ACTIVITY	\$ 500.00	G.F. BANK DONATION
NOVEMBER	SENIOR ADVOCACY	\$ 1,000.00	G.F. BANK DONATION SENIOR ADVOCACY
NOVEMBER	STUDENT ACTIVITY	\$ 250.00	G.F. BANK GIRLS TENNIS DONATION
DECEMBER	MS/HS	\$ 748.00	HOOPS CLUB SCORE OVERLAY DONATION
JANUARY	STUDENT ACTIVITY	\$ 160.00	HOOPS CLUB GIRLS BASKETBALL DONATION
JUNE	STUDENT ACTIVITY	\$ 750.00	HOOPS CLUB GIRLS BASKETBALL DONATION
JANUARY	STUDENT ACTIVITY	\$ 160.00	HOOPS CLUB BOYS BASKETBALL DONATION
JANUARY	ARTS COUNCIL	\$ 2,000.00	JEANETTE & CURT OLSON FOUNDATION DONATION-ARTS COUNCIL
NOVEMBER	BRE	\$ 750.00	KELLY JOHN HANSON DONATION-ELEM LIBRARY
NOVEMBER	BRE	\$ 750.00	KELLY JOHN HANSON DONATION-SNACKS
NOVEMBER	MS/HS	\$ 500.00	KIWANIS DONATION-2ND CHANCE BREAKFAST
NOVEMBER	MS/HS	\$ 500.00	KIWANIS DONATION-CLEAN UP DAYS
NOVEMBER	BRE	\$ 500.00	KIWANIS DONATION-ELEM LIBRARY
NOVEMBER	BRE	\$ 3,500.00	KIWANIS DONATION-HEALTHY SNACKS
NOVEMBER	MS/HS	\$ 1,275.00	KIWANIS DONATION-HOBY SPONSORSHIPS
NOVEMBER	BRE	\$ 250.00	KIWANIS DONATION-LEGO LEAGUE
NOVEMBER	MS/HS	\$ 500.00	KIWANIS DONATION-PBIS
NOVEMBER	ARTS COUNCIL	\$ 300.00	KIWANIS DONATION-PRAIRIE FIRE THEATRE
NOVEMBER	MS/HS	\$ 320.00	KIWANIS DONATION-TAG
DECEMBER	BRE	\$ 2,000.00	KIWANIS DONATION-WEE READ
NOVEMBER	STUDENT ACTIVITY	\$ 500.00	KIWANIS H.S. ART DONATION
AUGUST	STUDENT ACTIVITY	\$ 100.00	KIWANIS PROM DONATION
MARCH	STUDENT ACTIVITY	\$ 200.00	KIWANIS PROM DONATION
NOVEMBER	STUDENT ACTIVITY	\$ 200.00	KIWANIS VOCAL MUSIC DONATION
NOVEMBER	STUDENT ACTIVITY	\$ 1,000.00	KIWANIS VOCAL MUSIC DONATION
NOVEMBER	BRE	\$ 500.00	RAYMONDJAMES GLOBAL ACCOUNT DONATION-SNA
MAY	BRE	\$ 1,400.00	WOOD LAKE ELEVATOR-HEALTHY SNACKS
AUGUST	DISTRICT	\$ 752.50	UNITED WAY- KID CHANGE DONATION
		<b>\$ 71,699.07</b>	

**GRANTS:**

18-19	DISTRICT	\$ 3,000.00	CHEMICAL COALITION GRANT S.E.L.F.-HUNT
18-19	MS/HS	\$ 4,000.00	SMAC PUPPET RESIDENCY GRANT (ISFELD)
18-19	MS/HS	\$ 4,000.00	SMAC-PEWTER ART GRANT (ISFELD)
18-19	MS/HS	\$ 49,750.00	LYFT GRANT SW/WC SVC COOP- AG EQUIPMENT YME/RCW
18-19/19-20	MS/HS	\$ 50,000.00	LYFT GRANT SW/WC SVC COOP- ISFELD/DRIGG/GAUER
18-19	ARTS COUNCIL	\$ 750.00	SW INITIATIVE PRAIRIE FIRE THEATRE GRANT
18-19	BRE	\$ 815.00	SW INITIATIVE FOUNDATION GRANT-PBIS
18-19	MS/HS	\$ 500.00	SW INITIATIVE GRANT-BERGESON (SEWING MAC
18-19	MS/HS	\$ 500.00	SW INITIATIVE GRANT-ISFELD-ART
18-19	BRE	\$ 2,021.00	SW MN ART COUNCIL BRE MUSIC ACCT.
18-19	SENIOR ADVOCACY	\$ 1,762.00	CHORES GRANT
18-19	DISTRICT	\$ 29,000.00	SW/WC SVC COOP=HSA/VEBA GRANT
18-19	DISTRICT	\$ 7,067.17	SW/WC SVC COOP-WELLNESS FY19
		<b>\$ 153,165.17</b>	

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 10.9  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** 2019-2020 School Start/Dismissal Times

**BOARD ACTION:**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

In order to ensure that we have additional hours banked for any possible school interruptions such as inclement weather, we would like to add 7 minutes to each school day.

BRE - start: 8:15 am, dismissal: 3:00

MS/HS - start: 8:15, dismissal: 3:04

This proposal was discussed at our last Meet & Confer with our certified staff. Their recommendation was to add 7 minutes instead of the 14 additional minutes we used for part of the 2018-2019 school year. Among their concerns here were being able to hold meetings (such as IEP or staff) after school or the lateness of the start of practices. Taken in totality, 7 minutes per day for 171 student contact days (certified staff have 184 contract days) is roughly 20 hours of additional student contact time.

**PRESENTER(S):** Superintendent Schneider

**COMMITTEE:** NONE

**SUPERINTENDENT RECOMMENDATION:**

I recommend that you approve the additional 7 minutes added to the schedule to be implemented at the beginning of the 2019-2020 school year.

# Yellow Medicine East, ISD 2190

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## BOARD OF EDUCATION - AGENDA ANALYSIS

**AGENDA ITEM:** 11.0  
**MEETING DATE:** July 15, 2019  
**SUBJECT:** Policy Update

**BOARD ACTION:**

Required X  
Information  
Scheduled Report

**BACKGROUND/RATIONALE:**

This is the first reading for our YME Emergency Action Plan and our Crisis Response Plan - Flip Chart. We will have our second reading in August, and barring any issues, we will approve these documents and they can be distributed to our staff members before school starts. Please review and let me know if you see issues.

I apologize for the delay in getting these prepared for your approval as I know that Dr. Clark had started this process over one year ago.

**PRESENTER(S):**

**COMMITTEE:**

**SUPERINTENDENT RECOMMENDATION:**

I recommend you carefully review these documents and consider for approval in our August board meeting.

*Yellow Medicine East  
School District*

**Emergency  
Action Plan**

**Reviewed - July 2019  
Board Adopted - ???**

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# Assault

## Critical Information

An assault is the intentional infliction or attempt to inflict bodily harm upon another person.

- Understand that violence is time-lined: Early intervention may reduce or eliminate the escalation of the incident.

- **When an assault occurs:**

### **STAFF**

- o Notify building administration.
- o Ensure the safety of students and other staff.
- o Staff should work as a team in response.
- o Use a calm voice and low tones when addressing the assailant.
- o If behavior escalates, shout “Stop” after which continue to use a calm voice.
- o Disperse onlookers and keep others from congregating.
- o Ensure first aid is rendered to all injured parties.
- o **DO NOT leave the victim alone.**
- o Seal the area to preserve evidence for law enforcement.
- o Identify the assailant by name and description.
  - Clothing, height, weight, etc.
- o If assailant has left the building, determine direction and mode of travel.
- o If assailant leaves in a vehicle, provide vehicle description and license plate number to law enforcement.
- o Identify any witnesses.

### **BUILDING ADMINISTRATION**

- o Locate and notify School Resource Officer.
- o Call 911 to notify law enforcement and emergency services.
- o Provide type and number of injuries.
- o Advise if the assailant is still in the building or on school property.
- o Provide the name and description of the assailant.
- o If the assailant has left, provide the direction of travel and vehicle description.
  - Vehicle type, description and license plate number
- o Consider lockdown procedures.
- o Notify parents or legal guardians of the students involved.
- o Document all actions taken by staff and complete incident reports.

[Minnesota State Statute 121A.582 Subdivision 1. Student Discipline: Reasonable Force Standard.](#)

- (a) A teacher or school principal, in exercising the person’s 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.

# Bomb Threat

## Critical Information

**ALL** bomb threats must be taken seriously. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, **UNLESS** a device is located.

### **When a bomb threat occurs:**

#### **STAFF**

- o Notify building administration.
- o Notify School Resource Officer.
- o Preserve evidence for law enforcement.
- o If the threat is written, place note in paper envelope to preserve fingerprints.
- o If the threat is written on a wall, take photographs of the threat.
- o If the threat was received by telephone, document all relevant information.
  - o See **Bomb Threat Report Form** found on page 4
- o Complete **Bomb Threat Report Form**

#### **BUILDING ADMINISTRATION**

- o **CALL 911** to notify law enforcement.
- o Assess the threat by using the **Bomb Threat Report Form**.
- o Consult with emergency responders, as time permits.
- o Determine credibility of threat.
- o Document all actions taken by staff.

### **If the bomb threat is determined to be credible:**

#### **STAFF**

- o Implement appropriate **Evacuation** procedures.
- o Scan classroom or assigned areas for suspicious items.
- o **Do not touch** any suspicious devices, packages, etc..
  - o If a device(s) is located, they should be pointed out to emergency responders.
- o Notify building administration of findings.

#### **BUILDING ADMINISTRATION**

- o Initiate appropriate **Evacuation** procedures.
- o Provide additional instructions as necessary.
- o Direct staff to implement scanning process for suspicious items.
- o Bombs may be placed *anywhere* on school property – inside or outside.
- o Document all actions taken and findings by staff.
- o Determine if evacuation procedures should be initiated.

### **If Evacuation Procedures are Initiated:**

#### **STAFF**

- o Implement **Evacuation** procedures.
- o Take emergency go-kit and class roster.

#### **BUILDING ADMINISTRATION**

- o Notify staff via phone system, hardwired PA system or by messenger.
- o **Do Not use cell phones, radios or fire alarm system** because of risk of activating a device.
- o Ensure activation routes and area(s) are clear of suspicious items.

- o Alter evacuation routes as necessary.



# ***Bomb Threat Assessment Procedure Checklist***

## **Consideration When Speaking With Caller:**

- Suggest difficulty in hearing the caller (“I am sorry, I didn’t hear you, can you repeat that?” – keep them talking).
- If caller seems agreeable to further conversation, ask questions such as:
  - When will it go off? Certain hour?
  - Time remaining?
  - Where is the bomb located? Building and/or Area?
  - What type of bomb?
  - If a package, what type of package?
  - How do you know so much about the bomb?
  - What is your name and address?
  - If the building is occupied, inform the caller that detonation of the bomb could cause injury or death.
- Activate malicious call tracing (If Available): Hang-up the phone and do not answer another line.
- Immediately contact the building superintendent or principal.
- Did the caller appear familiar with the building?
- Write the message in its entirety and any other comments on a separate sheet of paper. Upon completion, attach it to this list.
- Give this list and your written description to the building superintendent or principal.

# ***Behavioral Health Crisis Intervention & Recovery***

## **Critical Information**

After an emergency, the primary goal is to restore the learning environment as soon as possible. Recovery is a process that occurs at different rates among individuals.

The Behavioral Health Crisis Intervention procedures are the first step in the process and serve as a bridge between the event and long-term recovery.

### ***When an emergency occurs and BEFORE Recovery procedures are begun:***

#### **STAFF**

- Be aware of the needs of staff and students for behavioral health crisis interventions.
  - Make referrals as necessary
- Identify and monitor any students (or other staff) at risk.
- Re-establish the school and classroom routine as quickly as possible.
  - Facilitate opportunities for students to talk about their fears or concerns. As time passes students may have more questions.

#### **BUILDING ADMINISTRATION**

- Evaluate the situation to determine the need for behavioral health crisis interventions for staff, students and families.
  - Provide grief counseling as necessary.
  - Give information and referrals to community health resources.
- Ensure on-going support for staff, students and families.
  - Identify and monitor at-risk students.
  - Provide individual crisis or grief counseling.
  - Follow-up with referrals for assessment and treatment, if necessary.
- Implement long-term **Recovery** procedures.
- Contact neighboring schools and Southwest/West Central Cooperative Crisis Team for additional resources that may be available for support.

**Each school district should identify a 24-hour contact person or agency responsible for behavioral health crisis assessment and intervention. In case of emergency, contact the School Superintendent.**

In the event of a tragic, highly publicized event, unsolicited mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Consult with the Minnesota Department of Health for support, advice and assistance in coordinating the activities of outside agencies.

# Civil Disturbance / Fight

## Critical Information

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by school staff and follow school district disciplinary policies and procedures.

### **When a fight or disturbance occurs:**

#### **STAFF**

- Notify building administration.
- Notify School Resource Officer.
- Ensure the safety of students and other staff.
  - Staff should work as a team in response.
    - One staff member should seek administration/SRO assistance.
    - One staff member should address the disturbance.
      - Use a calm voice and low tones in addressing students.
      - If behavior escalates, shout “Stop!” and continue to use a calm voice to de-escalate the situation.
  - Disperse onlookers and keep others from congregating in the area.
    - Don’t let a crowd incite participants.
  - Separate participants.
  - Ensure that first aid is rendered to all injured parties.  
(See **Medical Emergency** Procedures (See page #21))

#### **BUILDING ADMINISTRATION**

- Address the event according to school district discipline policy and procedures.
- Notify parents or legal guardians of students involved in the fight.
- Notify district administration and law enforcement as indicated by school policy.
- Make appropriate referrals to student services or student assistance team.
- Document all actions taken by staff and complete incident reports.

# Demonstration

## Critical Information

Demonstrations on school property could be deemed trespassing. Minnesota State Statute 609.605 gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

### If demonstration is near, but not on school property:

#### **STAFF**

- Notify building administration.
- Notify School Resource Officer

#### **BUILDING ADMINISTRATION**

- Notify district administration.
- Notify School Resource Officer.
- Notify and consult with law enforcement.
  - Develop an action plan.
- Notify building staff.
  - Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment.
- Monitor the situation and make decisions based on developing information.
  - Consider communication venues (e.g. Web Site, Posting, Email).
  - Consider lockdown with warning procedures. (see **Lockdown** See page 19)

### If demonstration is on school property:

#### **STAFF**

- Notify building administration.

#### **BUILDING ADMINISTRATION**

- Notify district administration.
- Notify School Resource Officer.
- Notify and consult with law enforcement.
  - Identify who asks the demonstrators to leave.
  - Develop an action plan.
- Notify building staff.
  - Encourage staff not to participate in student-led or public demonstrations and to maintain the learning environment.
- Consider lockdown with warning procedures. (see **Lockdown** See page 19)
  - Ensure safe entry and exit from the building.
- Monitor situation and make decisions based on developing information.
  - Consider communication venues (e.g. website posting, email).

## Critical Information

Drop and Tuck is the action taken to protect students and staff from flying and falling debris.

# Evacuation / Relocation

## Critical Information

EVACUATION PROCEDURES ARE USED WHEN CONDITIONS ARE SAFER OUTSIDE THE BUILDING THAN INSIDE THE BUILDING.

Evacuation routes should be specified according to the type of emergency:

- o Bomb Threats: Building administrator notifies staff of evacuation route dictated by known or suspected location of a device
- o Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
- o Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

### **When implementing EVACUATION procedures:**

#### **STAFF**

- Take class roster.
- Take the closest and safest way out as posted or announced.
- Assist those needing special assistance.
- Do not lock classroom doors when leaving.
- Do not stop for student or staff belongings.
- Go to assembly area. (FIRE DRILL LOCATIONS)
- When outside the building:
  - o Check for injuries.
  - o Account for all students.
  - o Immediately report any missing, extra or injured students to building administration or incident command.
  - o Continue to contain and maintain students.
- Wait for additional instructions.

#### **BUILDING ADMINISTRATION**

- Determine evacuation routes based on location and type of emergency.
- Announce evacuation.
  - o Specify any changes in evacuation routes based on location and type of emergency.
- Monitor the situation and provide updates and additional instructions as needed.
- Announce "all clear" signal once it is safe to re-enter the building.

### **When implementing EVACUATION AND RELOCATION procedures:**

#### **STAFF**

- Take class roster.
- Take the closest and safest way out as posted or announced.
  - o Use a secondary route if the primary route is blocked or hazardous.
- **Assist those needing special assistance**
- Do not lock classroom doors when leaving.
- Do not stop for student or staff belongings.
- Remain with class en route to the relocation center.
- Take attendance upon arriving at the center.
  - o Immediately report any missing, extra or injured students to building administration.

- o Continue to contain and maintain students.
- Wait for additional instructions.

**BUILDING ADMINISTRATION**

- Determine whether students and staff should be evacuated to a relocation center.
- Alert ADMINISTRATIVE TEAM of emergency type and evacuation.
- Notify relocation center.
- If necessary, coordinate transportation or student process to relocation center.
- Announce evacuation.
  - o Specify any changes in evacuation routes based on location and type of emergency.
- Notify district administration office and district public information office of relocation center address.
- Implement student release procedures at the relocation center.
  - o Document the reunification of any students released to an authorized family member or legal guardian.

**Relocation Centers**

List primary and secondary student relocation centers. Include maps and written directions to centers for staff reference.

---

**Primary Relocation Center**

K-5 - KCC

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6-12 - Lutheran Church

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**Secondary Relocation Center**

K-5 - Football Field - weather permitting

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K-5 - Lutheran Church

---

6-12 - Football Field - weather permitting

---

6-12 - KCC

# Explosion

## Critical Information

Emergency response will depend on the type of explosion (smoke bomb, chemical lab incident, etc.) and proximity to the school. All students should be kept away from the site of the explosion and kept under supervision.

### **STAFF**

- If an explosion occurred inside the school building, **Evacuate** to outdoor fire drill locations. Keep students and staff at a safe distance from the building(s) and away from emergency services.
- Be sure all students have left the school site. Remain with the students throughout the **Evacuation** process.
- Upon arrival at the assembly area, record attendance. Report status to site administrator immediately.
- Render first aid as necessary.
- **Do Not** return to the building until emergency response personnel determine it is safe to do so.
- If an explosion occurred in the surrounding school building area, initiate **Shelter-in-Place**. Keep students at a safe distance from the site of the explosion.

### **BUILDING ADMINISTRATION**

- Determine whether site evacuation should be implemented. If so, sound the fire alarm to implement **Evacuation**.
  - **Evacuation** may be warranted in some buildings but others may be used for **Shelter-in-Place**.
- Notify emergency services (Call 911). Provide school name, address, exact location within the building, your name, telephone number and nature of emergency.
- Secure the area to prevent unauthorized access until emergency services arrive.
- Advise District Superintendent of school status.
- Notify emergency response personnel of any missing students.
- Notify utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within the building, your name and telephone number.
- Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas, unlocked closets, exterior areas and power sources.
- Determine if an **Evacuation** should be implemented. If so, notify staff, students and parents.
- If damage requires the school to be closed, notify parents and staff of school status and alternate site for classroom instruction. **Do not** return to the school building until it has been inspected and determined safe by proper authorities.

# Fire

## Critical Information

Remember that smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

### In the event of fire or smoke:

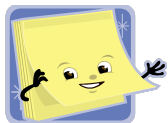
#### STAFF

- Activate the fire alarm and notify building administration.
- Check assigned locations where students may not hear the alarm. (e.g. washrooms, lunchroom, sound booths, locker rooms)
- Implement emergency plan for any students needing special accommodations.
- Evacuate students and staff to designated fire drill locations following **Fire Drill** procedures. (See page #14)
  - Take class roster.
- If the primary route is blocked or dangerous, notify the accompanying faculty to inform them the exit is blocked. Follow the alternate route as designated.
- Once outside, assemble a safe distance from the building and emergency apparatus.
- Building administration should designate an adult to meet with law enforcement and the fire department. Provide responders with a map of the school.
- Take student attendance.
  - Report missing, extra or injured students to building administration.

#### BUILDING ADMINISTRATION

- **CALL 911** and notify emergency responders (SRO).
  - Confirm the address of the school.
  - Provide exact location of smoke or fire.
  - If known, advise if anyone is injured.
- Ensure fire alarm has sounded.
- Meet with responding emergency personnel.
  - Identify the location of the fire, smoke or other.
  - Advise location of any injured persons.
  - Provide the names of any missing persons.
- Do not block any door or access that may be used by emergency personnel.
- Building(s) must remain empty until declared safe by emergency personnel.
- Determine if students need to be transported to an evacuation or relocation site.
- Notify parents or legal guardians of student evacuation and release procedures.
- Signal "All Clear" when safe to re-enter school building.
- Resume normal operations.
- Incident **must** be reported to the Fire Marshal per Minnesota Statute 299F.452 by calling the Minnesota Duty Officer. (800-422-0798 or 651-649-5451)

It is important to practice these elements during all fire drills.



As part of your planning process:

- assign certain staff to locations where students may not hear the fire alarms.
- address necessary accommodations for students with special needs.
- pre-designate your relocation or evacuation site.

# ***Fire Drill & Procedure***

- 1) Evacuate the building as quickly as possible and in an orderly fashion.
- 2) Turn off all lights.
- 3) Once a room is empty, close the door but do **not** lock it.
- 4) Keep the students in an orderly group and away from the building(s) after evacuation.
- 5) Upon arrival at the assembly area, record attendance. Report status to site administrator immediately.

## **If Fire is discovered:**

### Evacuate

- Sound fire alarm at the nearest station.
- Notify administration.
- Dial 9-1-1. (If calling from a school phone dial 9 then 9-1-1)

### Evacuation:

- Students and staff evacuate according to routes posted in the classroom occupied at the time of evacuation.
- An adult should be the last person out of the area.
- Close all classroom and office doors.
- Upon evacuation - attendance should be taken immediately upon gathering outside of the building.
- Building re-entry may occur when authorized by administration.
- If re-entry is not possible, move to the predetermined relocation area:
  - BRE - Kilowatt Community Center or YME Track Complex (weather permitting).
  - MS/HS - Granite Falls Lutheran Church or Football Field (weather permitting).

In the event the evacuation locations are not suitable there will be busses made available to remove students to Bennett & Bennett Bus Garages.

Administration may make arrangements for bus transportation to bring students home early.

# Hazardous Materials

## Critical Information

In the event of a natural gas or propane leak or odor – **EVACUATE IMMEDIATELY.**

In all other cases, the first responders will take command of the situation and determine the steps to be taken regarding evacuation, shelter-in-place and ventilation systems (HVAC).

- **In the event of a hazardous material incident inside a school building:**

### **STAFF**

- Notify building administration.
  - Report location and type (if known) of the hazardous material.
- Move students away from the immediate danger zone.
  - If safe, close doors to the affected area.
  - If implementing **Evacuation** procedures.
    - Take emergency go-kits (as applicable) and class roster.
    - Take attendance and report missing, extra or injured students to building administration.
- Render first aid as needed.

### **BUILDING ADMINISTRATION**

- **CALL 911** and notify emergency responders.
  - Report location of leak or spill and type of material (if known).
  - Report any students or staff missing or injured.
  - Develop an action plan with emergency responders.  
(e.g. evacuation, shelter-in-place, shutdown ventilation system (HVAC))
- Notify district administration.
- Move staff and students away from the immediate danger zone.
  - Keep staff and students from entering or congregating in danger zone.
- Document all actions taken.
- Report incident to Minnesota BCA Duty Officer. (800-422-0798 or 651-649-5451)

- **In the event of a hazardous material incident outside a school building:**

### **STAFF**

- Notify building administration.
  - Report location and type (if known) of hazardous material.
- Move students away from the immediate vicinity of the danger.
  - If outside, implement **Evacuation / Relocation** procedures. (See page10)

### **BUILDING ADMINISTRATION**

- Monitor situation.
- Notify district administration.
- Consult with emergency responders.
  - Identify the need for evacuation.
  - Develop an action plan with emergency responders.
- Consider implementing **Shelter-in-Place** (See page 18) procedures.
  - If there is an airborne release, shutdown ventilation system (HVAC).
- Notify parents or legal guardians of student evacuation and release procedures.
- Document all actions taken.

# Hostage

## Critical Information

### **If the Hostage-Taker is unaware of your presence, do not attract attention!**

In the event of a hostage situation and you are taken hostage, you should:

- Cooperate with Hostage-Taker to the fullest extent possible.
- STAY CALM, try not to panic; calm students if any are present.
- Be respectful to the Hostage-Taker.
- Ask permission to speak; do not argue or make suggestions.

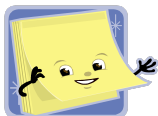
### **If you witness a hostage situation:**

#### **STAFF**

- Notify building administration immediately.
- Notify School Resource Officer.
- Keep all students in their classrooms until further notice.
- Wait for further instructions.

#### **BUILDING ADMINISTRATION**

- Initiate **Lockdown with Intruder** procedures. (See page 19)
- **CALL 911** and notify emergency responders
  - If known, provide a description of the following:
    - Identity and description of the individual.
    - Description and location of incident.
    - Number of hostages.
    - Number of injuries.
- Seal off area near hostage scene.
  - Students should be moved from exposed areas or classrooms to safer areas of the building.
- As soon as possible, and only if it can be accomplished safely, assign a staff member to be outside the building to warn approaching visitors of the danger until law enforcement arrives.
- When law enforcement arrives, they will take control of the situation.
  - Continue to coordinate with law enforcement for the safety and welfare of students and staff.
- Document all actions taken.



In planning, work with local law enforcement to identify the response methods and capabilities. At the beginning of each school year, provide them with updated building diagrams.

# Intruder

## Critical Information

An intruder may be either well- or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

When interacting with a stranger at school, use the "I CAN" rule.

Intercept   Contact   Ask   Notify

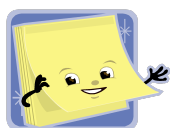
### **In the event an unauthorized person enters school property (intruder):**

#### **STAFF**

- Politely greet subject and identify yourself.
  - Consider asking another staff person to accompany you before approaching subject.
- Inform subject that all visitors must register at the principal's office.
  - Ask subject the purpose of his or her visit.
  - If possible, attempt to identify the individual and vehicle.
  - Escort the subject to the principal's office.
- **If the subject refuses** or their purpose is not legitimate, notify building administration that there may be an intruder in the school building.
  - Attempt to maintain visual contact with the intruder until assistance arrives.
  - If possible, keep students away from the intruder.
  - Take note of the subjects name, clothing and other descriptors.
    - Observe the actions of the intruder.(e.g. where he or she is located in school building, whether he or she is carrying a weapon or package).
  - Back away from subject if he or she indicates a potential for violence.
    - Allow an avenue of escape for both intruder and yourself.

#### **BUILDING ADMINISTRATION**

- Respond to call for assistance from staff.
- Call for School Resource Officer.
  - Advise the subject that they are trespassing and need to leave the property.
  - Further advise, if they do not leave that law enforcement will be notified.
- **If the subject refuses** or his or her purpose is not legitimate,
  - Consider initiating **Lockdown with Intruder** procedures (See page 19)
  - **CALL 911** and notify law enforcement
    - Advise law enforcement if intruder is still in the building or on the property.
    - Provide a full description of the intruder.
  - Attempt to keep subject in full view until law enforcement arrives while maintaining a safe distance.
  - Provide all staff with a full description of the intruder.
- Notify district administration.
- Document all actions taken by the staff.



[Minnesota State Statute 609.605 Subdivision 4](#), gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

# Shelter-in-Place

## Critical Information

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threat, intruders) or external threat that may enter the building.

**DEFINITION:** SHELTER IN PLACE occurs when there is a threat outside the building or there is a non-threatening circumstance when people need to be kept away from areas. (e.g. medical emergency or disturbance)

### **When implementing SHELTER-IN-PLACE procedures:**

#### **STAFF**

- Lock all exterior doors.
- Keep students away from the windows. Do not cover exterior windows.
- Continue classes.
  - Move on announcement only.
- Wait for further instructions.

#### **BUILDING ADMINISTRATION**

- Announce “This is (Principal/Superintendent/Office Personnel) this is a Shelter in Place. This is not a drill. Please proceed with your lockdown measures.” **clearly state as much information as possible (pull shades, shut off HVAC, etc.)**
  - Repeat announcement several times.
  - Be direct. **DO NOT USE CODES.**
- If there are students / staff outside bring all students / staff inside the building.
- Turn off the ventilation system (HVAC), if appropriate.
- Lock exterior doors.
- Control all movement.
- Disable all bells.
- Direct any movement by announcement only.
- Announce “all clear” signal when the threat has ceased.

# Lockdown with Intruder

## Critical Information

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threat, intruders) or external threat that may enter the building.

**LOCKDOWN WITH INTRUDER** occurs when there is a threat or intruder inside the building.

When implementing **LOCKDOWN WITH INTRUDER** procedures:

❖ **THESE ACTIONS MUST OCCUR QUICKLY AND WITHOUT HESITATION.**

### **STAFF**

- Once a problem has been identified, notify the school office via telephone or intercom.
- Provide your location in the building.
- Provide a description of the person(s).
- If you can maintain visual contact of the person(s), do so but **DO NOT** place yourself or others in danger.
- Relay information to the school office.
- Direct all students, staff and visitors to the nearest classroom or secured area.
- Assist those with special needs in getting to a classroom.
- **Close, lock, and barricade all windows and doors.**
- **Cover all windows adjacent to hallways.** Do not cover windows adjacent to the outside.
- If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible.
- **DO NOT OPEN THE DOOR unless you are certain of the identity of the person.**
- Turn all of the lights off in the classroom.
- Set any cellular telephones to silent; remind all occupants of the classroom.
- Stay away from all doors and windows.
- Staff and students should go to the most remote portion of the room so they are not visible from the door or hallway.
- **If you remain in the classroom, BE QUIET AND BE STILL. Nobody outside of the room should be able to determine whether or not people are actually in the room.**
- Take attendance of all classroom occupants and record.
- Evacuate if you have identified the location of the intruder and given an opportunity.
- Wait for further instruction.

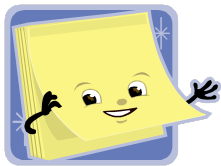
### **BUILDING ADMINISTRATION**

- Announce “**This is (Principal/Superintendent/Office Personnel) this is a lockdown with intruder. This is not a drill. Please proceed with your **ALICE measures.**”**
- Repeat announcement several times.
- Be direct. **DO NOT USE CODES.**
- **CALL 911** and notify law enforcement.

- o Provide specific information regarding the incident.
- o Provide the location such as building, area, etc.
- o Advise if there are any injuries.
- o Description of person(s) and number.
- o Weapons.
- Direct all students, staff and visitors to the nearest classroom or secured area.
- Classes that are outside the building **SHOULD NOT** enter the building.
- Move outside classes to **Evacuation / Relocation** (See page #10).
- Lock exterior doors.
- Announce “all clear” signal when threat has ceased as authorized by law enforcement.
- **If sheltering-in-place because of an external gas or chemical release.**
  - o Close and tape all windows and doors.
  - o Seal the gap located at the bottom of the door.
- **If sheltering-in-place because all evacuation routes are blocked.**
  - o Seal door.
  - o Open or close windows as appropriate.
  - o Limit movement and talking.
  - o Communicate your situation to administration or emergency officials by whatever means possible.

**Minnesota State Statute 121A.037 SCHOOL SAFETY DRILLS**

Private schools and educational institutions not subject to section [121A.035](#) must have at least five school lock-down drills, five school fire drills consistent with section [299F.30](#) and one tornado drill.



- It is essential to practice and plan for **all** emergencies during these required drills.
- Develop an action plan for notifying and directing people in common areas (e.g. cafeteria, gymnasium, auditorium and bathrooms).
- During the “all clear” notification, consider having law enforcement accompany building staff to each classroom or safe area.

# Medical Emergency Procedures

## Critical Information

The role of school staff in a medical emergency is to provide care to the victim until first responders arrive. Staff should not provide any first aid beyond their training. Staff should provide comfort to the victim and reassure them that medical attention is en route.

Before providing assistance, staff must survey the scene to identify additional hazards and ensure it is safe to render aid to the victim.

### **In the event of a non-responsive or life-threatening injury or illness:**

#### **STAFF**

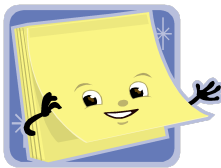
- Send for immediate help (notify health office staff or school nurse) and **CALL 911**.
  - Describe injuries, number of victims and give exact location.
- Notify building administration.
- **DO NOT** move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern.
- Check victim for a medical alert bracelet or necklace.
  - Provide information to first responders.
- Disperse onlookers and keep others from congregating in the area.
  - If possible, isolate the victim(s).
- Direct someone (e.g. staff, students) to meet and guide the first responders to the victim.
- Remain to assist emergency medical services personnel with pertinent information about the incident.
- Document all actions taken.

#### **BUILDING ADMINISTRATION**

- Ensure 911 was called and provide any updated information.
- Secure victim(s) medical emergency profile.
- Ensure someone (e.g. staff, student) meets and directs first responders.
  - Provide any additional information about the status of the victim(s).
  - Provide information from the victim(s) medical emergency profile.
- If needed, assign a staff member to accompany victim(s) to the hospital.
- Notify district administration.
- Notify victim(s) parents, legal guardians or emergency contact.
- Document all actions taken.

For medical emergencies related to life-threatening allergies:

- For school guidelines on managing students with food allergies, consult:
  - <http://www.health.state.mn.us/schools/csh/article3543.html>
- Students with allergies should have emergency care plans completed by their parents or legal guardians for each child and made accessible to school personnel.
- Bus drivers and kitchen staff should be informed of students with known life-threatening allergies.
- Encourage all employees with special health considerations to alert building administration.



# Media Procedures

## Critical Information

All media inquiries must be referred to the district office.. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

### **When communicating with the media during an emergency:**

#### **STAFF**

- Direct all media contacts to district superintendent.

#### **DISTRICT ADMINISTRATION**

- Alert the district office.
  - Coordinate all media communications for the school and school district.
  - Prepare and coach district spokesperson.
- Alert a district spokesperson.
  - If spokesperson is unavailable an alternate assumes responsibilities.
- In partnership with all involved agencies, establish a Joint Command Center (JCC) away from the affected area.
  - JCC establishes one point of contact for the media and ensures the release of coordinated messages.
- Media will want to be close enough to get video footage and photographs.
  - **DO NOT** allow media to hinder emergency responders or be put in harm's way.
- Provide regular updates to the media and let them know when to expect the next update.
- **DO NOT** say "No comment." It is okay to say "I don't know."
- Monitor media reports to ensure your message is communicated accurately.
  - Provide the media with any corrected information.
  - Ask the media to dispel any rumors.
- Document all contact with the media.

#### **BUILDING ADMINISTRATION**

- Notify district administration and all staff of emergency event.
- Direct all media contacts to district superintendent.
- If directed by district administration, designate a site spokesperson.
- Update staff throughout the emergency.
  - Review details of the emergency.
  - Provide and update information to dispel any rumors before staff leave.

### **District Communication Contacts**

List the district spokesperson and public information officer along with their alternates in case the primary contact is unavailable during this crisis. Also consider pre-designating building or site spokespersons.

#### **District public information officer (PIO)**

Superintendent

Rich Schneider

320 564 4081

#### **Alternate district PIO**

Building Principal

Lisa Hansen, BRE Principal  
Ryan Luft, YME HS Principal

320 564 4081

# Missing Student

## Critical Information

If a student is missing, a search of the school should be organized immediately. If at any point the child is found, inform everyone who was notified of the incident that the student is no longer missing.

### **STAFF**

- Confirm the student-attended school that day. Notify building administration.
- Provide a description of the student, including height, weight, clothing worn that day, backpack, where last seen and when.
- Bring all students indoors. Immediately lock exterior access to the school and secure the campus.
- **Do not** let any individuals leave.
- **Do not** let unauthorized individuals come onsite.
- Take attendance in the classroom and report any other missing students to building administration.
- Keep students in secure areas until notified to resume regular school activities.

### **BUILDING ADMINISTRATION**

- Call 911 and inform emergency services of the missing student.
- Appoint staff to surveillance points; ask staff to note license plate numbers and look for any unusual activity.
- Conduct an immediate search of the school campus, buses, etc.
- Gather information about the missing student to provide to law enforcement:
  - Student's name
  - Photograph
  - Home address
  - Parent names and contact numbers
  - Physical description (include clothing description)
  - Class schedule
  - Special activities
  - Bus route or method commonly used to get home
- Notify parents/guardians if the student is not found promptly.
- If case involves abduction, begin gathering witness(es) / witness information for law enforcement. Interview friends, last person to see student, etc.
- Double-check the circumstances:
  - Did someone pick the student up?
  - Could the student have walked home?
  - Is the student at a medical appointment or other activity?
- Assist law enforcement with the investigation. Assure that all parties who know the student or have participated in the search are available to speak with law enforcement when they arrive.
- Designate a staff member as a key contact. Personally answer the telephone to receive and provide updated status as it becomes available.
- Advise law enforcement dispatcher of the key contact's name and telephone number
- If missing during bus transportation, provide law enforcement with the student's bus stop location, bus number and other bus stops nearby.
- Have bus driver keep in communication with the transportation director or building administration. Coordinate efforts with the law enforcement dispatcher.

- Exchange telephone numbers (household, cellular telephone, school key contact) with parent(s) / guardian(s).
- When the child is found, contact all appropriate parties as soon as possible.
- As needed, A Shelter in Place maybe called.
- Arrange for counseling of students, as needed.

# ***Reverse Evacuation***

**When implementing REVERSE EVACUATION procedures:**

## **STAFF**

- Move all students and staff inside as quickly as possible.
- Assist those needing additional assistance.
- Report to your classroom.
  - Take attendance.
  - Report any missing, extra or injured students to building administration.
- Wait for further instructions.

## **BUILDING ADMINISTRATION**

- Make an announcement or sound alarm for reverse evacuation.
  - Direct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm.
- Monitor the situation.
  - Provide staff with any updates or additional instructions.
- Announce “all clear” signal when the emergency has ceased

# Sexual Assault

## Critical Information

Sexual assault is a crime of violence. For the victim, it is often an experience of fear, loss of control, humiliation and violence. Victims may experience a full range of emotional reactions. It is extremely beneficial for the victim to seek support regarding the assault.

Schools should address sexual assault as a crisis or emergency when:

- A rape or sexual assault occurs on campus.
- A member of the victim's family or friend request intervention.
- Rumors and myths of the alleged incident are widespread and damaging.

### **In the event of a sexual assault or notification of a sexual assault:**

#### **STAFF**

- Notify the building administration immediately.
  - Complete all required reports.
- Confidentiality must be maintained during the investigation.
  - Direct the individual (e.g. student or staff) not to repeat any information elsewhere in the school, especially if not the direct victim.
- **DO NOT LEAVE THE VICTIM ALONE**
- **DO NOT** allow the victim to bathe, shower, wash or throw away the clothing worn at the time of the sexual assault.
- Ensure the short-term physical safety of the student.
  - Notify the school nurse or student services to provide care and secure immediate medical treatment if needed.
- If appropriate, preserve all physical evidence.

#### **BUILDING ADMINISTRATION**

- Confidentiality must be maintained during the investigation.
  - If a staff person heard the report, tell them not to repeat anything they heard or give out any information within or outside the school unless they are specifically told to do so.
- If assault occurred on campus.
  - Notify appropriate law enforcement.
  - Notify local rape crisis center.
- Designate the school counselor or staff member who has a positive relationship with the victim to review the types of support he or she may need.
- Determine the need for peer support.
  - Encourage the victim to seek support from a rape crisis center.
- Take action to control rumors.
- Document all actions taken by staff and complete incident reports.
  - Store all records related to sexual assault incidents and services provided in an administrative confidential file.

# Shooting

## Critical Information

School policies should address who has authority to initiate a lockdown procedure in all schools and buildings.

Do not become a victim unnecessarily exposing yourself to danger.

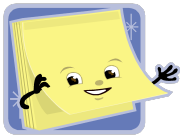
### **If a person displays a firearm, begins shooting or shots are heard:**

#### **STAFF**

- Seek immediate shelter for staff and students.
- Initiate **Lockdown with Intruder** procedures. (See page 19)
- Notify building administration.
  - Provide location of the shooting, if known.
- Implement **Lockdown with Intruder** procedures. (See page 19)

#### **BUILDING ADMINISTRATION**

- Initiate **Lockdown with Intruder** procedures.
- **CALL 911** and notify emergency responders.
  - Provide the following information, if known:
    - Location of shooter(s).
    - Description, identity and number of shooters.
    - Description of weapon(s).
    - Number of shots fired.
    - Is shooting continuing.
    - Number of injuries.
- Notify district administration.
- Document all actions taken by staff.
- Implement **Media** Procedures. (See page 22)
- Implement **Recovery** procedures under Behavioral Health Crisis Intervention & Recovery. (See page 7)



In planning, work with local law enforcement to identify their response methods and capabilities. At the beginning of each school year, provide them with updated building diagrams.

# ***Student Reunification / Release***

## **Critical Information**

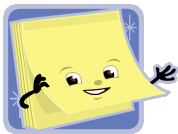
At the beginning of the school year when reviewing the school safety procedures, inform parents about the student reunification and release procedures. This material should be included in your student handbook distributed at the beginning of the school year.

Parents may be emotional when arriving at the school – remind parents that the safety of the students is the utmost priority of the school. Have student services staff available to assist with reunification process.

### **When implementing STUDENT REUNIFICATION / RELEASE procedures:**

#### **BUILDING ADMINISTRATION**

- Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or other authorized family members).
  - Notify district administration and district public information officer.
- Work with emergency responders to provide traffic control.
  - Ensure that emergency responders have access to the scene.
    - Direct traffic away from the primary routes of emergency responders.
    - Remove any vehicles blocking the routes of emergency responders.
- Assign staff to act as runner(s) to go to relocation assembly area and get student(s) as requested.
- When an adult reports to request the release of student(s).
  - Ask for the name of student(s).
  - Request a picture ID to verify the identity of the adult.
  - Verify that he or she is authorized for release on the Student Emergency Contact /Office Contact Directory.
    - As a general rule, do not release students to people not listed on the student contact directory.
    - Document to whom the student has been released including the date, time and signature.
  - Direct assigned staff to gather requested student(s) from the assembly area.
  - If a child is in the first aid area, escort the parent to the area for reunification.
- Inform parents of the location and availability of student support staff.



By using Student Emergency / Release Card, school staff can identify authorized adults for student release and emergency medical information during emergencies. These are important to be included in all types of emergency go-kits (e.g. administration, medical and classroom). These cards should be completed or updated annually at minimum.

Notify parents prior to an early release. Ensure someone is available to provide care for elementary students.

# Suicidal Threat or Attempt

## Critical Information

Writing, talking and even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for ensuring the student's safety.

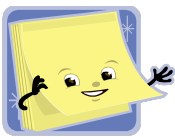
**In the event a staff member believes a student is a suicide risk or has attempted suicide, they should:**

### **STAFF**

- **Stay with the student** until assistance arrives.
- Notify school administration, counselor, social worker or school psychologist.
- Ensure short-term physical safety of the student, provide first aid if needed.
- Listen to what the student is saying and take the threat seriously.
  - Assure the student of your concern.
  - Assure the student you will find help to keep him or her safe.
  - Stay calm and don't visibly react to the student's threats or comments.
  - Do not let the student convince you the crisis is over.
- Do not take too much upon yourself.
  - Your responsibility is limited to listening and providing support until the student can receive appropriate medical care or counseling.

### **BUILDING ADMINISTRATION**

- **CALL 911** if the student needs medical attention, has a weapon, needs to be restrained or a parent or guardian cannot be reached.
- Determine a course of action with a social worker or other mental health professional.
- Contact the student's parent or guardian and make appropriate recommendations.
- **Do Not** allow the student to leave the school without a parent or guardian.
- Notify district administration.
- Document all actions.
- Follow-up and monitor to ensure the student's safety.
- Implement **Recovery** procedures under Behavioral Health Crisis Intervention & Recovery. (See page 7)



School staff need to exercise caution when discussing an attempted suicide or death by suicide with students. When the incident becomes public knowledge, it is best to request permission from the family to discuss it with students in order to address emotional reactions within the school community.

# ***Suspicious Package or Mail: Chemical/ Biological Threat***

## **Critical Information**

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations or an odor; no return address or showing a city or state in the postmark that does not match the return address; and a package is not anticipated by someone in the school or is not sent by a known school vendor.

### **If you receive a suspicious package or letter by mail or delivery service:**

#### **STAFF**

- **DO NOT OPEN** package or letter.
- Notify building administration.
- Limit access to the area where the suspicious letter or package is located to minimize the number of people who might directly handle it.
- Preserve the evidence for law enforcement.

#### **BUILDING ADMINISTRATION**

- **CALL 911** and notify law enforcement.
- Notify district administration.
- Document all actions taken by staff.

### **If a letter / package contains a written threat but no suspicious substance:**

#### **STAFF**

- Notify building administration.
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it.
- Preserve evidence for law enforcement.
- Complete **Written Threat Checklist. (See page 34)**

#### **BUILDING ADMINISTRATION**

- **CALL 911**
- Preserve evidence for law enforcement.
  - Turn the letter or package over to law enforcement.
  - Document all actions taken by staff .

### **If a letter or package is opened and contains a suspicious substance:**

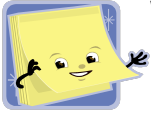
#### **STAFF**

- Notify building administration.
- Limit access to the area in which the letter or package was opened to minimize the number of people who might directly handle it.
- Isolate the people who have been exposed to the substance to prevent or minimize spreading contamination.
- Preserve evidence for law enforcement
- Complete **Suspicious Package Checklist. (See page 30)**

#### **BUILDING ADMINISTRATION**

- **CALL 911.**
- Preserve evidence for law enforcement.
  - Turn the letter or package over to law enforcement.
- Consult with emergency officials to determine:

- o Need for decontamination of the area and the people exposed to the substance.
  - o Evacuation or shelter-in-place procedures are necessary.
- Notify district administration.
- Notify parents or legal guardians according to district policies.



When sorting mail, staff should always be aware of the characteristics of a suspicious package or letter. When a package or letter has been identified, these procedures should be implemented immediately.





# Terrorism

## Critical Information

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives (Federal Bureau of Investigation, FBI).

Most terrorism events are at a national or international level. Initially, domestic or local events will be perceived as a criminal act and not immediately recognized as terrorism.

### **In the event of an attack within the United States:**

#### **STAFF**

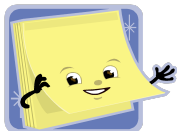
- Inform students of incident in an age appropriate manner.
- Stay calm and address student concerns.
  - Limit access to media outlet (e.g. television, radio, internet).
  - Answer student questions honestly.
  - Do not allow students to speculate or exaggerate graphic details.
- Decide whether or not to temporarily suspend regular learning programming.
  - Alter lesson plans to include discussion and activities that address the event.
- Monitor student behaviors and reactions and make referrals to the appropriate student services staff.

#### **DISTRICT ADMINISTRATION**

- Monitor the situation.
- Consult with local law enforcement and emergency management agencies.
  - Develop an action plan.
    - If school is in session, consider a district wide Lockdown with Intruder (see Lockdown procedures,
- Notify all school building administration.
- Implement district-wide behavioral health crisis intervention procedures (If appropriate).
- Notify parents or legal guardians of actions taken.
  - If implementing Lockdown procedures, inform them not to come to the school.
  - If implementing Student-Release procedures (See page...), notify of reunification process.
- Re-evaluate action plan as new information develops.

#### **BUILDING ADMINISTRATION**

- Monitor the situation.
- Consult with district administration.
  - Implement an action plan district-wide.
- Implement behavioral health crisis intervention procedures.
- Notify all staff.
- Allow teachers to suspend regular learning procedures.
- Provided opportunities for students to meet with student services staff.



It is important to restore the learning environment as soon as possible. It is important to maintain structure and stability throughout the school day, as much as possible and engage in classroom activities that do not focus solely on the attacks. Children are comforted by their normal routine and “back-to-normal” activities will help them.

# Threat

## Critical Information

A threat is an expression of intent to harm one's self, another person or property. A threat can be spoken, written or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled or conditional. A threat may be a crime.

All threats must be taken seriously and evaluated to address imminent danger and determine course of action.

### In the event of **IMMEDIATE** danger:

#### **STAFF**

- Take immediate action to secure or isolate the individual making the threat.
  - Prevent access to potential weapons.
  - Prevent access to the individual's backpack, purse, locker, cell phone or other personal property that may contain a weapon.
- Take immediate action to move others from harm's way (in the immediate vicinity of the incident).
- Notify building administration.

#### **BUILDING ADMINISTRATION**

- Initiate **Lockdown with Intruder** procedures.
- **CALL 911.**
- Notify district administration.
- Document the incident.

### If threat is identified but there is no immediate risk:

#### **STAFF**

- Complete the **Threat Assessment Referral Form.**
- Notify building administration and student services staff.
- All information **must** remain confidential.

#### **BUILDING ADMINISTRATION**

- Convene the appropriate staff to evaluate the threat (e.g. Threat Assessment Teams or Student Assistance Teams).
  - Notify law enforcement, if appropriate.
  - Conduct search of school and personal property, if needed.
  - Interview the individual posing a threat.
- Develop an action plan.
- Notify district administration.
- Contact parents or legal guardians.
  - Inform them of the situation, any concerns and course of action.
  - Obtain permission to exchange information between agencies.
- Document any referrals, actions taken and decisions made.
- Implement procedures.



\* Consult The Final Report and Findings of the Safe School Initiative: Implications for the Prevention of School Attacks in the United States and Threat Assessment in Schools: A Guide to Managing Threatening Situations and Creating Safe School Climates

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# ***In-Person Threat Checklist***

**INSTRUCTIONS: BE CALM, COURTEOUS AND LISTEN**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time: \_\_\_\_\_ am pm

Your Name: \_\_\_\_\_

Reporter of Threat: \_\_\_\_\_

Name of Threatening Person: \_\_\_\_\_

Threat Type: (e.g. assault, gun, knife, etc.)  
\_\_\_\_\_

Threat Description / Words Used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom was the Threat Directed:  
\_\_\_\_\_

Documentation / Follow-Up:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_









# Telephone Threat Checklist

## Page 2

Why did you place the device? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your address? \_\_\_\_\_

### Caller's Voice (circle all that apply)

Calm	Stressed	Deep	Crying	Squeaky	Incoherent	Normal
Stutter	Disguised	Nasal	Loud	Raspy	Broken	Young
Giggling	Slow	Lisp	Soft	Slurred	Rapid	Middle Aged
Laughter	Distinct	Sincere	Angry	Drunken	Excited	Old

**Accent:** Local   Not Local   Foreign   Race or Region? \_\_\_\_\_

Is the Voice Familiar?   **YES**   **NO**   Who does it sound like? \_\_\_\_\_

### Background Noises (circle all that apply)

Voices   Airplanes   Street Noises   Vehicles   Music  
Clear   Static   Animals   Trains   Factory Equipment  
Horns   House Noises   Party   Quiet   Sirens  
Motor   Phone Booth   PA System   Bells   Other: \_\_\_\_\_

# Tornado / Severe Weather

## Critical Information

Tornado shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows and away from large rooms with long-span ceilings in permanent structures.

Post building diagrams in each classroom highlighting routes to safe areas.

**WATCHES:** Indicate conditions are right for development of a weather hazard. Watches cover larger areas than Warnings and usually provide advance notice.

**WARNINGS:** Indicate that a hazard is imminent and the probability of occurrence is extremely high.

### **If a tornado or severe thunderstorm WATCH has been issued near the school:**

#### **STAFF**

- Review “**Drop and Tuck**” procedures with students.

#### **DISTRICT ADMINISTRATION**

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio stations.
- Notify impacted schools, buildings and programs in the school district.

#### **BUILDING ADMINISTRATION**

- Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio stations.
- Notify head custodial staff of potential utility failure.
- Consider bringing all persons inside building(s).
- Consider closing windows.
- Review tornado drill procedures and location of shelter areas.

### **If a tornado or severe thunderstorm WARNING has been issued near the school or a tornado has been spotted near the school:**

#### **STAFF**

- Initiate **Tornado Procedures and Shelters** procedures.
- Close classroom doors.
- Take emergency class roster.
- Ensure that students are in “tuck” positions.
- Take attendance and report any missing, extra or injured students to building administration.
- **Remain in the shelter area until an “all clear” signal is issued.**
- In the event of building damage, evacuate students to safer areas of the building or from the building.
  - If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.

#### **DISTRICT ADMINISTRATION**

- Notify impacted buildings and programs in the school district.

- Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations.
  - Provide any updated information to impacted schools, buildings and programs.

#### **BUILDING ADMINISTRATION**

- Initiate **Tornado Procedures and Shelters** procedures.
  - Move students and staff from any portable classrooms into a permanent building
- Notify parents and legal guardians according to district policy.

#### **If flooding is occurring near or at a school:**

##### **DISTRICT ADMINISTRATION**

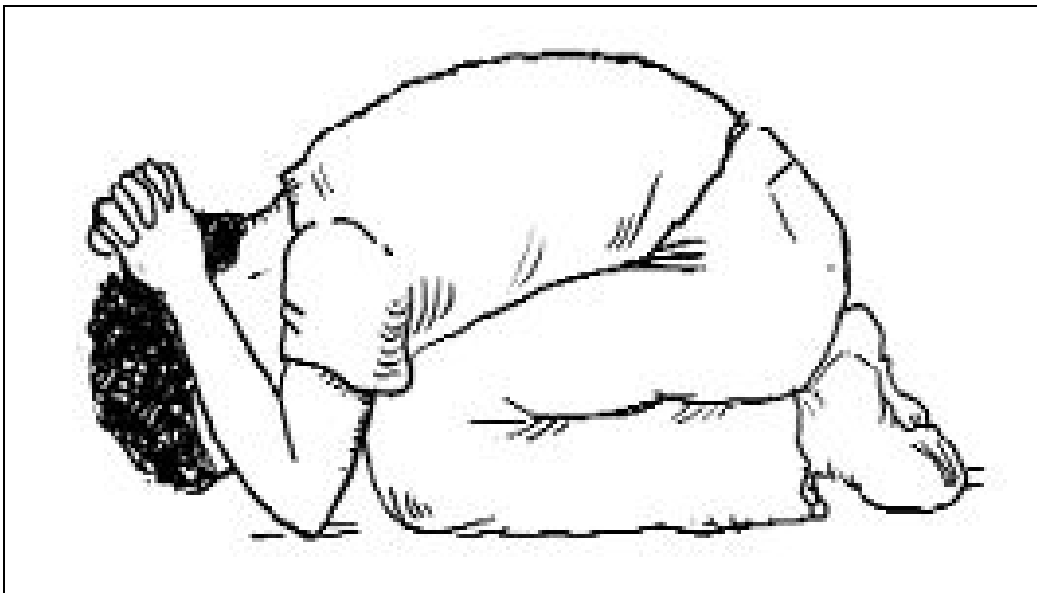
- Monitor NOAA weather radio, all-hazard or emergency alert radio stations.
- Develop an action plan with local emergency management officials.
- Notify any impacted buildings or programs in the district.

##### **BUILDING ADMINISTRATION**

- Review evacuation procedures with staff.
- If applicable, notify relocation centers.
  - Determine an alternate relocation center if primary and secondary centers would also be flooded.
- Notify transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Notify parents or guardians according to district policy.

#### **STAFF**

- Initiate **Evacuation / Relocation procedures (see page 10)** as directed.
  - Take emergency go-kit and class roster.
  - Take attendance and report any missing, extra or injured students to building administration.



# **Tornado Procedures and Shelters**

## **YME Middle/High School**

Tornado: In the event of a tornado the following locations will be used for students and staff when sufficient warning is given:

1. East Wing - 30 Building - Ag. and Art areas. Second floor - use stairway along East corridor, First floor - use stairway going to Art room, assemble in the basement area near Agriculture and Art rooms. Students are to face the walls and not face doors or areas where glass may be a hazard.
2. West Wing - 30 Building - Band-Choir and Industrial Arts areas. Use long corridor of new building near the band room and wood shop areas. Second floor exit through Room 216 using back stairway. First floor use normal route to area. Close all doors to avoid glass. Students are to face the walls and not areas where glass may be a hazard.
3. 65 Building - First and Second floors - Use corridors of first floor of 65 building near locker rooms. Students are to face the wall and not areas where glass may be a hazard.
4. Gym - Use corridors of first floor of 65 building near locker rooms. Students are to face the wall and not areas where glass may be a hazard.

## **Bert Raney Elementary School**

Tornado: In the event of a tornado the following protocol will be used for students and staff when sufficient warning is given:

1. All students in the elementary school will use the lower level of Bert Raney Elementary School to take shelter from a tornado.
2. Areas used will include: ELL classroom, Title classroom and the entire west / east hallway of the lower level of Bert Raney Elementary School.
3. Areas not to be used due to windows include: BRE Computer Lab, BRE Cafeteria and the BRE Music Room.
4. Staff members should ensure the BRE Computer Lab, BRE Cafeteria, and the BRE Music Room doors are closed.
5. Once in the lower level, students will be directed to kneel down, with their hands and arms over their heads.
6. Calmness and quiet will be stressed.

**In the event of a tornado, the following procedure will be used when no warning is given:**

- Have students get under desks and close their eyes. Avoid window areas and have students put their hands over their heads.

# Weapons

## Critical Information

Student access to weapons creates significant risk within a school environment and must be treated seriously. Early intervention may reduce or eliminate the escalation of the incident.

### If you are aware of a weapon on school property:

#### STAFF

- Notify building administration immediately and provide the following:
  - Location, identity and description of the individual.
  - Description and location of weapon(s).
  - Whether the individual has threatened themselves or anyone else.
- Limit information to staff and students on a need to know basis.
- Stay calm and do not call attention to the weapon.

#### BUILDING ADMINISTRATION

- **CALL 911** to report that a weapon is in school.
  - Provide location, identity and description of the individual.
  - Provide description and location of weapons.
  - Work with law enforcement to develop an action plan for response.
- If the weapon is located on an individual, isolate the individual.
- If the weapon is in a locker or in a backpack, prevent access to that area.
- Determine whether to initiate **Lockdown, Evacuation** (See Page...) or other procedures.
- Notify district administration.
- Conduct weapon search, if needed.
- **DO NOT** approach the individual alone. Consider these factors:
  - Need for assistance from law enforcement.
  - Best time and location to approach individual.
  - Description, location and accessibility of weapon(s).
  - Safety of persons in the area.
  - State of mind of the individual.
- If the individual **displays or threatens with weapon(s)**:
  - **DO NOT** try to disarm the individual.
  - Avoid sudden moves or gestures.
  - Use a calm, clear voice.
  - Instruct the individual to place the weapon down.
  - Use the individual's name while talking to them.
  - Allow for escape routes. Back away with your hands up.
- If the individual is a student, notify parent or guardian.
- Document all actions taken by staff.
- File report according to district policy.



Staff members should be familiar with the definitions of weapons within their school district's policies.

# Emergency Numbers

## In An Emergency – *Dial 911*

YELLOW MEDICINE COUNTY SHERIFF'S OFFICE	(320) 564-2130
CHIPPEWA COUNTY SHERIFF'S OFFICE	(320) 269-2121
RENVILLE COUNTY SHERIFF'S OFFICE	(320) 523-1161
LYON COUNTY SHERIFF'S OFFICE	(507) 537-7666
GRANITE FALLS POLICE DEPARTMENT	(320) 564-2129
UPPER SIOUX POLICE DEPARTMENT 564-5686	(320)
MONTEVIDEO POLICE DEPARTMENT	(320) 269-8808
SACRED HEART POLICE DEPARTMENT	(320) 765-2662
CRIME VICTIM SERVICES OF MN	(800) 247-0390
HAZARDOUS MATERIALS - MN POLLUTION CONTROL	(800) 422-0798
BEHAVIOR HEALTH CRISIS - WOODLAND CENTERS	(800) 992-1716
MINNESOTA POISON CONTROL CENTER -- EMERGENCY	(800) 222-1222
SW MINNESOTA RED CROSS	(507)-387-6664
AMERICAN RED CROSS -- NATIONAL	(800) 733-2767

## Sample: Drill Schedule and Log

*Minnesota State Laws require schools to conduct five fire drills, five lockdown drills, one tornado drill and one bus evacuation drill each year. The following worksheet will assist in the planning and documentation of school drills when they occur.*

**FIRE DRILLS:** Schools must conduct at least five fire drills annually.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				

**LOCKDOWN DRILLS:** Schools must conduct at least five lockdown drills annually.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				
/ /	/ /				

**TORNADO DRILL:** Schools must conduct at least one tornado drill annually.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:
/ /	/ /				
/ /	/ /				
/ /	/ /				

**BUS EVACUATION DRILL:** Schools must conduct at least one bus evacuation drill annually.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:
/ /	/ /				
/ /	/ /				
/ /	/ /				

**OTHER DRILLS OR PRACTICE:** Drills such as Reverse Evacuation or Shelter-in-Place.

Date Scheduled	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments:
/ /	/ /				
/ /	/ /				
/ /	/ /				

# Yellow Medicine East Crisis Response Plan 2019-2020

The intent of the Yellow Medicine East Crisis Response Plan is to provide guidelines, structure, and a process to be used in dealing with a variety of crisis situations that have the potential for interrupting the normal operations of school.

It is the policy (Policy 806 – Crisis Management) of Yellow Medicine East to protect the health, safety, and well being of students, staff, and other users; and to restore access to education as soon as practical after a crisis.

To meet Minnesota Statute 121A.035, the district will hold 5 lock-down drills, 5 fire drills, and 1 tornado drill each school year.

***If you believe students or staff are in immediate danger, use your judgment and act immediately.  
Do not wait for direction or permission. Use common sense. Think on your feet.***

Updated August 2019

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## Crisis Response Team

The district will have a Crisis Response Team. The Crisis Response Team is composed of the superintendent, building administration, and may include, but is not limited to, school social workers, school nurse, office staff, food service director, buildings and grounds staff, bus contractors, local law enforcement, and local emergency personnel.

### Goals of Crisis Response Team

- Plan for and provide intervention strategies designed to prevent crises before they occur.
- Provide for the safety of students and staff during the acute phases of crisis.
- Restore the ability of victims (as well as those in close proximity) to handle a stressful situation.
- Help victims (as well as those in close proximity) adapt to their changed world after the crisis is over.

<p><b>Crisis Chain of Command:</b></p> <ol style="list-style-type: none"> <li>1. Superintendent of Schools</li> <li>2. Building Principals</li> <li>3. Community Education/Activities Director</li> </ol>	<p><b>District Crisis Team</b></p> <ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. District Administrative Assistant</li> <li>3. Elementary Principal</li> <li>4. MS/HS Principal</li> <li>5. Maintenance Director</li> <li>6. School Resource Officer</li> <li>7. Food Service Director</li> </ol>
<p><b>911 Calls:</b> At the building, level, 911 calls will be generated by the people in the following positions:</p> <ol style="list-style-type: none"> <li>1. Building Principal or Designee</li> <li>2. Social Worker</li> <li>3. Building Secretary</li> <li>4. Head Custodian</li> </ol>	<p><b>Building Crisis Team</b></p> <ol style="list-style-type: none"> <li>1. Building Principal</li> <li>2. Social Worker</li> <li>3. School Nurse</li> <li>4. Teacher Representative</li> <li>5. Custodial Representative</li> <li>6. School Resource Officer</li> <li>7. Office Personnel Representative</li> </ol>

## Crisis Response Team

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## Administration/Office Contacts\*

<i>Superintendent</i>	Rich Schneider	605-881-8630
Administrative Assistant	Denise Streich	Ext. 106
<i>MS/HS Principal</i>	Ryan Luft	
Administrative Assistant	Deb Beckler	Ext. 103
	Krystle Enninga	Ext. 100
<i>Bert Raney Principal</i>	Lisa Hansen	
Administrative Assistant	Nicolle Kotek	Ext. 114
	Julie Poff	Ext. 244
<i>Special Education Director</i>	Cindy Loe	
Administrative Assistant	Katie Roiger	Ext. 105
<i>Activities/Community Education Director</i>	Tim Knapper	Ext. 110
Administrative Assistant	Alyssa Johnson	Ext. 111
<i>School Nurse</i>	Cassie Suter	Ext. 163
<i>Buildings/Grounds</i>	Francis Staab	Ext. 175
<i>Outside Maintenance</i>	Todd Reishus	Ext. 222
<i>School Social Workers</i>	Tammy Carruth (BRE)	Ext. 117
	Teresa Schulte-Hunt (MS/HS)	Ext. 220
<i>Food Service Director</i>	TBD	Ext. 174
<i>Bennett &amp; Bennett Transportation</i>	Rory Bennett	(320) 564-4766
	Zach Hadfield	

\* All media communication will be handled by the Superintendent. During a crisis situation the media will not have access to school property.

## Administration/Office Contacts

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## **Hazardous Material Spill/Chemical Spill/Natural Gas Leak**

### **When implementing EVACUATION procedures:**

#### **STAFF**

1. Take class roster.
2. Take the closest and safest way out as posted or announced.
3. Assist those needing special assistance.
4. Do not lock classroom doors when leaving.
5. Do not stop for student or staff belongings.
6. Go to assembly area – Fire Drill locations.
7. When outside the building:
  - a. Check for injuries.
  - b. Account for all students.
  - c. Immediately report any missing, extra or injured students to building administration or incident command.
  - d. Continue to contain and maintain students.
8. Wait for additional instructions.

### **When implementing EVACUATION AND RELOCATION procedures:**

#### **STAFF**

1. Take class roster.
2. Take the closest and safest way out as posted or announced.
  - a. Use a secondary route if the primary route is blocked or hazardous.
3. **Assist those needing special assistance.**
4. Do not lock classroom doors when leaving.
5. Do not stop for student or staff belongings.
6. Remain with class en route to the relocation center.
7. Take attendance upon arriving at the center.
  - a. Immediately report any missing, extra or injured students to building administration.
  - b. Continue to contain and maintain students.
8. Wait for additional instructions.

### **Evacuation/Relocation:**

1. Building re-entry can occur when authorized.
2. If re-entry is not possible, move to the predetermined safe area:
  - a. Elementary students to the Kilowatt Community Center.
  - b. Middle/High School students to Granite Falls Lutheran Church.

\* Cell phones should not be used by staff or students unless directed by administration.

## **Hazardous Material Spill/Chemical Spill/Natural Gas Leak**

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## **Tornado/Severe Weather**

Administration will monitor weather conditions when necessary.

**If a tornado or severe thunderstorm WARNING has been issued near the school or a tornado has been spotted near the school:**

### **STAFF**

1. Initiate **Tornado Procedures and Shelters** procedures.
2. Close classroom doors.
3. Take emergency class roster.
4. Ensure that students are in “tuck” positions.
5. Take attendance and report any missing, extra or injured students to building administration.
6. **Remain in the shelter area until an “all clear” signal is issued.**
7. In the event of building damage, evacuate students to safer areas of the building or from the building.
  - a. If evacuation does occur, do not re-enter the building until an “all clear” signal is issued.

\* Cell phones should not be used by staff or students unless directed by administration.

## **Tornado/Severe Weather**

## **Evacuation (Fire/Bomb Threat/Gas Leak)**

### **In the event of fire or smoke:**

#### **STAFF**

1. Activate the fire alarm and notify building administration.
2. Check assigned locations where students may not hear the alarm.
  - a. (e.g. washrooms, lunchroom, sound booths, locker rooms)
3. Implement emergency plan for any students needing special accommodations.
4. Evacuate students and staff to designated fire drill locations following **Fire Drill** procedures.
  - a. Take class roster.
5. If the primary route is blocked or dangerous, notify the accompanying faculty to inform them the exit is blocked. Follow the alternate route as designated.
6. Once outside, assemble a safe distance from the building and emergency apparatus.
7. Building administration should designate an adult to meet with law enforcement and the fire department. Provide responders with a map of the school.
8. Take student attendance.
  - a. Report missing, extra or injured students to building administration.

#### **Evacuation:**

- 1) Evacuate the building as quickly as possible and in an orderly fashion.
- 2) Turn off all lights.
- 3) Once a room is empty, close the door but **do not** lock it.
- 4) Keep the students in an orderly group and away from the building(s) after evacuation.
- 5) Upon arrival at the assembly area, record attendance. Report status to site administrator immediately.

#### **If Fire is discovered:**

##### Evacuate

1. Sound fire alarm at the nearest station.
2. Notify administration.
3. Dial 9-1-1. (If calling from a school phone dial 9 then 9-1-1.)

#### **Evacuation Procedures:**

1. Students and staff evacuate according to routes posted in the classroom occupied at the time of evacuation.
2. An adult should be the last person out of the area.
3. Close all classroom and office doors.
4. Upon evacuation - attendance should be taken immediately upon gathering outside of the building.
5. Building re-entry may occur when authorized by administration.
6. If re-entry is not possible, move to the predetermined relocation area:
  - a. BRE - Kilowatt Community Center or YME Track Complex, weather permitting.
  - b. MS/HS - Granite Falls Lutheran Church or Football Field, weather permitting.

In the event the evacuation locations are not suitable there will be buses made available to move students to Bennett & Bennett Bus Garages. If needed, administration will arrange for bus transportation to bring students home.

\* Cell phones should not be used by staff or students unless directed by administration.

## **Evacuation (Fire/Bomb Threat/Gas Leak)**

## **Bomb/Terroristic Threat**

The safety of students and staff will always be the primary concern in responding to a bomb threat and other terroristic phone threats. Immediate evacuation is not always appropriate as it may place a greater number of persons at risk of injury from devices placed in hallways and evacuation corridors.

The following procedure will be followed in the event a bomb/terroristic phone threat is received:

### **When a bomb threat occurs:**

#### **STAFF**

1. Notify building administration.
2. Notify School Resource Officer.
3. Preserve evidence for law enforcement.
4. If the threat is written, place note in paper envelope to preserve fingerprints.
5. If the threat is written on a wall, take photographs of the threat.
6. If the threat was received by telephone, document all relevant information .
  - a. See ***Bomb Threat Report Form***, or
  - b. Complete ***Bomb Threat Report Form*** on the next page.

### **If the bomb threat is determined to be credible:**

#### **STAFF**

1. Implement appropriate **Evacuation** procedures.
2. Scan classroom or assigned areas for suspicious items.
3. **Do not touch** any suspicious devices, packages, etc.
  - a. If a device(s) is located, they should be pointed out to emergency responders.
4. Notify building administration of findings.

### **If Evacuation Procedures are Initiated:**

#### **STAFF**

1. Implement **Evacuation** procedures.
2. Take class roster.

#### **Evacuation Procedures:**

1. Students and staff evacuate according to routes posted in the classroom occupied at the time of evacuation.
2. An adult should be the last person out of the area.
3. Close all classroom and office doors.
4. Upon evacuation - attendance should be taken immediately upon gathering outside of the building.
5. Building re-entry may occur when authorized by administration.
6. If re-entry is not possible, move to the predetermined relocation area:
  - a. BRE - Kilowatt Community Center or YME Track Complex (weather permitting).
  - b. MS/HS - Granite Falls Lutheran Church or Football Field (weather permitting).

\* Cell phones should not be used by staff or students unless directed by administration.

## **Bomb/Terroristic Threat - Page 1 of 2**

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# Bomb Threat Checklist

Date: \_\_\_/\_\_\_/\_\_\_

Time: \_\_\_\_\_ a.m./p.m.

Your Name: \_\_\_\_\_

**Caller's Identity:** Male          Adult          Estimated Age: \_\_\_\_\_

Female          Juvenile

**Origin of call:** Local          Long Distance

Caller ID info: \_\_\_\_\_

## Caller's Voice (circle all that apply)

Calm	Stressed	Deep	Crying	Squeaky	Incoherent	Normal
Stutter	Disguised	Nasal	Loud	Raspy	Broken	Young
Giggling	Slow	Lisp	Soft	Slurred	Rapid	Middle Aged
Laughter	Distinct	Sincere	Angry	Drunken	Excited	Old

**Accent:** Local          Not Local          Foreign          Race or Region: \_\_\_\_\_

**Is the Voice Familiar?**          YES          NO          Who does it sound like? \_\_\_\_\_

## Background Noises (circle all that apply)

Voices	Airplanes	Street Noises	Vehicles	Music
Clear	Static	Animals	Trains	Factory Equipment
Horns	House Noises	Party	Quiet	Sirens
Motor	Phone Booth	PA System	Bells	Other: _____

# Bomb/Terroristic Threat – Checklist – Page 2 of 2

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## Lockdown With Intruder

Possible announcement “**This is (*Name of School Administrator*), (*Principal/Superintendent/Office Staff*), this is a Lockdown With Intruder. This is not a drill. Please proceed with your Lockdown With Intruder measures.**” More information will be provided as it becomes available.

**When implementing Lockdown With Intruder procedures:**

### STAFF

1. Direct all students, staff and visitors to the nearest classroom or secured area.
2. Assist those with special needs in getting to a classroom.
  - a. Close and lock all windows and doors.
3. Cover all windows adjacent to hallways. Do not cover windows adjacent to the outside.
4. If a fire alarm has been activated, do not evacuate **UNLESS fire or smoke is visible**.
  - a. DO NOT LEAVE for any reason, DO NOT OPEN THE DOOR for any reason.
5. Turn all of the lights off in the classroom.
6. Set any cellular telephones to silent; remind all occupants of the classroom.
7. Stay away from all doors and windows.
8. Staff and students should go to the most remote portion of the room so they are not visible from the door or hallway.
  - a. BE QUIET AND BE STILL (Nobody outside of the room should be able to determine whether or not people are actually in the room.)
9. Take attendance of all classroom occupants and record.
10. Wait for further instruction.
11. Remember to use your ALICE (**Alert, Lockdown, Inform, Counter, Evacuate**) training.

**Possible Official “All-Clear” Message:**

**“This is (*Name of School Administrator*), (*Principal/Superintendent/Office Staff*), our Lockdown With Intruder situation has now been taken care of. Please continue with your regular schedule.”**

Additional announcements may be made by administration. Follow instructions accordingly.



## **Lockdown - Shelter-In-Place**

Announce **“This is (*Name of School Administrator*), (*Principal/Superintendent/Office Staff*), this is a Shelter-In-Place lockdown. This is not a drill. Please proceed with your Shelter-In-Place lockdown measures.”**

### **When implementing Shelter-In-Place procedures:**

#### **STAFF**

1. Lock all exterior doors.
2. Keep students away from the windows. Do not cover exterior windows.
3. Continue classes.
  - a. Move on announcement only.
4. Take attendance of all classroom occupants and record.
5. Wait for further instructions.

#### **Official “All-Clear” Message:**

**“This is (*Name of School Administrator*), (*Principal/Superintendent/Office Staff*), our Shelter-in-Place situation has now been taken care of. Please continue with your regular schedule.”**

All other messages are to be considered false and should not be followed.

Additional announcements may be made by administration. Follow instructions accordingly.

\* Cell phones should not be used by staff or students unless directed by administration.

