

Yellow Medicine East ISD 2190 School Board Meeting Agenda



Monday, August 12, 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.

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 3
 1. Regular Business
 1. Approval of Meeting Minutes - July 15, 2019 4
 2. Approval of Payment for Claims 7
 3. Approval of Finance Report 21
 4. Enrollment Report 22
8. Reports
 1. District Report - Rich Schneider, Superintendent 24
 2. Bert Raney Elementary Report - Lisa Hansen, Principal 25
 3. YME MS/HS Report - Ryan Luft, Principal 32
 4. Celebrations 34
9. Old Business
10. New Business
 1. Personnel Items 35
 1. Leave Requests & Resignations
 1. Resignation/Retirement - MS/HS Administrative Assistant - Deb Beckler 37
 2. Resignation - Special Ed Paraprofessional - Molly Sparks 38

2. New Hires	
1. Employment - ELL Teacher - Cindy Lavin	
2. Employment - Food Service Director - Marlys Lacroix	
3. Employment - Junior High Volleyball Coach - Mary Grey	
4. Employment - Assistant Boys Basketball Coach - Logan DeBlieck	
5. Employment - Head Volleyball Coach - Alyssa Johnson	
6. Employment - Junior High Football Coach - Jeremy Corner	
7. Employment - Concession Stand Manager - Barb Torke	
8. Employment - MS/HS Secretary 1 - Krystle Enninga	
2. Set Board Meeting Dates for the 2019-2020 School Year	39
3. Approval of FACS Class Agreement with MRVED for 2019-2020	41
4. Resolution to Accept the Auxiliary Gymnasium Donation from Ron & Diane Fagen	46
5. Designate Rich Schneider, Superintendent, as an Identified Official with Authority (IOwA) and Denise Streich as the IOwA to add and remove names only for the MDE External User Access Recertification System	48
6. Construction Methods Class Agreement with Minnesota River Valley Career & Technical Education Collaborative	50
7. Tiny House/Fish House Class Agreement with Minnesota River Valley Career & Technical Education Collaborative	62
11. Policy Update	
1. 2nd Reading - Crisis Management Plan	74
12. Discussion Items	
13. Correspondence	
1. Request to Negotiate - YME Principals	135
14. Upcoming Events	
1. EMYME Negotiations - August 19, 2019 - 6:00 pm (pre-meeting at 5:15 pm)	
2. Staff Development Days - August 27-29, 2019	
3. Back to School Open House - August 28, 2019 - 5:00-7:00 pm	
4. First Day of the 2019-2020 School Year - September 3, 2019	
5. School Board Meeting - September 9, 2019 - 6:00 pm - YME Board Room	
6. Early Dismissal - Staff Development - September 11, 2019 - 2:30 pm	
15. Adjournment	

Yellow Medicine East, ISD 2190

BOARD OF EDUCATION - AGENDA ANALYSIS

AGENDA ITEM: 7.0
MEETING DATE: August 12, 2019
SUBJECT: Consent Agenda

BOARD ACTION:

Required X
Information
Scheduled Report

BACKGROUND/RATIONALE:

7.1.1 Approve July 15, 2019 Board Meeting Minutes

7.1.2 Approve Payment for Claims

7.1.3 Approve Finance Report

7.1.4 Enrollment Report

The enrollment is “very preliminary” and should not be used for much more than an approximation. We receive transfer and enrollment requests on a daily basis. The greatest impact I envision is the graduation of 54 seniors and the entrance of 39 kindergarten students which will be a negative enrollment trend. Other transfers into and out of the district will only have a slight impact. We are hoping that our kindergarten numbers rise by the start of the school year.

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, JULY 15, 2019 – 6:00 PM
YME BOARD ROOM**

Sharon Rupp called the meeting to order.

The Pledge of Allegiance was recited.

Roll Call of Board Members Present: Susan Bones, Jeremy Corner, Jeremy LeBlanc, Sharon Rupp

Board Members Excused: Amanda Lecy, Sonja Pederson, Ron Winter

Staff/Public Present: Deb Beckler, LeeAnn Boushek, Tim Knapper, Tammy Isfeld, Rich Schneider, Denise Streich

Motion by Jeremy Corner, second by Jeremy LeBlanc, and carried to approve the agenda for the meeting.

Jeremy Corner read the YME Mission Statement.

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

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

- minutes from the June 10, 2019 meeting.

- payment for claims with Citizens Alliance Bank checks for June 2019 numbered 22319-22340 in the amount of \$116,995.10, Granite Falls Bank checks for July 2019 numbered 18353-18453 in the amount of \$420,037.33, and wire transfers numbered 201800207-201800218 and 201900007-201900016 in the amount of \$492,575.21.

- finance report, as submitted.

- designate per diem amounts for the members of the Board of Education as follows:

All Members	\$40 per meeting
Board Chair	\$100 per year
Clerk	\$100 per year
Treasurer	\$25 per year

- resolution to hold meetings and conduct school on Columbus Day - October 14, 2019.

- authorize financial procedures and personnel for the 2019-2020 as follows: 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 return possible.

- authorize facsimile use of board signatures for board checks and payroll checks in 2019-2020.

- designate the law firms of Rupp, Anderson, Squires and Waldspurger, P.A. -Kevin Rupp; and Holmstrom & Kvam - Spencer Kvam as legal council for 2019-2020 and to authorize the superintendent and board chair to contact them as needed.

- designate depositories for 2019-2020 as follows: F & M Bank of Clarkfield for payroll checks; Granite Falls Bank of Granite Falls for the board account and administrative account; Minnesota School District Liquid Asset Fund to receive state aid and levy revenues; and to authorize the Granite Falls Bank of Granite Falls to provide electronic fund transfers to allow for payroll direct deposit services.

- designate the YME website - www.isd2190.org - as the official publication site.

- designate the Advocate Tribune as the official newspaper.

Superintendent Schneider reviewed his written report.

Motion by Jeremy Leblanc, second by Jeremy Corner, and carried to approve the eLearning Day Proposal for 2019-2020, as presented.

Motion by Jeremy Corner, second by Susan Bones, and carried to accept the resignation of Denine Rutledge, MS/HS Media Center Paraprofessional.

Motion by Jeremy Corner, second by Susan Bones, and carried to approve the employment of Julie Poff, Bert Raney Elementary Administrative Assistant.

Motion by Jeremy Corner, second by Susan Bones, and carried to approve the employment of Krishana Dempsy, Musical Director.

Motion by Jeremy Corner, second by Susan Bones, and carried to approve the employment of Tammy Isfeld, Yearbook Advisor.

Motion by Jeremy Corner, second by Susan Bones, and carried to approve the employment of Ryan Schultz, Assistant Football Coach.

Motion by Jeremy Corner, second by Susan Bones, and carried to accept the bid received from Pan-O-Gold Baking Company to provide bread and bread products for the 2019-2020 school year.

Motion by Jeremy Corner, second by Susan Bones, and carried to accept the bid received from Deans Foods to provide milk and milk products for the 2019-2020 school year.

Motion by Susan Bones, second by Jeremy Corner and carried to designate Rich Schneider and Denise Streich as Identified Officials with Authority (IOwA) for the MDE External User Access Recertification System for the 2019-2020 school year.

Motion by Susan Bones, second by Jeremy LeBlanc, and carried to approve the long-term facility maintenance ten-year revenue and expenditure plan.

Motion by Sharon Rupp, second by Susan Bones, and carried to adopt a resolution to accept the auxiliary gym donation from Ron & Diane Fagen.

Motion by Jeremy Corner, second by Jeremy LeBlanc, and carried to adopt a resolution moving student activities from not under board control to under board control, pursuant to M.S. 123B.49, effective July 1, 2019.

Motion by Susan Bones, second by Jeremy Corner, and carried to approve transfer of \$66,209 in OPEB funds for FY 2018-2019 from the OPEB Trust Fund to the following funds, for implicit expenses, as follows:

General Fund	\$62,490
Food Service Fund	\$1,763
Community Education Fund	\$1,776
TOTAL	\$66,029

Motion by Susan Bones, second by Jeremy Corner, and carried to recognize donations and grants received during 2018-2019, as presented.

Motion by Jeremy Corner, second by Susan Bones, and carried to approve the start/end times for the school day as follows:

Bert Raney Elementary - Start: 8:15 am, Dismissal: 3:00 pm
YME MS/HS - Start: 8:15 am, Dismissal: 3:04 pm

Motion by Jeremy Corner, second by Jeremy LeBlanc, and carried to declare the athletic fields in Clarkfield (Property Identification # 32-004-3050) as surplus and authorize the superintendent to sell.

The first reading of the YME Emergency Action Plan and the YME Crisis Response Plan - Flip Chart was held.

Upcoming Events

Negotiations Committee Meeting - July 22, 2019 - Fireplace Room & Board Room - 5:15 pm

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

Board Meeting - August 12, 2019 - Board Room - 6:00 pm

The meeting was adjourned by Sharon Rupp.

Susan Bones, Board Clerk

Tara Miller, Notary Public

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
18465	ADVOCATE TRIBUNE	08/12/2019	1040350630		0	1,027.75	1,120.15
01 E 005 010 000 000 380				BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000		1,027.75	
			1191780630		0	92.40	
01 E 005 010 000 000 380				BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000		92.40	
18466	CITY OF CLARKFIELD	08/12/2019	2018-19	FY19 POOL	0	38,858.35	38,858.35
04 E 500 560 000 321 305				EXPENSES RECREATION-SWIM POOL/COMMUNITY EDUCATION/PROFESSIONAL F		38,858.35	
18467	CITY OF GRANITE FALLS	08/12/2019	10	SUMMER REC REV-	0	2,528.58	2,528.58
04 E 500 505 000 321 450				EXP. COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA		2,528.58	
18468	MUSIC STREET	08/12/2019	1		0	2,515.00	2,515.00
01 E 300 258 233 000 350				MUSIC/000/REPAIRS AND MAINTENANCE SVCS/INSTRUMENTAL MUS		2,515.00	
18469	RUPP, ANDERSON, SQUIRES & WALDS	08/12/2019	9287	LEGAL	0	237.00	237.00
01 E 005 110 179 000 305				ACCOUNTING OFFICE/000/PROFESSIONAL FEES/FAGEN \$		237.00	
18470	SOUTHERN PLAINS ED. COOP	08/12/2019	JUNE	FY19 TUITION	0	160.00	160.00
01 E 998 211 000 000 390				SECONDARY EDUCATION GENERAL/000/TUITION TO OTH MN SCH D		160.00	
18471	YME SCHOOLS-ADM	08/12/2019	14747	CENEX	0	409.45	409.45
01 E 005 810 193 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/CAR EXPENSES		409.45	
			7	Computer		Check(s) For a Total of	45,828.53

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
7	Computer	Checks For a Total of	45,828.53
Total For	7	Manual, Wire Tran, ACH & Computer Checks	45,828.53
Less	0	Voided Checks For a Total of	0.00
		Net Amount	45,828.53

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	4,441.60	4,441.60
04	COMMUNITY SERVICE	0.00	0.00	41,386.93	41,386.93

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
18472	ADVOCATE TRIBUNE	08/12/2019	1	fall brochures	0	1,406.39	1,498.79
04 E 500 505 000 321 380				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/PRINTIN		1,406.39	
			11	BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000	0	92.40	92.40
01 E 005 010 000 000 380							
18473	ALMICH'S MARKET	08/12/2019	1	ECFE	0	60.00	243.33
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		60.00	60.00
			2	FFA	0	183.33	183.33
01 E 300 298 501 301 899				EXTRACURRICULAR ACTIVITIES/STUDENT ACTIVITY '20/MISCELL			
18474	AMAZON CAPITAL SERVICES	08/12/2019	14TV-9G9X-TDJK		0	138.94	372.40
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		138.94	
				199W-Y3T4-XPk9	0	18.75	18.75
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/000			
				1CCQ-RF7K-1QWF	0	68.99	68.99
01 E 100 050 000 302 555				PRINCIPAL'S OFFICE/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/			
				1k93-1lly-htq9	0	31.88	31.88
04 E 500 580 000 325 430				EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E			
				1QCN-996D-MQQN	0	44.85	44.85
01 E 350 211 000 000 899				SECONDARY EDUCATION GENERAL/000/MISCELLANEOUS EXPENSE/0			
				22	0	68.99	68.99
01 E 300 050 000 302 555				PRINCIPAL'S OFFICE/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/			
18475	AMERICAN WELDING AND GAS, INC.	08/12/2019	1	5 year lease	0	769.95	769.95
01 E 300 301 501 830 433				acetylene			
				CTE- AG EDUCATION/VOCATIONAL PROGRAMS/INDIVIDUAL INST S		769.95	
18476	AUS FLOORS & MORE INC.	08/12/2019	21794	STAFF BATHROOM	0	4,223.22	10,025.49
01 E 005 865 000 379 520				WALLS			
				LONG TERM FACILITY MAINT./INTERIOR SURFACES LTFM/BUILDI		4,223.22	
				21807	0	5,802.27	5,802.27
01 E 005 865 000 379 520				30'S BLDG TILE			
				ROOMS 257 & 255			
				LONG TERM FACILITY MAINT./INTERIOR SURFACES LTFM/BUILDI		5,802.27	
18477	BACKES TECHNOLOGY SERVICES	08/12/2019	17856	MAIN DOORS @	0	237.50	237.50
01 E 005 810 000 000 350				MS/HS & BRE			
				REPAIR			
				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		237.50	
18478	BENNETT & BENNETT INC.	08/12/2019	1	DANCE - SWIMMING	0	226.06	3,845.77
01 E 300 296 228 301 360				GIRLS ATHLETICS/STUDENT ACTIVITY '20/TRANSPORTATION CON		226.06	
				2	0	839.39	839.39
01 E 300 298 501 301 360				EXTRACURRICULAR ACTIVITIES/STUDENT ACTIVITY '20/TRANSP			
				3	0	378.99	378.99
01 E 005 760 000 714 360				STEAM- TO CANBY			
				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		378.99	
				4	0	1,260.00	1,260.00
01 E 005 760 000 714 360				SUMMER SCHOOL			
				SHUTTLE			
				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		1,260.00	
				5	0	1,111.33	1,111.33
01 E 005 760 000 714 360				SUMMER SCHOOL MID			
				DAY SHUTTLE			
				PUPIL TRANSPORTATION/INTEGRATION BUSSING/TRANSPORTATION		1,111.33	
				6	0	30.00	30.00
01 E 300 258 233 000 370				BAND TRAILER			
				MUSIC/000/RENTALS AND LEASES/INSTRUMENTAL MUSIC		30.00	
18479	BLICK ART MATERIALS	08/12/2019	1915060		0	482.79	965.57
01 E 300 212 000 000 430				ART/000/SUPPLIES/000		482.79	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 350 212 000 000 430			1915060-	ART/000/SUPPLIES/000	0	482.78	482.78
18480 BORCH'S INC.		08/12/2019	22	GILRS UNIFORMS	0	357.00	714.00
01 E 300 296 227 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/UNIFORMS		357.00	
01 E 300 294 227 000 401			AAU003663-AUO	BOYS UNIFORMS	0	357.00	357.00
				BOYS ATHLETICS/000/GENERAL SUPPLIES/UNIFORMS			
18481 MARJ BOTTGE		08/12/2019	1	SR CENTER	0	13.89	13.89
04 E 500 590 000 321 401				OTHER COMMUNITY SERVICES/COMMUNITY EDUCATION/GENERAL SU		13.89	
18482 CANON FINANCIAL SERVICES		08/12/2019	1	COPIER LEASE	0	68.25	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			2	COPIER LEASE	0	307.11	307.11
				ELEMENTARY GENERAL ED./CAPITAL OUTLAY/CAPITAL LEASE PRI			
01 E 300 211 290 302 580			3	COPIER LEASE	0	175.48	175.48
				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS			
01 E 350 211 290 302 580			4	COPIER LEASE	0	131.62	131.62
				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/CAPITAL LEAS			
18483 CENEX CREDIT CARD		08/12/2019	1		0	309.61	463.63
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/OUTSIDE MAINTEN		309.61	
01 E 005 810 193 000 442			2		0	154.02	154.02
				OPERATIONS AND MAINTENANCE/000/GAS & OIL/CAR EXPENSES			
18484 Vendor Continued Void		08/12/2019					0.00
18485 CITIZENS ALLIANCE BANK		08/12/2019	1	NATL FFA	0	61.00	4,294.86
01 E 300 298 501 301 899				EXTRACURRICULAR ACTIVITIES/STUDENT ACTIVITY '20/MISCELL		61.00	
01 E 005 810 000 302 530			10	ROCK AUTO - CORE RETURN	0	-325.00	-325.00
				OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/EQUIPMENT PUR			
01 E 300 399 149 000 433			11	ADOBE- CREATIVE CLOUD	0	21.36	21.36
				VOCATIONAL GENERAL/000/INDIVIDUAL INST SUPPLIES/MISCELL			
01 E 350 203 000 000 430			12	WHOOOS READING	0	150.00	150.00
				ELEMENTARY GENERAL ED./000/SUPPLIES/000			
01 E 300 292 000 000 405			2	HUDL	0	200.00	200.00
				BOYS/GIRLS ATHLETICS/000/SOFTWARE ETC/000			
01 E 300 292 000 000 820			25	REGISTER.CORDONCO-MSHSCA	0	37.50	37.50
				BOYS/GIRLS ATHLETICS/000/DUES & MEMBERSHIPS/000			
01 E 300 296 213 000 401			3	HUDL	0	250.00	250.00
				GIRLS ATHLETICS/000/GENERAL SUPPLIES/BASKETBALL			
01 E 300 399 149 000 530			4	BEST BUY- BACK PACK	0	99.95	99.95
				VOCATIONAL GENERAL/000/EQUIPMENT PURCHASES/MISCELLANEOU			
01 E 300 211 000 302 556			5	SAMS CLUB - 4TVS	0	1,501.48	1,501.48
				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/INSTRUCTIONA			
01 E 300 399 149 000 530			6	dji	0	2,067.20	2,067.20
				VOCATIONAL GENERAL/000/EQUIPMENT PURCHASES/MISCELLANEOU			
04 E 500 505 000 321 450			7	SOFTBALL SAVINGS	0	59.90	59.90
				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/MATERIA			
			8	RESZEL.BIZ DOMAIN RENEWAL	0	141.93	141.93

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 005 630 199 000 405				TECHNOLOGY INSTRUCTIONAL/000/SOFTWARE ETC/TECHNOLOGY		141.93	
			9	SAMS CLUB-ts	0	29.54	
01 E 350 790 379 000 430				OTHER PUPIL SUPPORT SERVICES/000/SUPPLIES/TARGETED SERV		29.54	
18486	Vendor Continued Void	08/12/2019					0.00
18487	CITY OF GRANITE FALLS	08/12/2019	1	BR WATER	0	695.04	21,048.54
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W		695.04	
			2	BR ELEC	0	5,614.05	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		5,614.05	
			3	HS WATER-SEWER	0	1,544.67	
01 E 005 810 183 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/SEWER-W		1,544.67	
			4	HS ELECTRICITY	0	12,834.60	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		12,834.60	
			5	TRACK	0	28.26	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		28.26	
			7	PARKING LOT	0	93.33	
01 E 005 810 184 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/ELECTRI		93.33	
			8	OM	0	238.59	
01 E 005 810 191 000 330				OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/OUTSIDE		238.59	
18488	CITY OF GRANITE FALLS	08/12/2019	100	SRO	0	5,674.04	5,674.04
01 E 005 790 600 342 305				OTHER PUPIL SUPPORT SERVICES/SAFE SCHOOLS/PROFESSIONAL		2,666.67	
01 E 005 790 600 000 305				OTHER PUPIL SUPPORT SERVICES/000/PROFESSIONAL FEES/SCHO		3,007.37	
18489	CITY OF GRANITE FALLS	08/12/2019	10000	2019 FORD PICKUP	0	1,815.39	1,815.39
				FEES & SALES TAX			
01 E 005 810 000 302 550				OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/VEHICLES PURC		1,815.39	
18490	CONSUMERS COOPERATIVE OIL CO.	08/12/2019	1		0	96.64	96.64
01 E 005 810 191 000 442				OPERATIONS AND MAINTENANCE/000/GAS & OIL/OUTSIDE MAINT		96.64	
18491	COOPERATIVE PURCHASING CONNECT	08/12/2019	90200	PAPER	0	4,620.50	4,620.50
01 E 005 020 000 000 401				SUPERINTENDENT'S OFFICE/000/GENERAL SUPPLIES/000		300.00	
01 E 300 211 000 000 430				SECONDARY EDUCATION GENERAL/000/SUPPLIES/000		1,045.00	
02 E 005 770 000 701 401				FOOD SERVICES/SCHOOL LUNCH/GENERAL SUPPLIES/000		100.00	
04 E 500 505 000 321 401				COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/GENERAL		200.00	
01 E 350 211 000 000 430				SECONDARY EDUCATION GENERAL/000/SUPPLIES/000		865.25	
01 E 300 292 000 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/000		200.00	
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		1,910.25	
18492	DAVE'S ELECTRIC CO	08/12/2019	153492	DRILL/BITS	0	125.98	125.98
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		125.98	
18493	DISCOUNT SCHOOL SUPPLY	08/12/2019	W37804210101		10020017	314.42	314.42
04 E 500 582 000 344 430				LEARNING READINESS/LEARNING READINESS/SUPPLIES/000		314.42	
18494	EMC INSURANCE COMPANIES	08/12/2019	1	PROPERTY/WORK	0	10,952.96	10,952.96
				COMP INSURANCE			
01 E 005 940 000 000 340				PROPERTY AND OTHER INSURANCE/000/INSURANCE/000		10,952.96	
18495	ESPECIAL NEEDS	08/12/2019	234933	SWING	0	2,707.95	2,707.95
01 E 100 411 000 619 533				AUTISTIC/FED 94142 SPEC ED/SPECIAL ED EQUIPMENT/000		2,707.95	
18496	FARMERS UNION OIL CO.	08/12/2019	1		0	60.43	57.43
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		60.43	
			2	DISCOUNT	0	-3.00	
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		-3.00	
18497	FIREFLY COMPUTERS	08/12/2019	164279	SLEEVES	0	7,016.10	7,016.10
01 E 300 211 000 302 556				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/INSTRUCTIONA		7,016.10	
18498	FOLLETT SCHOOL SOLUTIONS	08/12/2019	2408711A	MYTHOLOGY & YOU	0	254.00	400.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		254.00	
			2408711A-	THE ODYSSEY	0	146.40	
01 E 300 211 000 302 560				SECONDARY EDUCATION GENERAL/CAPITAL OUTLAY/TEXTBOOK/LIB		146.40	
18499 GRANITE FALLS AUTO PARTS		08/12/2019	1	AUTO	0	96.61	96.61
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/CAR EXP		96.61	
18500 GRANITE HARDWARE		08/12/2019	1	OM	0	150.36	1,169.30
01 E 005 810 191 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT		150.36	
			2	AUTOS	0	31.93	
01 E 005 810 193 000 401				OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/CAR EXP		31.93	
			3	PAINT ETC LTFM	0	974.03	
01 E 005 865 000 379 401				LONG TERM FACILITY MAINT./INTERIOR SURFACES LTFM/GENERA		974.03	
			4	SUMMER STEAM	0	12.98	
01 E 005 790 000 318 430				OTHER PUPIL SUPPORT SERVICES/INTER DIST COOPERATION/SUP		12.98	
18501 GREAT PLAINS NATURAL GAS CO		08/12/2019	1	BRE	0	152.25	649.48
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000		152.25	
			10	BRE	0	69.18	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000		69.18	
			2	HIGH SCHOOL	0	403.90	
01 E 005 810 000 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/000		403.90	
			3	MAINT.	0	24.15	
01 E 005 810 191 000 440				OPERATIONS AND MAINTENANCE/000/FUEL FOR BUILDINGS/OUTSI		24.15	
18502 GREY, MARY		08/12/2019	1	ECFE	0	23.82	23.82
04 E 500 582 000 337 430				LEARNING READINESS/ECFE SCHOLARSHIPS/SUPPLIES/000		23.82	
18503 HANSEN, LISA		08/12/2019	1		0	10.00	55.18
01 E 100 620 000 000 401				EDUCATIONAL MEDIA/LIBRARY/000/GENERAL SUPPLIES/000		10.00	
			2	SUPPLIES	0	45.18	
01 E 100 203 400 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5		45.18	
18504 HEINEMANN PUBLISHING		08/12/2019	7092005	TAKE HOME BAGS	0	64.00	64.00
01 E 100 203 400 000 433				ELEMENTARY GENERAL ED./000/INDIVIDUAL INST SUPPLIES/GRA		64.00	
18505 HILLYARD/HUTCHINSON		08/12/2019	603501778		0	3,381.70	4,046.80
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		3,381.70	
			603508867		0	665.10	
01 E 005 810 000 000 410				OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		665.10	
18506 INK SPOT		08/12/2019	1	envelopes	0	147.00	147.00
01 E 100 203 000 000 430				ELEMENTARY GENERAL ED./000/SUPPLIES/000		147.00	
18507 INNOVATIVE OFFICE SOLUTIONS LL		08/12/2019	50-2625187		0	189.21	189.21
01 E 300 211 000 000 433				SECONDARY EDUCATION GENERAL/000/INDIVIDUAL INST SUPPLIE		189.21	
18508 ISCORP		08/12/2019	1	SKYWARD FINANCE	0	195.50	195.50
01 E 005 110 000 000 350				ACCOUNTING OFFICE/000/REPAIRS AND MAINTENANCE SVCS/000		195.50	
18509 JIM'S CLOTHING & SPORTING GOOD		08/12/2019	119279	FOOTBALL	0	635.00	635.00
01 E 300 294 211 301 899				BOYS ATHLETICS/STUDENT ACTIVITY '20/MISCELLANEOUS EXPEN		635.00	
18510 LAKESHORE LEARNING MATERIALS		08/12/2019	4019360719		0	171.96	171.96
01 E 100 201 000 000 433				KINDERGARTEN/000/INDIVIDUAL INST SUPPLIES/000		171.96	
18511 LEE'S AUTO & DIESEL INC.		08/12/2019	41887	TRANSMISSION 02	0	1,066.41	1,066.41
				PICKUP FORD			
01 E 005 810 193 000 350				OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE		1,066.41	
18512 Vendor Continued Void		08/12/2019					0.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
18513	LOFFLER	08/12/2019	250144	bre book room	0	3.96	131.85
01 E 100 203 290 000 350				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS		3.96	
01 E 300 211 290 000 350			250145	ms/hs lib	0	4.12	4.12
				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE			
01 E 005 020 290 000 350			250148	do	0	60.99	60.99
				SUPERINTENDENT'S OFFICE/000/REPAIRS AND MAINTENANCE SVC			
01 E 300 211 290 000 350			250149	ms/hs office	0	26.75	26.75
				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE			
01 E 300 211 290 000 350			250150	ms/hs sped room	0	1.50	1.50
				SECONDARY EDUCATION GENERAL/000/REPAIRS AND MAINTENANCE			
01 E 100 203 290 000 350			250156	bre office	0	29.17	29.17
				ELEMENTARY GENERAL ED./000/REPAIRS AND MAINTENANCE SVCS			
01 E 300 257 290 000 430			3166839		250155	5.36	5.36
				COMPUTER TECHNOLOGY/000/SUPPLIES/FOR COPIERS			
18514	MACKIN ED RESOURCES	08/12/2019	589312		0	102.28	328.75
01 E 100 203 162 000 530				ELEMENTARY GENERAL ED./000/EQUIPMENT PURCHASES/ESTATE D		102.28	
01 E 100 203 162 000 530			591330		0	226.47	226.47
				ELEMENTARY GENERAL ED./000/EQUIPMENT PURCHASES/ESTATE D			
18515	MARSHALL INDEPENDENT	08/12/2019	1	ads	0	156.00	156.00
01 E 005 010 000 000 380				BOARD OF EDUCATION/000/PRINTING/ADVERTISING/000		156.00	
18516	MCCROSSAN BOYS RANCH	08/12/2019	13504	TUITION JULY 2019	0	1,549.80	1,549.80
01 E 998 211 000 000 392				SECONDARY EDUCATION GENERAL/000/OUT OF STATE TUITION/00		1,549.80	
18517	MEDCO SUPPLY COMPANY	08/12/2019	IN91630452	TAPING STATION	0	3,512.23	3,512.23
01 L 230 20				GENERAL FUND/DEFERRED REVENUE/ACTIVITIES/ATHLETIC (COKE		3,512.23	
18518	MIDWAY FORD COMMERCIAL FLEET &	08/12/2019	EF81660	2019 FORD F250	0	27,159.84	27,159.84
01 E 005 810 000 302 550				OPERATIONS AND MAINTENANCE/CAPITAL OUTLAY/VEHICLES PURC		27,159.84	
18519	MILLER, TARA	08/12/2019	1	403B	0	26.70	26.70
01 E 005 110 000 000 366				MTG.-MARSHALL ACCOUNTING OFFICE/000/TRAVEL-SCHOOL BUSINESS/000		26.70	
18520	MINNESOTA ELEVATOR TOTAL ELEVA	08/12/2019	813624	INSPECTION	0	374.53	374.53
01 E 005 865 000 347 305				LONG TERM FACILITY MAINT./PHYSICAL HAZARD CONTROL/PROFE		374.53	
18521	MINNESOTA HISTORICAL SOCIETY	08/12/2019	2092	6TH GRADE	0	3,824.95	3,824.95
01 E 350 203 000 302 506				NORTHERN LIGHTS SUB. ELEMENTARY GENERAL ED./CAPITAL OUTLAY/INST SOFTWARE/000		3,824.95	
18522	MSHSL	08/12/2019	35130	DUES- SEE ATTACHED LIST	0	2,090.00	2,090.00
01 E 300 292 000 000 899				BOYS/GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/000		110.00	
01 E 300 292 219 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/TRACK		220.00	
01 E 300 292 225 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/GOLF		220.00	
01 E 300 292 226 000 401				BOYS/GIRLS ATHLETICS/000/GENERAL SUPPLIES/CROSS COUNTRY		220.00	
01 E 300 294 211 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/FOOTBALL		110.00	
01 E 300 294 213 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/BASKETBALL		110.00	
01 E 300 294 215 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/BASEBALL		110.00	
01 E 300 294 221 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/WRESTLING		110.00	
01 E 300 294 224 000 401				BOYS ATHLETICS/000/GENERAL SUPPLIES/TENNIS		110.00	
01 E 300 296 209 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/VOLLEYBALL		110.00	
01 E 300 296 210 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/SOFTBALL		110.00	
01 E 300 296 213 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/BASKETBALL		110.00	
01 E 300 296 224 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/TENNIS		110.00	
01 E 300 296 228 000 401				GIRLS ATHLETICS/000/GENERAL SUPPLIES/DANCELINE		110.00	
01 E 300 298 233 000 401				EXTRACURRICULAR ACTIVITIES/000/GENERAL SUPPLIES/INSTRUM		110.00	
01 E 300 298 237 000 401				EXTRACURRICULAR ACTIVITIES/000/GENERAL SUPPLIES/ONE ACT		110.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
18523	MTI DISTRIBUTING INC. 01 E 005 810 191 000 410	08/12/2019	1222889-00	BLADE OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT	0	69.62 69.62	69.62
18524	MVCC 01 E 005 420 978 740 396	08/12/2019	20-02	19-20 SPED SERVICES SPECIAL EDUCATIONAL GENERAL/STATE FUNDED SPECIAL ED/DUE	0	137,330.21 137,330.21	137,330.21
18525	NASCO 01 E 300 331 000 830 433	08/12/2019	479023	CTE- FAMILY LIFE SCIENCE/VOCATIONAL PROGRAMS/INDIVIDUAL	0	175.63 175.63	175.63
18526	OLSON SANITATION INC. 01 E 005 810 000 000 330	08/12/2019	1	OPERATIONS AND MAINTENANCE/000/UTILITY SERVICES/000	0	526.50 526.50	526.50
18527	PAAPE ENERGY INC. 01 E 005 810 000 000 350	08/12/2019	6776	REPAIR OPERATIONS AND MAINTENANCE/000/REPAIRS AND MAINTENANCE	0	95.00 95.00	95.00
18528	PIONEER MFG. CO. 01 E 300 292 000 000 899	08/12/2019	25064	TENNIS COURTS REPAIR BOYS/GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/000	0	480.80 480.80	4,027.80
01 E 005 810 191 000 410			726237	STRIPING OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT	0	3,243.00 3,243.00	
01 E 300 292 000 000 899			727663	" BOYS/GIRLS ATHLETICS/000/MISCELLANEOUS EXPENSE/000	0	304.00 304.00	
18529	RON POOLER 01 E 005 810 126 000 401	08/12/2019	1	shoes per contract OPERATIONS AND MAINTENANCE/000/GENERAL SUPPLIES/DRESS P	0	115.00 115.00	115.00
18530	REALLY GOOD STUFF 01 E 100 203 400 000 430	08/12/2019	6941260	ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5	0	162.30 162.30	162.30
18531	RIDDELL/ALL AMERICAN SPORTS CO 01 L 230 20	08/12/2019	950845453	GENERAL FUND/DEFERRED REVENUE/ACTIVITIES/ATHLETIC (COKE	0	1,460.16 1,460.16	1,262.16
01 L 230 20			950871759	CREDIT GENERAL FUND/DEFERRED REVENUE/ACTIVITIES/ATHLETIC (COKE	0	-198.00 -198.00	
18532	RTS 01 E 005 810 000 000 320	08/12/2019	1	OPERATIONS AND MAINTENANCE/000/COMMUNICATIONAL SERVICES	0	32.29 32.29	32.29
18533	RICHARD A SCHNEIDER 01 E 005 810 191 000 410	08/12/2019	1	outside plants OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/OUT	0	184.64 184.64	184.64
18534	SCHOLASTIC INC 01 E 100 203 400 000 430	08/12/2019	m6795139	ELEMENTARY GENERAL ED./000/SUPPLIES/GRADES 1-5	0	284.63 284.63	333.64
01 E 100 203 400 000 433			m6795139-	ELEMENTARY GENERAL ED./000/INDIVIDUAL INST SUPPLIES/GRA	0	49.01 49.01	
18535	SPECIAL SYSTEMS INC. 01 E 005 865 000 363 305	08/12/2019	32955	HS MONITORING LONG TERM FACILITY MAINT./FIRE SAFETY/PROFESSIONAL FEES	0	325.00 325.00	325.00
18536	SUSSNER CONSTRUCTION, INC. 01 E 005 850 000 302 522	08/12/2019	19058-0719	GUARDRAILS- PARTIAL FACILITIES/CAPITAL OUTLAY/BUILDING IMPROVEMENTS/000	0	20,000.00 20,000.00	20,000.00
18537	SW/WC SERVICE COOP - MARSHALL 01 E 005 810 193 000 305	08/12/2019	61483	type III training OPERATIONS AND MAINTENANCE/000/PROFESSIONAL FEES/CAR EX	0	48.00 48.00	2,872.46
01 E 100 050 000 302 555			61653	dell monitors PRINCIPAL'S OFFICE/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	0	1,412.23 1,412.23	
01 E 300 050 000 302 555			61653-	PRINCIPAL'S OFFICE/CAPITAL OUTLAY/TECHNOLOGY EQUIPMENT/	0	1,412.23 1,412.23	
18538	THE WRITE ADVANTAGE 01 E 005 010 000 000 305	08/12/2019	1370	COMMUNICATION STRATEGIES BOARD OF EDUCATION/000/PROFESSIONAL FEES/000	0	1,750.00 1,750.00	1,750.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount		
18539	TYNDALE CO.	08/12/2019	47709	calendar	0	201.11	201.11		
01 E	005 020 000 000 401			SUPERINTENDENT'S OFFICE/000/GENERAL SUPPLIES/000		18.28			
01 E	100 203 000 000 899			ELEMENTARY GENERAL ED./000/MISCELLANEOUS EXPENSE/000		100.55			
01 E	300 211 000 000 430			SECONDARY EDUCATION GENERAL/000/SUPPLIES/000		41.14			
01 E	350 211 000 000 430			SECONDARY EDUCATION GENERAL/000/SUPPLIES/000		41.14			
18540	VARSITY ATHLETIC APPAREL, INC	08/12/2019	22726	patches	0	783.50	783.50		
01 E	300 298 000 000 899			EXTRACURRICULAR ACTIVITIES/000/MISCELLANEOUS EXPENSE/00		783.50			
18541	WABASSO PUBLIC SCHOOL	08/12/2019	1	2019 district fb	0	100.00	100.00		
				fee					
01 E	300 294 211 000 899			BOYS ATHLETICS/000/MISCELLANEOUS EXPENSE/FOOTBALL		100.00			
18542	WEST CENTRAL CONFERENCE	08/12/2019	19-20	19-20 girls	0	150.00	300.00		
				tennis dues					
01 E	300 292 000 000 820			BOYS/GIRLS ATHLETICS/000/DUES & MEMBERSHIPS/000		150.00			
				19-20-					
				19-20 boys tennis	0	150.00			
				dues					
01 E	300 292 000 000 820			BOYS/GIRLS ATHLETICS/000/DUES & MEMBERSHIPS/000		150.00			
18543	XCEL ENERGY	08/12/2019	1		0	12.46	20.64		
04 E	500 560 000 321 330			RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC		12.46			
				2	0	8.18			
04 E	500 560 000 321 330			RECREATION-SWIM POOL/COMMUNITY EDUCATION/UTILITY SERVIC		8.18			
18544	YME SCHOOLS-ADM	08/12/2019	14745	J. GOLDBERG	0	100.00	2,010.07		
01 E	300 296 209 301 899			GIRLS ATHLETICS/STUDENT ACTIVITY '20/MISCELLANEOUS EXPE		100.00			
				14746	DQ	0	50.00		
04 E	500 580 000 325 430			EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		50.00			
				14748	DQ	0	50.00		
04 E	500 580 000 325 430			EARLY CHILDHOOD AND FAM ED/EARLY CHILDHOOD AND FAMILY E		50.00			
				14751	POSTMASTER	0	341.00		
04 E	500 505 000 321 329			COMMUNITY EDUCATION GENERAL/COMMUNITY EDUCATION/POSTAGE		341.00			
				14752	MIDWEST	0	1,469.07		
				VOLLEYBALL					
				WAREHOUSE					
01 E	300 296 209 301 899			GIRLS ATHLETICS/STUDENT ACTIVITY '20/MISCELLANEOUS EXPE		1,469.07			
18545	ZEP MANUFACTURING CO	08/12/2019	9004389942		0	1,115.99	1,115.99		
01 E	005 810 000 000 410			OPERATIONS AND MAINTENANCE/000/CUST/REPAIR SUPPLIES/000		1,115.99			
						74	Computer	Check(s) For a Total of	300,416.47

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
74	Computer	Checks For a Total of	300,416.47
Total For	74	Manual, Wire Tran, ACH & Computer Checks	300,416.47
Less	0	Voided Checks For a Total of	0.00
		Net Amount	300,416.47

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	4,774.39	0.00	292,970.14	297,744.53
02	FOOD SERVICE	0.00	0.00	100.00	100.00
04	COMMUNITY SERVICE	0.00	0.00	2,571.94	2,571.94

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
18454	AMERICAN FAMILY LIFE ASSURANCE	07/23/2019	327.58
18455	AMERITAS LIFE INSURANCE CORP.	07/23/2019	402.48
18457	DELTA DENTAL	07/23/2019	5,167.05
18458	DEPT OF TREASURY	07/23/2019	377.62
18459	HOERNEMANN, CHELSEA	07/23/2019	70.00
18461	MADISON NATIONAL LIFE	07/23/2019	1,739.29
18462	154200 NCPERS GROUP LIFE INS	07/23/2019	64.00
18463	SCHULTE, TREVOR	07/23/2019	400.00
18464	SELECT ACCOUNT	07/23/2019	4,455.90
18465	ADVOCATE TRIBUNE	08/12/2019	1,120.15
18466	CITY OF CLARKFIELD	08/12/2019	38,858.35
18467	CITY OF GRANITE FALLS	08/12/2019	2,528.58
18468	MUSIC STREET	08/12/2019	2,515.00
18469	RUPP,ANDERSON, SQUIRES & WALDSPURGER, P.A.	08/12/2019	237.00
18470	SOUTHERN PLAINS ED. COOP	08/12/2019	160.00
18471	YME SCHOOLS-ADM	08/12/2019	409.45
18472	ADVOCATE TRIBUNE	08/12/2019	1,498.79
18473	ALMICH'S MARKET	08/12/2019	243.33
18474	AMAZON CAPITAL SERVICES	08/12/2019	372.40
18475	AMERICAN WELDING AND GAS, INC.	08/12/2019	769.95
18476	AUS FLOORS & MORE INC.	08/12/2019	10,025.49
18477	BACKES TECHNOLOGY SERVICES	08/12/2019	237.50
18478	BENNETT & BENNETT INC.	08/12/2019	3,845.77
18479	BLICK ART MATERIALS	08/12/2019	965.57
18480	BORCH'S INC.	08/12/2019	714.00
18481	BOTTGE, MARJ	08/12/2019	13.89
18482	CANON FINANCIAL SERVICES	08/12/2019	682.46
18483	CENEX CREDIT CARD	08/12/2019	463.63
18485	CITIZENS ALLIANCE BANK	08/12/2019	4,294.86
18487	CITY OF GRANITE FALLS	08/12/2019	21,048.54
18488	CITY OF GRANITE FALLS	08/12/2019	5,674.04
18489	CITY OF GRANITE FALLS	08/12/2019	1,815.39
18490	CONSUMERS COOPERATIVE OIL CO.	08/12/2019	96.64
18491	COOPERATIVE PURCHASING CONNECTION	08/12/2019	4,620.50
18492	DAVE'S ELECTRIC CO	08/12/2019	125.98
18493	DISCOUNT SCHOOL SUPPLY	08/12/2019	314.42
18494	EMC INSURANCE COMPANIES	08/12/2019	10,952.96
18495	ESPECIAL NEEDS	08/12/2019	2,707.95
18496	FARMERS UNION OIL CO.	08/12/2019	57.43
18497	FIREFLY COMPUTERS	08/12/2019	7,016.10
18498	FOLLETT SCHOOL SOLUTIONS	08/12/2019	400.40
18499	GRANITE FALLS AUTO PARTS	08/12/2019	96.61
18500	GRANITE HARDWARE	08/12/2019	1,169.30
18501	GREAT PLAINS NATURAL GAS CO	08/12/2019	649.48
18502	GREY, MARY	08/12/2019	23.82
18503	HANSEN, LISA	08/12/2019	55.18
18504	HEINEMANN PUBLISHING	08/12/2019	64.00
18505	HILLYARD/HUTCHINSON	08/12/2019	4,046.80
18506	INK SPOT	08/12/2019	147.00
18507	INNOVATIVE OFFICE SOLUTIONS LLC	08/12/2019	189.21
18508	ISCORP	08/12/2019	195.50
18509	JIM'S CLOTHING & SPORTING GOOD	08/12/2019	635.00
18510	LAKESHORE LEARNING MATERIALS	08/12/2019	171.96
18511	LEE'S AUTO & DIESEL INC.	08/12/2019	1,066.41
18513	LOFFLER	08/12/2019	131.85
18514	MACKIN ED RESOURCES	08/12/2019	328.75

CHECK NUMBER	CHECK VENDOR	CHECK DATE	AMOUNT
18515	MARSHALL INDEPENDENT	08/12/2019	156.00
18516	MCCROSSAN BOYS RANCH	08/12/2019	1,549.80
18517	MEDCO SUPPLY COMPANY	08/12/2019	3,512.23
18518	MIDWAY FORD COMMERCIAL FLEET & GOV. SALES	08/12/2019	27,159.84
18519	MILLER, TARA	08/12/2019	26.70
18520	MINNESOTA ELEVATOR TOTAL ELEVATOR SOLUTIONS	08/12/2019	374.53
18521	MINNESOTA HISTORICAL SOCIETY	08/12/2019	3,824.95
18522	MSHSL	08/12/2019	2,090.00
18523	MTI DISTRIBUTING INC.	08/12/2019	69.62
18524	MVCC	08/12/2019	137,330.21
18525	NASCO	08/12/2019	175.63
18526	OLSON SANITATION INC.	08/12/2019	526.50
18527	PAAPE ENERGY INC.	08/12/2019	95.00
18528	PIONEER MFG. CO.	08/12/2019	4,027.80
18529	POOLER, RON	08/12/2019	115.00
18530	REALLY GOOD STUFF	08/12/2019	162.30
18531	RIDDELL/ALL AMERICAN SPORTS CORP.	08/12/2019	1,262.16
18532	RTS	08/12/2019	32.29
18533	SCHNEIDER, RICHARD	08/12/2019	184.64
18534	SCHOLASTIC INC	08/12/2019	333.64
18535	SPECIAL SYSTEMS INC.	08/12/2019	325.00
18536	SUSSNER CONSTRUCTION, INC.	08/12/2019	20,000.00
18537	SW/WC SERVICE COOP - MARSHALL	08/12/2019	2,872.46
18538	THE WRITE ADVANTAGE	08/12/2019	1,750.00
18539	TYNDALE CO.	08/12/2019	201.11
18540	VARSITY ATHLETIC APPAREL, INC	08/12/2019	783.50
18541	WABASSO PUBLIC SCHOOL	08/12/2019	100.00
18542	WEST CENTRAL CONFERENCE	08/12/2019	300.00
18543	XCEL ENERGY	08/12/2019	20.64
18544	YME SCHOOLS-ADM	08/12/2019	2,010.07
18545	ZEP MANUFACTURING CO	08/12/2019	1,115.99
201900004	SW/WC SVC. COOP - HEALTH INS.	07/02/2019	1,230.00
201900005	SW/WC SVC. COOP - HEALTH INS.	07/02/2019	7,573.50
201900006	SW/WC SVC. COOP - HEALTH INS.	07/02/2019	21,826.16
201900017	FEDERAL TAX WITHHOLDING	07/22/2019	13,142.59
201900018	MN TEACHERS RETIREMENT ASSOC.	07/22/2019	2,962.14
201900019	PUBLIC EMPLOYEES RETIREMENT	07/22/2019	6,055.59
201900020	STATE TAX WITHHOLDING	07/22/2019	2,277.52
201900021	SW/WC SVC. COOP - HEALTH INS.	07/22/2019	10,377.95
201900022	VOYA INSTITUTIONAL TRUST	07/22/2019	2,291.47
201900023	FEDERAL TAX WITHHOLDING	07/22/2019	315.00
201900024	FEDERAL TAX WITHHOLDING	07/29/2019	19.25
201900025	FEDERAL TAX WITHHOLDING	07/29/2019	13,838.63
201900026	FEDERAL TAX WITHHOLDING	07/29/2019	13,162.74
201900027	FEDERAL TAX WITHHOLDING	07/29/2019	3,078.41
201900028	FEDERAL TAX WITHHOLDING	07/29/2019	13,162.74
201900029	FEDERAL TAX WITHHOLDING	07/29/2019	3,078.41
201900036	STATE TAX WITHHOLDING	07/29/2019	7,416.69
201900037	STATE TAX WITHHOLDING	07/29/2019	130.00
201900038	STATE TAX WITHHOLDING	07/29/2019	3.85
201900041	SW/WC SVC. COOP - HEALTH INS.	07/01/2019	225.00
201900042	SW/WC SVC. COOP - HEALTH INS.	07/01/2019	225.00
201900043	SW/WC SVC. COOP - HEALTH INS.	07/01/2019	225.00
201900044	SW/WC SVC. COOP - HEALTH INS.	07/01/2019	225.00
201900045	SW/WC SVC. COOP - HEALTH INS.	07/22/2019	225.00
201900046	SW/WC SVC. COOP - HEALTH INS.	07/22/2019	225.00

CHECK		CHECK	
NUMBER	VENDOR	DATE	AMOUNT
201900047	SW/WC SVC. COOP - HEALTH INS.	07/22/2019	225.00
201900048	SW/WC SVC. COOP - HEALTH INS.	07/22/2019	225.00
201900049	SW/WC SVC. COOP - HEALTH INS.	07/22/2019	1,855.50
201900050	SW/WC SVC. COOP - HEALTH INS.	07/21/2019	1,541.51
201900051	SW/WC SVC. COOP - HEALTH INS.	07/21/2019	2,689.98
201900052	SW/WC SVC. COOP - HEALTH INS.	07/29/2019	10,877.57
201900053	SW/WC SVC. COOP - HEALTH INS.	07/29/2019	18,623.41
201900056	VOYA INSTITUTIONAL TRUST	07/29/2019	550.67
201900057	VOYA INSTITUTIONAL TRUST	07/29/2019	2,575.00
201900058	VOYA INSTITUTIONAL TRUST	07/29/2019	363.34
201900059	VOYA INSTITUTIONAL TRUST	07/29/2019	3,053.34
201900060	VOYA INSTITUTIONAL TRUST	07/29/2019	100.00
201900061	VOYA INSTITUTIONAL TRUST	07/29/2019	600.00
201900062	VOYA INSTITUTIONAL TRUST	07/29/2019	100.00
201900063	VOYA INSTITUTIONAL TRUST	07/29/2019	580.35
201900064	VOYA INSTITUTIONAL TRUST	07/29/2019	191.67
201900065	VOYA INSTITUTIONAL TRUST	07/29/2019	1,200.01
201900066	VOYA INSTITUTIONAL TRUST	07/29/2019	100.00
201900067	VOYA INSTITUTIONAL TRUST	07/29/2019	100.00
201900068	VOYA INSTITUTIONAL TRUST	07/29/2019	100.00
201900082	SW/WC SVC. COOP - HEALTH INS.	07/23/2019	-3,549.08
		Totals for BNK05	524,644.83
		Totals for checks	524,644.83

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	166,863.84	0.00	297,481.74	464,345.58
02	FOOD SERVICE	298.16	0.00	100.00	398.16
04	COMMUNITY SERVICE	5,859.96	0.00	43,958.87	49,818.83
25	REVOCABLE TRUST (FY10)	0.00	0.00	10,082.26	10,082.26
***	Fund Summary Totals ***	173,021.96	0.00	351,622.87	524,644.83

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

Yellow Medicine East #2190

**Board Report
August 12, 2019**

Ending
8/8/2019

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	594,022	9,005,812	6.19%	587,538	5.87%
Food Service	410,437	797	409,640	0.19%	226	0.05%
Community Service	418,822	11,422	407,400	2.73%	11,922	3.19%
Debt Red.	1,130,330	170,733	959,598	15.10%	173,260	14.84%
OPEB Trust	220,573	10,082	210,491	4.57%	13,978	8.32%
OPEB Debt Service	190,045	5,550	184,495	2.92%	28,204	14.73%
Total	11,970,041	792,606	11,177,435	6.62%	815,128	6.61%

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	8.33%
Contracted August-July Principals/Food Service Director	0.00%
Contracted Sept-August Teachers/Nurse	0.00%
12 Month Non-certified Administrative Assistants	5.00%
12 Month Non-certified Custodians	3.35%
9 Month non-Certified Paraprofessionals/Food Service	0.00%

Month End Cash Invested

7/31/2019

MN School District Liquid Asset Fund \$3,467,360.47 General Closing Market Value

OPEB Revocable PERA Trust Fund \$341,839.31 End Balance
("Other Post Employment Benefits" for Retirees)

Electronic Fund Transfers/ACH Transfers/LAF Checks

From

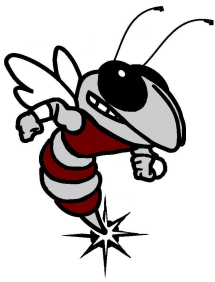
To

7-5/8-2019	\$ 262.10	rSchool Fees (monthly total)	LAF	rSchool
7/16/2019	\$ 175,000.00	Board Accounts Payable	LAF	Granite Falls Bank
7/17/2019	\$ 275,000.00	Board Accounts Payable	LAF	Granite Falls Bank
7/22/2019	\$ -	Payroll (F&M Bank)	LAF	F&M Bank
7/22/2019	\$ 190,000.00	Payroll (Direct Deposit)	LAF	Granite Falls Bank
7/12/2019	\$ 501.00	Sales Tax	LAF	Mn. Dept. of Revenue
7/29/2019	\$ 115,395.31	PERA Trust (OPEB) for FY19	OPEB Trust	LAF

	SEPTEMBER - PRELIMINARY			OCTOBER			NOVEMBER			DECEMBER			JANUARY		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten	39														
First Grade	38														
Second Grade	43														
Third Grade	43														
Fourth Grade	59														
Fifth Grade	50														
	272			0			0			0			0		
Sixth Grade		64													
Seventh Grade		55													
Eighth Grade		54													
Ninth Grade		59													
Tenth Grade		60													
Eleventh Grade		55													
Twelfth Grade		42													
	389			0			0			0			0		
K-12 TOTAL			661			0			0			0			0

	FEBRUARY			MARCH			APRIL			MAY			END OF THE YEAR-19-20		
	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR	BRE	MS/HS	ENR
Kindergarten															
First Grade															
Second Grade															
Third Grade															
Fourth Grade															
Fifth Grade															
	0			0			0			0			0		
Sixth Grade															
Seventh Grade															
Eighth Grade															
Ninth Grade															
Tenth Grade															
Eleventh Grade															
Twelfth Grade															
	0		0	0		0	0		0	0		0	0		0
K-12 TOTAL															0

Enrollment Trends	18-19	17-18	16-17	15-16	14-15	13-14
September	685	732	739	768	810	803
October	689	726	728	765	800	801
November	692	723	725	757	795	796
December	692	717	727	754	794	796
January	688	717	732	748	789	793
February	686	718	729	749	785	795
March	686	707	731	736	784	796
April	680	706	732	728	784	786
May	679	705	725	727	789	790



YELLOW MEDICINE EAST – ISD 2190

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

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

Superintendent School Board Notes - August 12, 2019

Auxiliary Gym Update:

I received an update from Matt Pesta, Fagen, Inc. project manager who is overseeing the auxiliary gym project. The precast panels are up less the last two that were left out for access. The bar joists are all installed and the crew is currently working on the miscellaneous steel to firm up the structure. The next step is to lay the metal decking for the roof to allow the roofers to mobilize, which will make the roof weather tight. After the metal decking is on the roof the bracing for the precast panels will come down so the grade can be prepared for pouring concrete. Plumbing on the interior of the school is progressing and underground plumbing for the new gym will begin shortly. Electrical rough in will also start soon. Things are on track and we are working to get as much complete as we can before the start of school.

Student Online Registration:

Our school offices (BRE & MS/HS), have developed a system to allow families to register for school online and to complete their Educational Benefits application online. One advantage to this system is that it can be completed consistently (all processes are completed correctly) and thoroughly ensuring we are collecting all data necessary for compliance issues. We will discourage parents from using the paper version but will still allow it. We have been receiving a slow trickle of student enrollment changes - entering and departing YME. Completing all of this information electronically creates a greater level of confidentiality for parents and families.

Open Positions:

We have filled most of our positions. Mr. Luft conducted interviews for our MS/HS secretary 2 position (9.5 month) and will conduct interviews for the Media Center Supervisor after the secretary position is filled because several of the candidates wish to be considered for both. We are advertising for paraprofessionals in anticipation of openings but nothing is crucial at this point. We are waiting with the preschool position until we get more concrete numbers.

Project Updates:

The buildings are being cleaned and prepared for this fall. Notably, the railing for the gym is mostly installed and is only missing the locks. The doors and windows on the 1965 building have been completed. The railings for the bleachers have been mostly installed with the exception of missing a few parts. The plumbing project in the 1930 building has begun and we expect to work on partitions and put up the wall within the next week. Unfortunately, the floor in the freshman locker room did not get painted due to the lateness of the locker installation. We will try to get that done either between seasons or over the December holiday break. We have some floors to complete.

Write Advantage:

We had our initial meeting with Dawn Zimmerman (Write Advantage) on July 31 at 9:30 am and now have some homework to do for her. The following attended and will act as our leadership team: Lisa Hansen, Ryan Luft, Krystle Enninga, Denise Streich, Alyssa Johnson and myself.

Back to School Night:

USC reached out to Mrs. Hansen about coming out to their Back to School Night today from 6-8PM. I encouraged her and Mr. Luft to attend. She has been trying for some time to get preschool info to them and hope this will help remove some roadblocks.

Negotiations Meeting:

The EMYME negotiators would like to reschedule from August 19 due to their schedules and some of the committee not being present. I had inadvertently scheduled a policy committee meeting that night but we can reschedule one if not both.



Bert Raney Elementary Board Report

August 2019

Mrs. Hansen, Elementary Principal

BRE - Current Enrollment

	9/18	8/19	9/19	10/19	11/19	12/19	1/20	2/20	3/20	4/20	5/20
K	40	39									
1st	48	39									
2nd	43	43									
3rd	59	43									
4th	53	59									
5th	63	50									
Total	306	275									



Preschool Enrollment

Bumblebees ADED: 20

Honey Bees MWF: 22

Busy Bees T/Th AM: 13

--

ECFE Information

What is ECFE?

- ECFE stands for Early Childhood Family Education
- ECFE is a Community Education program for parents and their children from birth to kindergarten age
- ECFE provides a staff committed to supporting parents as their child's first and most influential teacher
- ECFE supports and strengthens families by helping parents understand the many ways in which their children develop
- Children have the opportunity to be with other children and learn through creative activities



ECFE Summer Events

***See attachment for a full list of activities and descriptions from the summer of 2019**

Participation in our summer events far exceeded our expectations! A special thank you to all of the YME staff members who helped organize or taught ECFE classes throughout the summer! A special thank you to Angie Jans who pulled all the details together!



Participation numbers include:

Make Waves: 14 children participated

Build-A-Bear: 28 children participated

Mini Artists: 31 children participated

STEM Day: 29 children participated

What's Cooking: 12 children participated (this had a max of 12)

Music Mania: 34 children participated
Movin' and Groovin' in the Gym: 35 children participated



ECFE Fall Events

Little Stingers Family Fun Events

Time: 5:30PM-7:00PM

Ages: Birth - 5 yrs.

Location: BRE Preschool Classrooms

Mad Science, Monday, September 16th

Exciting experiments with science and lots of play activities too.

Room To Run, Monday, October 7th

Meet in the Bert Raney Elementary Gym for fun and movement. Get out all your extra energy before bedtime!

Fantastic Fall, Monday, November 11th

Fall is here! Enjoy fantastic fall sensory, art, and play adventures.

Holiday Happening, Monday, December 9th

Join ECFE staff for our annual Holiday Happening event. A perfect way to begin the holiday season.

Fun and Friends with Children's Books

Time: 5:30PM-6:30PM

Ages: Birth - 3 years

Location: BRE Preschool Classrooms

ECFE staff will have a variety of book themed activities that will promote exploration and development of your young children. Come to one class or all 3!

Tuesday, September 24th

Tuesday, October 15th

Tuesday, October 29th

Special Events

Time: 5:30PM-6:30PM

Ages: Birth - 5 years

Library Storytime, Tuesday, October 1st

Come and explore the Bert Raney Elementary Library. Listen to stories, and wear your jammies if you would like. Bring a stuffed animal too.

Location: BRE Library

Swim Night at the KCC, Tuesday, October 22nd

Family swim night with games and songs.

Location: KCC

Music and Movement, Tuesday, November 19th
Join ECFE staff for a variety of music and movement fun!
Location: BRE Preschool Classrooms

YME Sting Babes

With the support of our ECFE program, BRE is working to reach out to parents of newborns in our area. We are currently putting together ECFE baby bags for parents that will include a Sting Baby onesie, a book, a BRE magnet with contact information, etc.

Our advertising for this looks like:
If you are an expectant parent or a parent of a newborn baby, we would like to congratulate you on the birth of your child! If you live in the YME School District, please call Nicolle Kotek at 320-564-4081 x114 or email her at nkotek@isd2190.org and make arrangements to pick up your special ECFE baby bag.



SMART Room Update

What does SMART stand for? Stimulating Maturity through Accelerated Readiness Training (S.M.A.R.T.)

Previously BRE's SMART room was located on BRE's stage, which was crowded, dark, and lacked a welcome and organized feel. With the relocation of the BRE Cafeteria, we have been able to turn this space into our BRE SMART room. The new location allows for physical activities for developing and/or enhancing large and fine motor skills, balance and coordination, eye-hand coordination and much more! The room will be used by students in PreK-5 and it will be available for occupational and physical therapists that come to BRE to provide services for our students. Stay tuned for more information as this room comes together!



Scholastic Book Fair

Bert Raney Elementary School will host a Scholastic Book Fair on Wednesday, August 28th from 5:00PM-7:00PM in the BRE Gym. The Book Fair is open to the public and will coincide with our Back to School Open House that is also being held on Wednesday, August 28th from 5:00PM-7:00PM.

We want all of our students to have an opportunity to select a book that interests them, but we need your help! It is our goal that all PreK-5 students will receive a \$5 gift certificate to spend on a book of their choice! If you are interested in donating towards this exciting event, you may send your donation to:



Bert Raney Elementary School
% Book Fair Program
555 7th Avenue
Granite Falls, MN 56241

Questions may be directed to Mrs. Hansen, BRE Principal at 320-564-4081 x114 or via email at lhansen@isd2190.org.

\$5 Sponsors a BRE Student!

Kindergarten Camp

Kindergarten Camp will be held at BRE during the week of August 12th. This camp is an introductory program for incoming Kindergarten students enrolled at Bert Raney Elementary for the 2019-2020 school year. Parents may choose from 1 of 2 sessions. The two session options are: Monday and Wednesday morning OR Tuesday and Thursday morning, with sessions running from 9:00AM-11:00AM.

Session Options:

Monday/Wednesday Session: 8/12, 8/14, 9:00AM-11:00AM

or

Tuesday/Thursday Session: 8/13, 8/15, 9:00AM-11:00AM

This experience will focus on Kindergarten classroom routines, basic reading, writing, and mathematics skills, and an introduction to Bert Raney Elementary School.

BRE currently has 29 incoming kindergarten students registered for this camp.

Summer Events:

ALICE Training - Mrs. Hansen and Mr. Luft attended two full days of ALICE training in Marshall on 6/11/19 & 6/12/19. This training allows them to be ALICE Instructors for YME.

Guided Reading Training - 11 BRE teachers attended a full day training on 101 Guided Reading in Maynard on 6/13/19. In addition, 12 (some teachers attended both, some picked one or the other) attended a 201 Guided Reading training in Marshall on 6/17/19.

PBIS Training - Approximately 8 years ago, BRE sent a team to be trained in implementing PBIS. However, due to staff changes and the award of a two year grant, BRE has opted to go through the training again and strengthen our PBIS implementation. 7 staff members attended the training in Mankato in early August.

Books for BRE Kids!

We Need Your Help!



Bert Raney Elementary School will host a Scholastic Book Fair on Wednesday, August 28th from 5:00PM-7:00PM in the BRE Gym. The Book Fair is open to the public and will coincide with our Back to School Open House that is also being held on Wednesday, August 28th from 5:00PM-7:00PM.

We want all of our students to have an opportunity to select a book that interests them, but we need your help! It is our goal that all PreK-5 students will receive a \$5 gift certificate to spend on a book of their choice! If you are interested in donating towards this exciting event, you may send your donation to:

Bert Raney Elementary School
% Book Fair Program
555 7th Avenue
Granite Falls, MN 56241

Questions may be directed to Mrs. Hansen, BRE Principal at 320-564-4081 x114 or via email at lhansen@isd2190.org.

\$5 Sponsors a BRE Student!



YELLOW MEDICINE EAST SCHOOL DISTRICT EARLY CHILDHOOD FAMILY EDUCATION SUMMER OPPORTUNITIES

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



LIBRARY STORY HOUR & CRAFTS

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

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

Where: Granite Falls Public Library

Cost: Free

Ages: 1 - 5 Years

No registration necessary.

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

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



READ BY THE RIVER

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

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

Where: Kiwanis Popcorn Stand

Cost: Free

Ages: 1 - 5 Years

No registration necessary.



SPLASHING THROUGH SUMMER

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

Where: Bert Raney Elementary School Playground

Cost: Free

Ages: 1 - 5 Years

No registration necessary.



MAKE WAVES

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

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

Where: Kilowatt Community Center

Cost: Free

Ages: 0 - 5 Years

Register by calling 320-564-4081 x114 or via email at nkotek@isd2190.org by Monday, July 15.

SPECTACULAR SUMMER FUN

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

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

Where: Bert Raney Elementary School

Cost: Free

Ages: 0 - 5 Years



JUNE 12: BUILD - A - BEAR

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

Register by calling 320-564-4081 x114 or via email at nkotek@isd2190.org by Monday, June 3.



JUNE 19: MINI ARTISTS

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

Register by calling 320-564-4081 x114 or via email at nkotek@isd2190.org by Monday, June 10.



JUNE 26: STEM DAY

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

No registration necessary.



JULY 10: WHAT'S COOKIN'?

Create and sample kid-friendly recipes.

Register by calling 320-564-4081 x114 or via email at nkotek@isd2190.org by Monday, July 3.



JULY 17: MUSIC MANIA

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

No registration necessary.



JULY 24: MOVIN' & GROOVIN' IN THE GYM

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



YME Middle/High School Board Report

August 2019 ~ 2020

Goals for the MS/HS for 2019/2020

- TBD

Areas of Focus

- TBD
- SMART Goal ~ 100 percent of staff will complete one curriculum map for one class by the end of the school year

YELLOWSTONE TRAIL CONSTRUCTION gets \$45,000 from Launch Your Future Today (LYFT)
Press Release:

Date: June 28, 2019

To: Tom Walsh and Ryan Luft,

Congratulations, your partnership has been awarded \$45,000 for the Yellowstone Construction project. We appreciate all of the work your team has dedicated toward the writing of the grant application and your commitment to helping build a new career and technical education (CTE) model for our region. You are listed as the primary contact for this grant and will be receiving all communications. It is your responsibility to share and coordinate all fiscal and reporting information and reports with your partners. Please read the following information about LYFT Career Pathways grant requirements carefully.

Back-to-School Night ~ We are excited to welcome back the YME student body for the 2019 ~ 2020 school year. Our traditional Welcome to The HIVE Open House night is scheduled for Wednesday, August 28th, 2019 from 5:00 pm until 7:00 pm. We emailed/mailed out the traditional student scheduling letter and information this week. Also, starting at 4:30 pm we will be inviting the 6th-grade students to continue to work with their teachers while the office staff works with parents for a brief introduction to the building. Topics of discussion will include the usage of JMC Parent Portal, 1 to 1 Chromebook procedures, and beginning to ease the transition to the middle/high school building. The YME FFA Chapter will be serving a meal from 4:00 pm to 7:00 pm. This event is a wonderful time to come together and share our summer experiences as well as reconnect with teachers as we prepare to continue on with the work from last year.

1 to 1 Chromebook Deployment Update ~ We have been working hard behind the scenes to make sure the deployment of the 1-to-1 Chromebooks is a huge success here at #TheHIVE. I want to thank the people from the Technology and Middle/High School offices for making sure it goes off without a hitch. Below is a draft outline of how the evening will go.

Chromebook Informational Session Times:

5:00 ~ 6th ~ 8th Grade ~ Auditorium ~ Families will be completing paperwork and payments
6:00 ~ 9th ~ 12th Grade ~ Auditorium ~ Families will be completing paperwork and payments.
Students will be taking home their personalized devices

We will be handing out devices for students in grades 9 ~ 12 in the library after the proper paperwork and payment are completed. Students in grades 6 ~ 8 will be required to fill out the same paperwork and payment but will be picking up their Chromebooks on the first day of school as they will not be allowed to take them home. The middle school students will be leaving their Chromebooks in their 8th-hour classrooms.

6th Grade Boot Camp

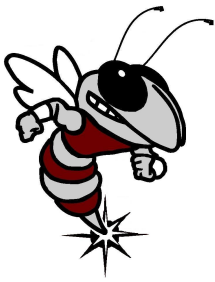
This year we will be welcoming the 6th graders to the middle school by continuing with the 6th Boot Camp Tradition. On Thursday, August 22nd, 2019 from 8:40 am till 11:30 am, the 6th graders will be greeted by their advisors and other staff members to help them with the transition to the middle school. Students will have the opportunity to get familiar with the staff and the building. This is going to be a wonderful opportunity to begin their next seven years in the Hive!

Middle School STEM Summer Academy ~ The fourth year hosting the Summer STEAM Academy was a huge success. We averaged around 30 middle school students and 10 high school students who were willing to take time out of their summer to continue to work on their math, language arts, and science skills. This program was funded through a combination of Targeted Services and Integration dollars. We will be continuing to look at expanding our summer opportunities even further for next year. This year students participated in lessons involving aviation, motion, 3D technologies, photography, a Twin Cities STEAM Tour, and sculpture and design.

I would like to publicly thank Ms. Megan Pratt, Mr. Andy Holt, Mrs. Tammy Isfeld, Mr. Darrel Refsland, Mrs. Denine Rutledge, and Mrs. Krystle Enninga and many local and regional organizations for supporting this program.

New Teacher Mentor/Mentee - On August 20th, 2019 we will be welcoming our new staff to #TheHIVE for the 2019 ~ 2020 school year. This is a wonderful program to support our new employees to make sure they are supported as they enter into our school district. Each new employee is paired with a current staff member. I have included a hyperlink to the MS/HS Mentor/Mentee Handbook to let you know what they will be working on for the school year. [Click Here](#)

Teacher Workshop Highlights ~ August 27th-29th ~ We will be focusing on implementing our action plans on how to accomplish our building goals through staff development and PLC time. On Monday, August 27th we will be inviting Tom Cody from *Top 20 Teachers* back to #TheHIVE to continue to work with the adults to be the best we can be for our students. Tom was here in June to lay the groundwork for what we want to accomplish with our students. Tom will also be meeting with our student body on September 5th, 2019 in the morning. He will be sending out a message of how to build community and support within the student body. One breakout session will include the leaders in both the middle and high school students of how to break through the negativity or peers who hinder them from being the best they can be.



YELLOW MEDICINE EAST – ISD 2190

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

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

School Board Celebrations

August 12, 2019

* At the suggestion of Sharon Rupp, I would like to do monthly staff recognition for our staff member's extra efforts (going out of the way for others). I will try to limit it more in the future, but had some especially important ones.

BRE Poppers - a group of BRE staff members created a musical presentation for the recent Kiwanis 100th Anniversary Popcorn Stand celebration held on August 1, 2019. Those involved were: **Dave Schueler** (who rewrote John Cougar-Mellencamp's song, Small Town lyrics to fit the 100th celebration occasion), **Mary Grey**, **Joanelle Sannerud**, **Amy Engesser**, **Tammy Zieske** and **Mrs. Hansen**. They represented our school very well to an organization whose biggest mission is to support youth activities in our the community. A large audience of varying ages was very impressed by their talents.

Little Stingers ECFE - **Angie Jans** and **Keisha Louwagie** created summer ECFE activities that provided various options for parents and children ages 0-5 to participate in. Angie Jans headed this up and put in endless hours to create these activities. Side bit of info: we had 19 families participate in 5 or more activities this summer! A huge success and a focus that Mrs. Hansen has helped bring forward.

BRE Office - **Nicolle Kotek** has supported Mrs. Hansen, BRE staff and students as they have gone through various transitions this last year. She has jumped in and taken on many new responsibilities and has done so with a positive attitude and a mindset of 'we can do this!'

MS/HS Teacher Andy Holt continues to go above and beyond for the students of YME. This summer Andy took a lead roll in the Summer STEAM program and offered a variety of unique, hands-on opportunities for the summer school students. His efforts helped make the program much more engaging.

YME Custodians

It takes a great deal of work to get our buildings back in shape for the year. The many projects have to be coordinated along with the annual items - waxing floors, painting, cleaning carpets and a general deep cleaning. Oftentimes, it is a thankless job. I will also recognize that during our back to school week with staff.

- **Francis Staab** - head buildings & grounds
- **Custodians** - **Ron Pooler, Tony Berding, Tim Knutson, Mark Weberg, Tom Hansen, Mark Weberg** are doing an excellent job here to get our buildings and grounds prepared for the school year.
- **Terry Paulson** is Francis Staabs 2nd in charge and has been very receptive. He works hard to make sure students and staff feel welcomed and assists in any way he can. We are very fortunate to have Terry here at #TheHIVE!
- Todd Reishus is our grounds person and is very busy this time of year. He has undertaken some of my landscaping challenges.

Yellow Medicine East, ISD 2190

BOARD OF EDUCATION - AGENDA ANALYSIS

AGENDA ITEM: 10.1
MEETING DATE: August 12, 2019
SUBJECT: Personnel Items

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

BACKGROUND/RATIONALE:

10.1.1.1 - Resignation/Retirement - MS/HS Administrative Assistant - Deb Beckler

Deb served our district as a secretary (administrative assistant) for 27 years. She has a strong knowledge base that will be greatly missed. I have asked her to help us from time to time when we need it to help us transition into new people.

10.1.1.2 - Resignation - Special Ed Paraprofessional - Molly Sparks

Molly is leaving her position to be a full time mom after one year with BRE.

10.1.2.1 - Employment - ELL Teacher - Cindy Lavin

Cindy will be a 0.5 FTE English Language Learner (ELL) instructor for us.

10.1.2.2 - Employment - Food Service Director - Maryls Lacroix

Marlys was our food service director until a year ago and brings school food service experience back. Her experience will help her in hitting the ground running and is definitely an asset to our district. It should also be noted that some of the food service rules have been relaxed, which will allow for greater expansion in our menus.

10.1.2.3 - Employment - Junior High Volleyball Coach - Mary Grey

Mary is our elementary Physical Education teacher and because of this link should be familiar with most, if not all of our athletes.

10.1.2.4 - Employment - Assistant Boys Basketball Coach - Logan Deblieck

Logan will be our Spanish and Special Education teacher and was active in Boys Basketball during his HS career at YME.

10.1.2.5 - Employment - Head Volleyball Coach - Alyssa Johnson

Alyssa has been the assistant for several years and we were able to convince her to take this position for this year. She will have a full plate this fall but does bring passion, energy, organization and strong knowledge of the sport.

10.1.2.6 - Employment - JH Football Coach - Jeremy Corner

Jeremy has worked with the youth football program for a number of years and his familiarity with the athletes and families will be a great asset. He has expressed to AD Knapper a desire to give to these athletes and share his passion for football and their overall development. **As a board member, Board Member Corner should abstain from voting on this item as it has a personal impact on him and his family (conflict of interest). Also according to statute, board members cannot make over \$8,000 as an employee, which is easily below the threshold.**

10.1.2.7 - Employment - Concession Stand Manager - Barb Torke

Barb has been a mainstay at supervisory position for many activities for us. This will require us as administrators to assume greater responsibilities.

10.1.2.8 - Employment - MS/HS Secretary 1 - Krystle Enninga

Krystle was our secretary 2 in the same office and brings a great deal of experience specifically aligned with the duties she will undertake. She will also have good skills in the area of social media which we expect to leverage in our updated communications strategy.

PRESENTER(S):

Superintendent Schneider

COMMITTEE:

Full Board of Education

SUPERINTENDENT RECOMMENDATION:

I recommend approval of all resignations, retirements, and new hires as listed.

July 16, 2019

Dear Mr. Schneider,

I have decided to retire from my position as the Administrative Assistant for the Middle/High School Principal at YME. Please consider this as my 2-week notice with my last day at YME being August 1, 2019, which will be the completion of my 27th year with the School District.

I will also be contacting Tim Knapper, Activities Coordinator and will be resigning from the Prom Advisor and Concession Stand Coordinator positions.

It has been quite a ride during my years at YME with experiences that ranged from good, bad, sometimes ugly, but for the most part AWESOME! The teachers, staff, and students through the years have been phenomenal and will be greatly missed.

Respectfully,



Debra Beckler

cc Ryan Luft



Denise Streich <dstreich@isd2190.org>

Fwd: Resignation letter

1 message

Lisa Hansen <lhansen@isd2190.org>

Mon, Aug 5, 2019 at 1:00 PM

To: Denise Streich <dstreich@isd2190.org>, Tara Miller <tmiller@isd2190.org>, Richard Schneider <rschneider@isd2190.org>, Katie Roiger <kroiger@isd2190.org>, Cindy Loe <cloe@isd2190.org>, LeeAnn Boushek <lboushek@isd2190.org>, Nicolle Kotek <nkotek@isd2190.org>

FYI

----- Forwarded message -----

From: **Molly Sparks** <msparks@isd2190.org>

Date: Mon, Aug 5, 2019 at 7:35 AM

Subject: Resignation letter

To: Lisa Hansen <lhansen@isd2190.org>

Lisa, Ryan, & YME School Board:

As of August 3rd 2019, I have decided to officially resign my position as a Special Education Paraprofessional. While I am excited to start my next chapter as a full time mom, I will miss my job at YME schools. I have worked with great people that have become great friends and will miss the students immensely. Thanks to Ryan and Lisa for letting me work in both the middle school and preschool settings.

Molly Sparks

--

Molly Sparks

**Yellow Medicine East Schools
Special Education Paraprofessional**

Yellow Medicine East, ISD 2190

BOARD OF EDUCATION - AGENDA ANALYSIS

AGENDA ITEM: 10.2
MEETING DATE: August 12, 2019
SUBJECT: Board and Committee Meeting Dates and Times

BOARD ACTION:
Required X
Information
Scheduled Report

BACKGROUND/RATIONALE:

These are the board meeting and committee meeting dates and times for the 2019-2020 school year that I am proposing. Dates and times can be changed but all must be advertised. It is best to allow me at least one month's notice if you have conflicts. If you would like to propose other dates, days of the week or times, please let me know. We want to accommodate your personal schedules, but it is imperative to understand that these are all also public meetings requiring us to give public notice.

PRESENTER(S):
Superintendent Schneider

COMMITTEE:
Full Board of Education

SUPERINTENDENT RECOMMENDATION:
I recommend approval of the meetings as listed.

Yellow Medicine East School Board Meeting Dates 2019-2020

July 15, 2019	January 13, 2020
August 12, 2019	February 10, 2020
September 9, 2019	March 9, 2020
October 14, 2019	April 13, 2020
November 12, 2019*	May 11, 2020
December 9, 2019	June 8, 2020

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

The second Monday* of the month will be designated for Board meetings.

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

*November 12 is utilized instead of November 11 due to the observance of Veterans Day.

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

Committee Meeting Dates (Location - YME Board Room)

- Buildings & Grounds Committee (quarterly) - Jeremy Corner, Ron Winter, Amanda Lecy
 - September 16, 2019 (5:30 pm)
 - March 2, 2020 (5:30 pm)
 - December 2, 2019 (5:30 pm)
 - June 1, 2020 (5:30 pm)
- Policy Committee (quarterly) - Susan Bones, Sonja Pederson
 - August 19, 2019 (5:30 pm)
 - February 3, 2020 (5:30 pm)
 - November 18, 2019 (5:30 pm)
 - May 18, 2020 (5:30 pm)
- Finance Committee (quarterly) - Sonja Pederson, Jeremy LeBlanc, Sharon Rupp
 - October 7, 2019 (5:30 pm)
 - February 5, 2020 (5:30 pm)
 - December 16, 2019 (5:30 pm)
 - May 4, 2020 (5:30 pm)
- Meet & Confer (quarterly as needed) - board members assigned on a per meeting basis
 - September 9, 2019 (5:00 pm)
 - March 9, 2020 (5:00 pm)
 - December 9, 2019 (5:00 pm)
 - June 8, 2020 (5:00 pm)

Committee Members

- **Negotiation** - Jeremy Corner, Sharon Rupp, Jeremy LeBlanc
- **Finance** - Sonja Pederson, Jeremy LeBlanc, Sharon Rupp
- **Policy** - Susan Bones, Sonja Pederson
- **Buildings & Grounds** - Jeremy Corner, Ron Winter, Amanda Lecy
- **MVCC Board** - Sharon Rupp, Amanda Lecy, Susan Bones
- **MRVED Board** - Susan Bones
- **MSHSL Representative** - Jeremy LeBlanc
- **MSBA Liaison** - Sharon Rupp
- **Indian Parent Advisory** - Susan Bones
- **Technology** - Jeremy Corner, Amanda Lecy, Jeremy LeBlanc

Yellow Medicine East, ISD 2190

BOARD OF EDUCATION - AGENDA ANALYSIS

AGENDA ITEM: 10.3
MEETING DATE: August 12, 2019
SUBJECT: FACS Class Agreement with MRVED for 2019-2020

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

BACKGROUND/RATIONALE:

The agreement is located on BoardBook. Since we do not offer these courses (Child Development and Food Nutrition) through our own FACS program this provides an opportunity for our students. It also is comfortable knowing that our former teacher, Kaia Bergeson will be the instructor and will also be using our lab facility throughout the courses. We are required to offer a course through MRVED and this fulfills that obligation.

PRESENTER(S):
Superintendent Schneider

COMMITTEE:
Full Board of Education

SUPERINTENDENT RECOMMENDATION:
I recommend entering into this agreement like we have done in past years.



1315 East Black Oak Avenue
PO Box 487
Montevideo MN 56265-0487
320-269-9297
320-269-5474 (Fax)
www.mrved.com

MEMBER DISTRICTS:

BENSON ISD #777
Brian Samuelson, Brd. Mbr.
Dennis Laumeier, Supt.
(320) 843-2710

DAWSON-BOYD ISD #373
Brett Buer, Brd. Mbr.
David Hansen, Supt.
(320) 769-2955

LAC QUI PARLE VALLEY ISD #2853
Earl Molden, Brd. Mbr.
Greg Schmidt, Supt.
(320) 752-4200

LAKEVIEW ISD #2167
Vicki Myers, Brd. Mbr.
Dr. Chris Fenske, Supt.
(507) 423-5164

MINNEOTA #414
Terri Myhre, Brd. Mbr.
Daniel Deitte, Supt.
507-872-6532

MONTEVIDEO ISD #129
Darin Balken, Brd. Mbr.
Dr. Luther Heller, Supt.
(320) 269-8833

ORTONVILLE ISD #2903
Jim Nelson, Brd. Mbr.
Jeff Taylor, Supt.
(320) 839-6181

RENVILLE COUNTY WEST ISD #2890
Maria Kramer, Brd. Mbr.
Michelle Mortensen, Supt.
320-329-8362

YELLOW MEDICINE EAST ISD #2190
Susan Bones, Brd. Mbr.
Rich Schneider, Supt.
(320) 564-4081

July 12, 2019

Dear School Districts,

Enclosed is the 2019-2020 Family and Consumer Science (FACS) Class Agreement between Independent School District #6018, the Minnesota River Valley Education District (MRVED) and Independent School District #2190, Yellow Medicine East Public Schools. The FACS courses are being offered by the Minnesota River Valley Career and Technical Education Collaborative to the school districts' students.

Please read, sign, and return the agreement to our district at your earliest convenience in the self-addressed envelope. If you have any questions, please free to call us at 320-269-9297.

Sincerely,

Karen Jacobson
Director

DIRECTOR:
Karen Jacobson
Phone: (320) 269-9297
Fax: (320) 269-5474
kjacobson@mrved.net

ASSISTANT DIRECTOR:
Brandon Raymo
Phone: (320) 269-9297
Fax: (320) 269-5474
braymo@mrved.net

TECHNOLOGY COORDINATOR:
Scott Ripley
Phone: (320) 269-8833
Fax: (320) 269-8834
sripley@montevideoschools.org

SPECIAL EDUCATION DIRECTOR:
Cindy Loe
Phone: (320) 564-4081
Fax: (320) 564-4781
cloe@isd2190.org

ALC DIRECTOR:
Rhonda Brandt
Phone: (320) 269-7131
Fax: (320) 269-3083
rbrandt@montevideoschools.org

Family and Consumer Science Class Agreement

This agreement is made this ____ day of _____, 20____, by and between Independent School District #6018, the Minnesota River Valley Education District (MRVED); Independent School District #2167, Lakeview Public Schools; Independent School District #2180, MACCRAY Public Schools; Independent School District #129, Montevideo Public Schools; Independent School District #2890, Renville County West Public Schools; and Independent School District #2190, Yellow Medicine East Public Schools relating to Family and Consumer Science (FACS) courses being offered by the Minnesota River Valley Career and Technical Education Collaborative to the school districts' students.

WHEREAS, the school districts wish to make available FACS hybrid courses (a combination of on-line and face to face lab work) to their students where students will learn skills relating to Family and Consumer Science;

WHEREAS, Yellow Medicine East has agreed to host course lab work in their high school FACS class labs;

WHEREAS, MRVED has agreed to hire and supervise a licensed FACS teacher to teach, direct, oversee, and supervise FACS courses and the students taking the course;

WHEREAS, the school districts wish to enter into a written agreement outlining the rights and responsibilities for each party and the students participating in these FACS courses.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this agreement and other consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The following class requirements will be in place for the term of this agreement, unless the parties agree by mutual written agreement to make any changes.
 - a. Schedule. The parties agree that the school districts shall offer an 18 week Child Development class and an 18 week Food Nutrition class, both offered via a hybrid model of online coursework and three to four labs to be held at Yellow Medicine East. This class shall be made available to the school districts' ninth through twelfth grade students. These classes shall take place from August 19, 2019 through December 20, 2019. The exact time of the labs shall be determined by mutual agreement between the parties.
 - b. Curriculum. The class curriculum will be approved by the MRVED and will meet appropriate course standards that have been developed by the MRVED FACS teachers. The MRVED will hire and supervise a licensed FACS teacher for the classes. This teacher will be responsible for teaching, directing, and supervising the students, as well as grading their work.

- c. Student Transportation. The MRVED does not provide, is not responsible, and will not assume liability for any transportation to and from Yellow Medicine East for the FACS labs. Each district is responsible for providing transportation or making arrangements with parents to allow students to drive to the site of the FACS labs.
 - d. Grading. The FACS teacher hired by the MRVED will be responsible for grading all student work.
2. Term. This agreement is for the 2019-2020 school year. This agreement will terminate on June 30, 2020. If the parties wish to offer FACS classes in the future, they shall enter into a new written agreement.
3. Tuition. Each school district participating in this agreement shall pay tuition to the MRVED in the amount of \$405.72/student/FACS class. The MRVED will send a tuition bill to the school district on or before September 6, 2019.
4. School District Release from Liability. To the extent permitted by law, Lakeview Public Schools, MACCRAY Public Schools, Montevideo Public Schools, Renville County West Public Schools, Yellow Medicine East Public Schools, and the Minnesota River Valley Education District hereby mutually release each other and their board members, agents, and employees from any and all liability, damage, loss, cost, or expense incurred arising out of or in connection with the performance of any duties under the terms of this agreement unless caused by an intentional act or omission or gross negligence of the releasing school district or its board members, employees, or agents.
5. Choice of Law and Severability. This agreement is governed by the laws of the state of Minnesota. If any part of this agreement is construed by a court to be unenforceable or in violation of any applicable law, the remaining portions of the agreement will remain in full force and effect.

The undersigned are duly authorized to enter into this agreement. The undersigned hereby agree to the terms and conditions set forth by this agreement.

[Signature pages to follow]

INDEPENDENT SCHOOL DISTRICT #2190, Yellow Medicine East Public Schools

By: _____

Date: _____

School Board Chair

By: _____

Date: _____

School Board Clerk

By: _____

Date: _____

Superintendent

[Remainder of the page intentionally left blank]

Yellow Medicine East, ISD 2190

BOARD OF EDUCATION - AGENDA ANALYSIS

AGENDA ITEM: 10.4
MEETING DATE: August 12, 2019
SUBJECT: Resolution to Accept the Auxiliary Gymnasium Donation from Ron & Diane Fagen

BOARD ACTION:
Required
Information
Scheduled Report

BACKGROUND/RATIONALE:

UPDATE for August Board Meeting:

I asked Kevin Rupp to review the statute related to the building donation. The statute requires a 2/3 majority of the board. He cited other legal cases where the courts determined that 2/3 majority was determined to be 2/3 of the board, not 2/3 of the board that is present. With 4 members present at the July board meeting, we did not have 2/3 majority present. It is on the August agenda to be approved again.

As a reminder, here is the information from the July Board Meeting:

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 formulizes 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):
Superintendent Schneider

COMMITTEE:
Full Board of Education

SUPERINTENDENT RECOMMENDATION:
I recommend approving this resolution.

The following resolution was moved by Sharon Rupp:

**RESOLUTION ACCEPTING THE DONATION OF LABOR AND MATERIALS
NECESSARY TO COMPLETE THE CONSTRUCTION OF THE NEW AUXILIARY
GYMNASIUM AT YELLOW MEDICINE EAST**

1. 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.

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:

2. 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.
3. 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.
4. 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 Jeremy Corner, and upon a vote being taken thereon, the following School Board members voted in favor of the Resolution: Susan Bones, Jeremy Corner, Jeremy LeBlanc, Amanda Lecy, Sonja Pederson, Sharon Rupp, Ron Winter

and the following School Board members voted against the Resolution: None

Whereupon this Resolution was declared duly passed and adopted.

-August 12, 2019

Yellow Medicine East, ISD 2190

BOARD OF EDUCATION - AGENDA ANALYSIS

AGENDA ITEM: 10.5
MEETING DATE: August 12, 2019
SUBJECT: Designate IOwA

BOARD ACTION:
Required
Information
Scheduled Report

BACKGROUND/RATIONALE:

This was done in July but gave too much “power” to Denise. Hopefully this will correct and be satisfactory with MDE.

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 me as the district’s IOwA and Denise Streich to act as the IOwA to add and remove names only.

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 and Denise Streich to act as the IOwA to add and remove names only for Yellow Medicine East 2190-01.

Sharon Rupp, Board Chair
Yellow Medicine East 2190-01
August 12, 2019

CONSTRUCTION METHODS CLASS AGREEMENT

THIS AGREEMENT is made this 1st day of August, 2019, by and between Independent School District No. 2190, Yellow Medicine East Schools (“Yellow Medicine East”), Independent School District No. 2890, Renville County West Public Schools (“Renville County West”), Independent School District No. 129, Montevideo Public Schools (“Montevideo”), Independent School District No. 2180, MacCray Public Schools (“MacCray”), Independent School District No. 2167, Lakeview Public Schools (“Lakeview”), collectively hereinafter referred to as “the School Districts”, and Fagen, Inc. (“Fagen”) relating to a Construction Methods Class to be offered by the parties for the School Districts’ students.

WHEREAS, the School Districts wish to make available an off-campus Construction Methods class to their students (the “Class”) wherein students learn trade skills relating to the construction field;

WHEREAS, Fagen wishes to host the Class at its warehouse, located at 1021 West Highway 212, Granite Falls, MN 56241 (the “Warehouse”);

WHEREAS, Yellow Medicine East will assign a licensed teacher to teach, direct, oversee, and supervise the Class and the students;

WHEREAS, Fagen will provide employees to offer information and advice, under the direction of the licensed Yellow Medicine East teacher, to students participating in the Class;

WHEREAS, the parties wish to enter into a written agreement outlining the rights and responsibilities for each party and the students participating in the Class.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other consideration, the sufficiency of which is hereby acknowledged, the Parties agrees as follows:

1. **The Class.** The following Class requirements will remain in place for the term of this Agreement, unless the parties agree by mutual written agreement to make any changes.
 - a. **Schedule.** The parties agree that the School Districts shall offer an 18-week, elective Construction Methods Class at the Warehouse. The

Class shall be made available to the School Districts' ninth through twelfth grade students. The Class shall take place from January 21, 2020 through the end of the 2020-20 school year. The Class shall meet daily for approximately 1.5 hours per day. The exact time of the Class shall be determined by mutual agreement between the parties.

- b. **Curriculum.** The Class curriculum will be approved by Yellow Medicine East. A Yellow Medicine East teacher shall be assigned as the classroom teacher for the Class and will be responsible for teaching, directing, overseeing, and supervising the students and grading their work.
- c. **Student Transportation.** Students shall provide their own transportation to and from the Warehouse for the Class. As part of the Class, students may travel to other Fagen sites for site visits. Students shall provide their own transportation to any and all sites. To the extent practicable, Fagen shall provide at least one-week written notice to students and their parents prior to any off-site visits. Fagen employees shall not provide students with transportation to and from class or site visits.
- d. **Liability.** All students and their parents or legal guardians shall sign a transportation liability waiver prior to participating in the Class.
- e. **Grading.** The Yellow Medicine East teacher will be responsible for grading all student work.
- f. **Safety clothing and equipment.** Students must wear steel toe boots during the Class. Students shall provide their own steel toe boots for the Class. Any student who is not wearing steel toe boots will not be allowed to participate in the Class for that day. Fagen will provide students with safety glasses, a hard hat, and a safety vest prior to each Class period.
- g. **Fagen's responsibility.** Fagen shall have its employees provide information and advice, under the direction and supervision of the Yellow Medicine East teacher, to students at its Warehouse in accordance with the approved curriculum. Fagen shall provide students with any necessary supplies and materials required for the

Class. The Yellow Medicine East teacher shall be responsible for taking attendance prior to each class period and reporting the attendance to the Yellow Medicine East supervising teacher.

- h. Access to Warehouse.** Participating students shall be allowed access to the Warehouse and its parking lot immediately before, during, and after the Class. Students shall not remain at the Warehouse beyond the Class time. Fagen shall allow the Yellow Medicine East supervising teacher to have access to necessary supplies and technology at the Warehouse.
- 2. **Term.** The Class shall be offered only for the 2019-20 school year. This Agreement shall terminate on June 30, 2020. If the parties wish to offer the Class in a later school year, they shall enter into a new written agreement.
- 3. **Costs.** Fagen shall be solely responsible for the cost of its employees' time in performing its obligations under this Agreement. Fagen shall also be solely responsible for the costs of providing participating students with safety glasses, a hard hat, and safety vest, as well as any supplies or materials supplied to participating students.
- 4. **Tuition.** Each school district participating in this Agreement shall pay tuition to Yellow Medicine East in the amount of **\$405.72**. Yellow Medicine East will send a tuition bill to the school district on or before March 1, 2020, which shall be due and payable within twenty (20) calendar days.
- 5. **Liability and Insurance.** Fagen shall at all times during the term of this Agreement, at its own expense, maintain and keep in force the following insurance and provide the following indemnities:

 - a. Commercial general liability insurance covering all liabilities arising out of Fagen's duties under the terms of this Agreement in the limits set forth in Minnesota Statutes section 466.04, as amended. Such insurance shall not be cancelable except upon thirty (30) days' written notice to the School Districts.
 - b. Workers' compensation covering Fagen and its employees for any injury arising out of performance of duties under this Agreement.

Fagen agrees to hold the School Districts harmless for any injury arising out of or related to the performance of duties under this Agreement.

- c. Fagen shall provide to the School Districts, upon request, the policy or policies of such insurance or certificates of insurance, or other acceptable evidence of insurance coverage.
 - d. Fagen's insurance shall be primary against the School Districts' insurance for damages arising as a result of Fagen's performance of duties under this Agreement, and there shall be no right of contribution against the School Districts' insurance with respect to damage occurring under the terms of this Agreement.
 - e. Fagen shall hold harmless, indemnify, and defend the School Districts, and their elected officials, board members, employees, officers and directors, from and against all claims, actions, damages and other liabilities, including attorneys' fees, other professional fees and costs, arising out of or in connection with the performance of Fagen's duties under the terms of this Agreement unless caused by the intentional act or omission or gross negligence of a School District or its Board members, employees, or agents.
6. **No Employment Relationship.** Nothing in this Agreement shall be construed to create an employment relationship, partnership, a joint venture, or a joint enterprise between the School Districts and Fagen or its employees. Fagen shall be solely responsible for all of its expenses and/or costs related to and/or necessary for the performance of the tasks set forth herein.
7. **Compliance with Laws.** In providing services under this Agreement, Fagen shall comply with all applicable laws, rules, and regulations governing the District, including but not limited to: (a) all state and federal education laws; (b) the Family Educational Privacy Act and the Minnesota Government Data Practices Act ("MGDPA"). This provision survives expiration or termination of this Agreement.
8. **Data Practices.** All of the data created, collected, received, stored, used, maintained, or disseminated by Fagen or its employees in performing any

tasks, functions, duties, or responsibilities under this Agreement are subject to the requirements of the MGDPA. Fagen must comply with the MGDPA as if it were a government entity. Fagen shall confer with the School Districts prior to responding to any requests for a release of government data relevant to this Agreement and the services provided thereunder that it may receive.

9. **School District Release from Liability.** To the extent permitted by law, Renville County West, Montevideo, MacCray, Yellow Medicine East, and Lakeview hereby mutually release each other and their Board members, agents, and employees from any and all liability, damage, loss, cost, or expense incurred arising out of or in connection with the performance any duties under the terms of this Agreement unless caused by the intentional act or omission or gross negligence of the releasing school district or its Board members, employees, or agents.
10. **Assignment.** Fagen shall neither assign nor transfer any part of its interest in this Agreement without the express written consent of the School Districts.
11. **Criminal Background Check.** Any Fagen employees who works with the School Districts' students pursuant to this Agreement must undergo a criminal background check before that employee provides any services pursuant to this Agreement. If any Fagen employee who works with the School Districts' students is charged with a crime or offense or is convicted of a crime or offense during the term of this Agreement, Fagen must immediately notify Yellow Medicine East, who shall the notify the other School Districts of said charge or conviction.
12. **Choice of Law and Severability.** This Agreement is governed by the laws of the State of Minnesota. If any part of this Agreement is construed by a court to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
13. **Waiver and Equal Drafting.** Waiver by any party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If any party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by all parties.

14. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. Neither the School Districts nor Fagen has relied on any statements, promises, or representations that are not stated in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. No waiver or modification of any provision of this Agreement will be valid unless it is in writing and signed by all parties. A signed copy of this Agreement will have the same legal effect as the original.
15. **Headings.** The headings contained in this Agreement are included for purposes of convenience only and do not affect the meaning or interpretation of this Agreement.
16. **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed an original, but such counterparts, when taken together, shall constitute one agreement.

The undersigned are duly authorized to enter into this Agreement. The undersigned hereby agree to the terms and conditions set forth by this Agreement.

[signature pages to follow]

**INDEPENDENT SCHOOL DISTRICT NO. 2190, YELLOW MEDICINE EAST
SCHOOLS**

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

**INDEPENDENT SCHOOL DISTRICT NO. 2890, RENVILLE COUNTY WEST
PUBLIC SCHOOLS**

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

INDEPENDENT SCHOOL DISTRICT NO. 129, MONTEVIDEO PUBLIC SCHOOLS

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

**INDEPENDENT SCHOOL DISTRICT NO. 2180, MACCRAY PUBLIC
SCHOOLS**

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

INDEPENDENT SCHOOL DISTRICT NO. 2167, LAKEVIEW PUBLIC SCHOOLS

By: School Board Chair

Date:

By: School Board Clerk

Date:

[remainder of page intentionally left blank]

FAGEN, INC.

By:

Its:

Date:

By:

Its

Date:

TINY HOUSE/FISH HOUSE CLASS AGREEMENT

THIS AGREEMENT is made this 1st Day of August 1, 2019, by and between Independent School District No. 2190, Yellow Medicine East Schools (“Yellow Medicine East”), Independent School District No. 2890, Renville County West Public Schools (“Renville County West”), Independent School District No. 129, Montevideo Public Schools (“Montevideo”), Independent School District No. 2180, MACCRAY Public Schools (“MACCRAY”), Independent School District No. 2167, Lakeview Public Schools (“Lakeview”), collectively hereinafter referred to as “the School Districts”, and Friendship Homes, Inc. (“Friendship Homes”) relating to a Tiny House/Fish House Class to be offered by the parties for the School Districts’ students.

WHEREAS, the School Districts wish to make available an off-campus Tiny House/Fish House class to their students (the “Class”) wherein students learn trade skills relating to the construction field;

WHEREAS, Friendship Homes is offering to host the Class at its facility, located at 815 Budd Street, Montevideo, MN 56265 (the “Warehouse”);

WHEREAS, Yellow Medicine East will assign a licensed teacher to teach, direct, oversee, and supervise the Class and the students;

WHEREAS, Friendship Homes will provide employees to offer information and advice, under the direction of the licensed Yellow Medicine East teacher, to students participating in the Class;

WHEREAS, the parties wish to enter into a written agreement outlining the rights and responsibilities for each party and the students participating in the Class.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **The Class.** The following Class requirements will remain in place for the term of this Agreement, unless the parties agree by mutual written agreement to make any changes.
 - a. **Schedule.** The parties agree that the School Districts shall offer an 18-week, elective Tiny House/Fish House Class at the Warehouse.

The Class is made available to the School Districts' tenth through twelfth grade students. The Class shall take place from September 4, 2019 through January 16, 2020 (or the last day of the first semester of YME calendar). The Class shall meet daily for approximately 1.5 hours per day. The exact time of the Class shall be determined by mutual agreement between the parties.

- b. **Curriculum.** The Class curriculum will be developed and approved by Yellow Medicine East. A Yellow Medicine East teacher shall be assigned as the classroom teacher for the Class and will be responsible for teaching, directing, overseeing, and supervising the students and grading their work.
- c. **Student Transportation.** Each school district is responsible for determining how its students participating in the Class get to and from the Warehouse for the Class. As part of the Class, students may travel to other Friendship Homes sites for site visits. For any off site visits, YME will provide students with transportation to and from the Warehouse and the offsite location. The YME teacher and Friendship Homes staff shall not be responsible for any student transportation to or from the Class. To the extent practicable, the YME teacher shall provide at least one-week written notice to students and their parents prior to any off-site visits.
- d. **Liability.** All students and their parents or legal guardians shall sign a transportation liability waiver prior to participating in the Class.
- e. **Grading.** The Yellow Medicine East teacher will be responsible for grading all student work.
- f. **Safety clothing and equipment.** Any student who is not wearing steel toe boots will not be allowed to participate in the Class for that day. Friendship Homes will provide students with safety glasses, a hard hat, and a safety vest prior to each Class period.
- g. **Friendship Homes's responsibility.** Friendship Homes shall have its employees provide information and advice, under the direction and supervision of the Yellow Medicine East teacher, to students at its Warehouse in accordance with the approved curriculum. Friendship

Homes shall provide students with any necessary supplies and materials required for the Class. The Yellow Medicine East teacher shall be responsible for taking attendance prior to each class period and reporting the attendance to the corresponding/participating school office.

- h. Access to Warehouse.** Participating students shall be allowed access to the Warehouse and its parking lot immediately before, during, and after the Class. Students shall not remain at the Warehouse beyond the Class time. Friendship Homes shall allow the Yellow Medicine East supervising teacher to have access to necessary supplies and technology at the Warehouse.
2. **Term.** The Class shall be offered only for the 2019-20 school year. This Agreement shall terminate on June 30, 2020. If the parties wish to offer the Class in a later school year, they shall enter into a new written agreement.
3. **Costs.** Friendship Homes shall be solely responsible for the cost of its employees' time in performing its obligations under this Agreement. Friendship Homes shall also be solely responsible for the costs of providing participating students with safety glasses, a hard hat, safety vest, or other required safety equipment as well as any supplies or materials supplied to participating students.
4. **Tuition.** Each school district participating in this Agreement shall pay tuition to Yellow Medicine East in the amount of **\$ 405.72 per student** (based upon PSEO rates). Yellow Medicine East will send a tuition bill to the school district on or before November 1, 2019, which shall be due and payable within twenty (20) calendar days. Friendship Homes is not charging or collecting tuition or other costs from any of the school districts or students.
5. **Liability and Insurance.** Friendship Homes and Yellow Medicine East shall at all times during the term of this Agreement, at its own expense, maintain and keep in force the following insurance:

 - a. Commercial general liability insurance covering all liabilities arising out of Friendship Homes's duties under the terms of this Agreement in the limits set forth in Minnesota Statutes section 466.04, as amended.

Such insurance shall not be cancelable except upon thirty (30) days' written notice to the School Districts.

- b. Workers' compensation covering each Party's employees for any injury arising out of performance of duties under this Agreement.
 - c. Each Party shall provide evidence of insurance set forth herein to the other Party, upon the execution of this Agreement.
6. **No Employment Relationship.** Nothing in this Agreement shall be construed to create an employment relationship, partnership, a joint venture, or a joint enterprise between the School Districts and Friendship Homes or its employees. Friendship Homes shall be solely responsible for all of its expenses and/or costs related to and/or necessary for the performance of the tasks set forth herein.
7. **Compliance with Laws.** In providing services under this Agreement, Friendship Homes shall comply with all applicable laws, rules, and regulations governing the District, including but not limited to: (a) all state and federal education laws; (b) the Family Educational Privacy Act and the Minnesota Government Data Practices Act ("MGDPA"). This provision survives expiration or termination of this Agreement.
8. **Data Practices.** All of the data created, collected, received, stored, used, maintained, or disseminated by Friendship Homes or its employees in performing any tasks, functions, duties, or responsibilities under this Agreement are subject to the requirements of the MGDPA. Friendship Homes must comply with the MGDPA as if it were a government entity. Friendship Homes shall confer with the School Districts prior to responding to any requests for a release of government data relevant to this Agreement and the services provided thereunder that it may receive.
9. **School District Release from Liability.** To the extent permitted by law, Renville County West, Montevideo, MACCRA Y, Yellow Medicine East, and Lakeview hereby mutually release Friendship Homes and each other and their Board members, agents, and employees from any and all liability, damage, loss, cost, or expense incurred arising out of or in connection with the performance of any duties under the terms of this Agreement unless

caused by the intentional act or omission or gross negligence of the releasing school district or its Board members, employees, or agents.

10. **Assignment.** Friendship Homes shall neither assign nor transfer any part of its interest in this Agreement without the express written consent of the School Districts.
11. **Criminal Background Check.** Prior to assigning a Friendship Homes employee to the Class, Friendship Homes will ensure the Friendship Homes employee to be used will not have any violent crimes or crimes against children on their record.
12. **Choice of Law and Severability.** This Agreement is governed by the laws of the State of Minnesota. If any part of this Agreement is construed by a court to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.
13. **Waiver and Equal Drafting.** Waiver by any party of any term or condition of this Agreement will not constitute a waiver of any other term or condition of this Agreement. If any party asserts that a provision of this Agreement is ambiguous, the Agreement must be construed to have been drafted equally by all parties.
14. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties. Neither the School Districts nor Friendship Homes has relied on any statements, promises, or representations that are not stated in this document. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. No waiver or modification of any provision of this Agreement will be valid unless it is in writing and signed by all parties. A signed copy of this Agreement will have the same legal effect as the original.
15. **Headings.** The headings contained in this Agreement are included for purposes of convenience only and do not affect the meaning or interpretation of this Agreement.

16. **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed an original, but such counterparts, when taken together, shall constitute one agreement.

The undersigned are duly authorized to enter into this Agreement. The undersigned hereby agree to the terms and conditions set forth by this Agreement.

[signature pages to follow]

**INDEPENDENT SCHOOL DISTRICT NO. 2190, YELLOW MEDICINE EAST
SCHOOLS**

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

**INDEPENDENT SCHOOL DISTRICT NO. 2890, RENVILLE COUNTY WEST
PUBLIC SCHOOLS**

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

INDEPENDENT SCHOOL DISTRICT NO. 129, MONTEVIDEO PUBLIC SCHOOLS

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

INDEPENDENT SCHOOL DISTRICT NO. 2180, MACCRAY PUBLIC SCHOOLS

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

INDEPENDENT SCHOOL DISTRICT NO. 2167, LAKEVIEW PUBLIC SCHOOLS

By:
School Board Chair

Date:

By:
School Board Clerk

Date:

[remainder of page intentionally left blank]

Friendship Homes, INC.

By:

Its:

Date:

By:

Its

Date:

Yellow Medicine East, ISD 2190

BOARD OF EDUCATION - AGENDA ANALYSIS

AGENDA ITEM: 11.0
MEETING DATE: August 12, 2019
SUBJECT: Crisis Management Plan Approval

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

BACKGROUND/RATIONALE:

This is the second reading for our YME Emergency Action Plan and our Crisis Response Plan - Flip Chart. No issues have been noted or brought to my attention. 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. This plan and the associated flip chart will be shared with staff members during the fall inservice. Building administrators will review with their staff members to ensure compliance and understanding.

PRESENTER(S):
Superintendent Schneider

COMMITTEE:
None

SUPERINTENDENT RECOMMENDATION:
I recommend approving this plan.

*Yellow Medicine East
School District*

**Emergency
Action Plan**

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

TABLE OF CONTENTS

Assault	3
Bomb Threat	4
<i>Bomb Threat Report Form</i>	5
<i>Bomb Threat Assessment Procedures Checklist</i>	6
Behavioral Health Intervention	7
Civil disturbance / Fight	8
Demonstration	9
Evacuation & Relocation	10
Explosion	12
FIRE	13
<i>Fire Drill and Procedure</i>	14
Hazardous materials	15
Hostage	16
Intruder	17
Shelter-in-Place	18
Lockdown with Intruder	19
Medical Emergency Procedures	21
Media Procedures	22
Missing Student	23
Reverse Evacuation	24
Sexual Assault	25
Shooting	26
Student Reunification / Release	27
Suicide Threat or Attempt	28
Suspicious Package or Mail: Chemical or Biological	29
<i>Suspicious Package Checklist</i>	30
Terrorism	31
Threat	32
<i>In-Person Threat Checklist</i>	33
<i>Written Threat Checklist</i>	34
<i>Telephone Threat Checklist</i>	35
TORNADO / Severe weather	37
Tornado Procedures and Shelters	39
Weapons	41
Emergency Telephone Numbers	42
SAMPLE: DRILL SCHEDULE AND LOG	43

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

Secondary Relocation Center

K-5 - Football Field - weather permitting

K-5 - Lutheran Church

6-12 - 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:

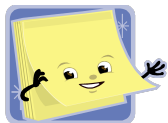
STAFF

- 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.

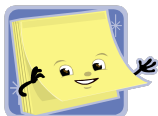
If you witness a hostage situation:

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

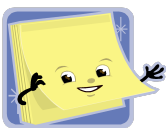
In the event an unauthorized person enters school property (intruder):

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.**”**

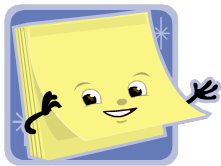
 - Repeat announcement several times.
 - Be direct. **DO NOT USE CODES.**

- **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

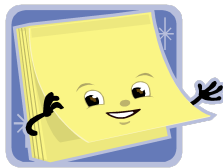
- Send for immediate help (notify health office staff or school nurse) and **CALL 911**.
 - Describe injuries, number of victims and give exact location.
- Notify building administration.
- **DO NOT** move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern.
- Check 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.

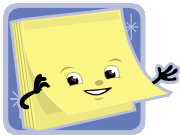
If a person displays a firearm, begins shooting or shots are heard:

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

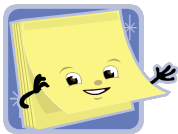
At the beginning of the school year when reviewing the school safety procedures, inform parents about the student reunification and release procedures. This material should be included in your student handbook distributed at the beginning of the school year.

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.

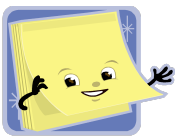
In the event a staff member believes a student is a suicide risk or has attempted suicide, they should:

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:

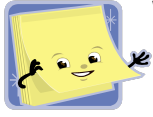
STAFF

- 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

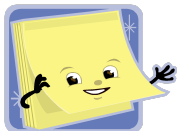
- Inform students of incident in an age appropriate manner.
- Stay calm and address student concerns.
 - Limit access to media outlet (e.g. television, radio, internet).
 - Answer student questions honestly.
 - Do not allow students to speculate or exaggerate graphic details.
- Decide whether or not 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

DRAFT ~ YME Emergency Action Plan – Print Date: 12/19/18 - Page 36

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

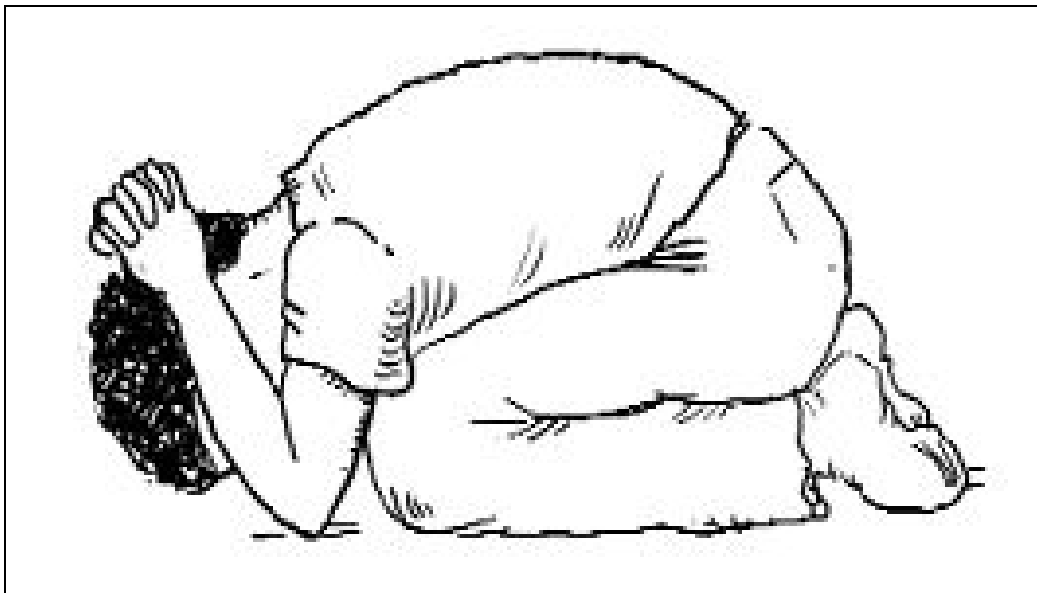
- Monitor NOAA weather radio, all-hazard or emergency alert radio stations.
- Develop an action plan with local emergency management officials.
- Notify any impacted buildings or programs in the district.

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

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

Crisis Response Team

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 & 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

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

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

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

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.

YELLOW MEDICINE EAST

Middle/High School Principal's Office - 450 9th Avenue - Granite Falls MN 56241
Phone: 320-564-4081 ext. 100 - Fax: 320-564-4782 - www.ISD2190.org



July 31st, 2019

Dear Members of the Yellow Medicine East School Board and Superintendent Schneider:

Please consider our request to begin contract negotiations for the 2019-2020 and 2020-2021 school years. We are asking the members of the school board negotiation committee and Mr. Schneider to consider a date for us to begin negotiations prior to September 1, 2019.

Please feel free to contact either of us with questions.

Sincerely,

A handwritten signature in cursive script that reads "R. Luft".

Ryan Luft

A handwritten signature in cursive script that reads "L. Hansen".

Lisa Hansen