

MEMO TO: Board of Education
TOPIC: Regular School Board Meeting
FROM: Dr. Erich Heise, Superintendent
DATE: November 14, 2019

A Regular School Board Meeting of the Board of Education will be held November 18, 2019 at 7:30 PM in the High School Room 101.

Agenda

1. CALL TO ORDER

A. Pledge

2. PREVIEW OF AGENDA

During this time any board member may pull any item(s) from the Consent Agenda

3. ADDITIONS TO THE AGENDA

4. CONSENT AGENDA

A. Minutes - November 4	4
B. Invoices - November 2019 - \$452,944.97 - Ck# 60347-60529	8
C. Handpayables - October 2019 - \$223,529.21 - Ck# 33221-33305	41
D. Statement of Cash Balances - October 2019 - \$4,079,405.04	55
E. Budget Comparison	56
F. Wires Payments - October 2019 - \$371,893.14	57
G. Auxiliary Accounts	60

5. COMMUNICATIONS

- A. Region 1 Joint Powers Board
Board members who are interested in filling for election to the Region 1 Joint Powers Board must see the Superintendent Heise before November 27.
- B. Annual School District Audit - Brady, Martz & Associates, P.C.
Handouts will be given at the meeting.

6. STUDENT INPUT AND RECOGNITION

A. Clearwater Christmas Project Fundraiser - Student Council	62
B. Positive Action Student Recognition	63
C. Samuel Scherzer was one of 15 Class AA Football Players selected as Academic All State	

D. Spotlight on Scholarship Recognition for Fall

-11 out of 12 Boys and Girls Cross Country Runners were recognized with 3.0 GPA or higher for 1st Quarter

-30 out of 34 Volleyball players in grades 9-12 were recognized with 3.0 GPA or higher for 1st Quarter

-24 out of 43 Football players in grades 9-12 were recognized with 3.0 GPA or higher for 1st Quarter

7. PUBLIC AGENDA ITEM

8. INFORMATION ITEMS

A. BES Principal Report

B. BHS Principal Report

C. Community Education

D. Superintendent Report

E. Committee Reports

1) Athletics

2) District Advisory

3) Meet and Confer

a. Tentative Meeting - December 5, 2019, at 7:30 p.m. in the BHS Staff Lounge
Erich Heise, Adam Broden, Jeremy Davies and Don Nordlund

4) Negotiations

5) Security

6) Transportation

7) Wellness

8) Other

F. Policy First Reading & Comments

1) Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults - NEW 64

2) Policy 535 - Service Animals in Schools - NEW 69

Policy 535F - Approval Request Form for Use of A Service Animal - NEW

9. SCHOOL BOARD ACTION ITEMS

A. RESOLUTION ACCEPTING GIFTS/DONATIONS TO INDEPENDENT SCHOOL DISTRICT #162–BAGLEY

WHEREAS the following; therefore, BE IT RESOLVED by the School Board of Independent School District #162–Bagley School Board does hereby accept the following donation:

* \$250.00 From Jacobson Auto Shop for the Angel Fund Donation

B. Policy Second Reading & Adoption

1) Policy 524 - Internet Acceptable Use and Safety Policy	75
2) Policy 205 - Open Meeting and Closed Meeting	85
3) Policy 402 - Disability Nondiscrimination	93
4) Policy 506 - Student Discipline	98
5) Policy 515 - Protection and Privacy of Pupil Records	119
6) Policy 602 - Organization of School Calendar and School Day	151
7) Policy 806F - For Assistance in Drafting a Crisis Management Plan	154
8) Policy 904 - Distribution of Materials on School District Property by Nonschool Persons	180

C. Ratification of 2019-2021 Work Agreement

1) Principals	185
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D. ECFE/SR MOU	186
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10. **NEXT MEETINGS AGENDA ITEMS**

- A. Public Hearing - World's Best Work Force
- B. Presentation of 2019-2020 Bagley School Budget
- C. Final Levy Limitation 2019 payable 2020

11. **FUTURE MEETINGS**

School Board Meeting - December 2, 2019, at 7:30 p.m. in High School Room 101.

12. **ADJOURNMENT**

**BAGLEY PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
NOVEMBER 4 2019
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on November 4, 2019, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Amy Fontaine, Renee Benson, Jeremy Davies, Wendy Fultz, and Superintendent Heise. Members absent: Jamie Grover and Don Nordlund.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve the following consent agenda items:
 - A. October 21 Public Hearing Minutes
 - B. October 21 Regular Board Meeting MinutesMotion passed 5-0.
2. Superintendent Heise distributed and collected the ballots for the NWSC Board of Directors.
3. Chairman Broden announced that Corrie Bonik was the R & J Broadcasting Good Student Award Winner for October 26th.
4. Izabell Gerbracht and Corrie Bonik Student Council updated the Board of Student Council events and invited board members to attend the Veteran's Day program.
5. Chairman Broden announced that Peyton Huotari is the October Senior of the Month.
6. BES Principal Moritz apprised the Board of the following elementary school highlights: (a.) robotics will be starting in November, (b.) art mural will showcase during conferences, (c.) played two positive action videos created by students and (d.) fall book fair is November 18-22.
7. BHS Principal Kerr apprised the Board of the following happening in the high school: (a.) after school tutoring has started, (b.) science curriculum review has begun, and (c.) Veteran's Day program is on November 11, at 9:30 a.m. in the high school gym.
8. First reading and comments of the following policy was held:
 - A. Policy 524 – Internet Acceptable Use and Safety Policy
 - B. Policy 205 – Open Meeting and Closed Meeting
 - C. Policy 402 – Disability Nondiscrimination
 - D. Policy 506 – Student Discipline
 - E. Policy 515 – Protection and Privacy of Pupil Records
 - F. Policy 602 – Organization of School Calendar and School Day
 - G. Policy 806F – For Assistance in Drafting a Crisis Management Plan
 - H. Policy 904 – Distribution of Materials on School District Property by Nonschool Persons
9. A motion was made by Renee Benson to approve the hat day fundraiser for the math league. Motion failed due to a lack of a second.
10. A motion was made by Jeremy Davies, seconded by Wendy Fultz to approve the UND Band Day trip on Saturday, November 16th as requested by Josh Gunderson. Motion passed 5-0.

11. A motion was made by Amy Fontaine, seconded by Wendy Fultz to authorize the BHS Music Department Roma Kawa Coffee fundraiser. Motion passed 5-0.
12. A motion was made by Wendy Fultz, seconded by Amy Fontaine to approve students selling bracelets and t-shirts for the Paul Lundberg family fundraisers and to share other ways to support the Lundberg family (i.e. CaringBridge, GoFundMe, private account at FNB, Bemidji). Motion passed 5-0.
13. A motion was made by Wendy Fultz, seconded by Jeremy Davies to adopt the following resolution:

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No.162, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated **for use as a polling place** by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election **in the calendar year following the adoption of this resolution:**

(Set forth each combined polling place explaining which precincts are being served, such as:)

Combined Polling Place:

Bagley American Legion

"This combined polling place serves all territory in Independent School District No.162 located in the City of Clearbrook; Clover Township; Leon Township; Sinclair Township; the City of Gonvick; Pine Lake Township; Winsor Township; Greenwood Township; Holst Township; Eddy Township; the City of Bagley; Copley Township; Falk Township; LaPrairie Township; Nora Township; Popple Township; Itasca Township; Minerva Township; Shevlin Township; the City of Shevlin; Moose Creek Township; Bear Creek Township; Red Lake Unorganized; Long Lost Lake Township; City of Leonard; Unorganized 143-36 Township; Hangaard Township; Rice Township and Dudley Township; Clearwater County, Minnesota."

Note: See Section 2.3.2 of the Election Manual regarding changing polling places in the case of an emergency or if the polling place is no longer available.

*3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 5:00 o'clock p.m. and 8:00 o'clock p.m.

Note: See Section 3.6 of the Election Manual regarding certain restrictions on voting hours.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must

be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.) This date is November 13, 2019, for an election on February 11, 2020.

14. A motion was made by Amy Fontaine, seconded by Jeremy Davies to revise Policy 615 – Testing Accommodations, Modifications, and Exemption for IEPs, Section 504 Plans, LEP Students. Motion passed 5-0.
15. A motion was made by Jeremy Davies, seconded by Wendy Fultz to revise Policy 616 – School District Accountability. Motion passed 5-0.
16. A motion was made by Amy Fontaine, seconded by Renee Benson to revised Policy 620 – Credit for Learning. Motion passed 5-0.
17. A motion was made by Jeremy Davies, seconded by Amy Fontaine to adopt Policy 703 – Annual Audit. Motion passed 5-0.
18. A motion was made by Jeremy Davies, seconded by Wendy Fultz to revise Policy 721 – Uniform Grant Guidance. Motion passed 5-0.
19. A motion was made by Wendy Fultz, seconded Jeremy Davies to revise Policy 802 – Disposition of Obsolete Equipment & Materials. Motion passed 5-0.
20. A motion was made by Amy Fontaine, seconded by Wendy Fultz to ratify the Custodian 2019-2021 work agreement. Motion passed 5-0.
21. A motion was made by Jeremy Davies, seconded by Renee Benson to ratify the Technology Assistant 2019-2021 work agreement. Motion passed 5-0.
22. A motion was made by Jeremy Davies, seconded Amy Fontaine to hire Amanda Bodensteiner as a paraeducator contingent upon receipt of a satisfactory background check and meets MDE paraprofessional requirements. Motion passed 5-0.
23. A motion was made by Wendy Fultz, seconded by Renee Benson to accept the resignation of Allen Rusch, effective November 2, 2019. Motion passed 5-0.
24. A motion was made by Wendy Fultz, seconded by Renee Benson to terminate employment with Steven West, effective October 24, 2019. Motion passed 5-0.
25. A motion was made by Amy Fontaine, seconded by Jeremy Davies to approve the maternity leave request for Employee A. Employee A is requesting maternity leave for approximately 9 weeks beginning approximately February 10, 2020. Motion passed 5-0.
26. A motion was made by Jeremy Davies, seconded by Renee Benson to hire Kyle Koop as a Mechanic and ratify the Mechanic 2019-2021 work agreement. Motion passed 5-0.
27. Items for the Next Agenda:
 - A. Policy Updates

28. Future Meetings:

A. School Board Meeting – November 18, 2019, at 7:30 p.m. in BHS Room 101.

29. A motion was made by Amy Fontaine to adjourn the meeting at 8:23 p.m. Motion passes 5-0.

Adam Broden, Chairman
School Board
Ind. School District #162

Jamie Grover, Clerk
School Board
Ind. School District #162

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60347	74181		TECH CHECK, LLC		Check		
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$195.00	
	PO#:	Voucher #:	71767	Invoice	Invoice No: 37883, 37970	9/16/2019	Paid Amt:	\$195.00	
							Check Amount:	\$195.00	
0162	FNB	60348	1143		THE LAMPO GROUP, LLC.		Check		
				E 01	300 215 000 460 000	HS STUDENT TEXT		\$749.70	
				E 01	300 215 000 460 000	HS BLENDED LEARNING - FOUNDATION ST		\$649.99	
				E 01	300 215 000 460 000	10 - STUDENT TEXTS, 1 - TEACHER GUIDE		\$0.00	
				E 01	300 215 000 460 000	SHIPPING		\$139.97	
	PO#: 68214	Voucher #:	71734	Invoice	Invoice No: 7535562	9/16/2019	Paid Amt:	\$1,539.66	
							Check Amount:	\$1,539.66	
0162	FNB	60349	1053		UPS		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$6.35	
	PO#:	Voucher #:	71774	Invoice	Invoice No: 00000909X0349	9/16/2019	Paid Amt:	\$6.35	
							Check Amount:	\$6.35	
0162	FNB	60350	33350		US FOODSERVICE - GRAND FORKS		Check		
∞				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,509.64	
				E 02	005 770 705 490 000	Food-Breakfast		\$282.78	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$46.53	
	PO#: 68183	Voucher #:	71760	Invoice	Invoice No: 3420500	9/16/2019	Paid Amt:	\$1,838.95	
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,841.94	
				E 02	005 770 705 490 000	Food-Breakfast		\$342.75	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$34.80	
	PO#: 68183	Voucher #:	71761	Invoice	Invoice No: 3420499	9/16/2019	Paid Amt:	\$2,219.49	
	PO#: 68183	Voucher #:	71762	Invoice	Invoice No: 3420502	9/16/2019	Paid Amt:	\$59.09	
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$93.30	
	PO#: 68183	Voucher #:	71763	Invoice	Invoice No: 3420501	9/16/2019	Paid Amt:	\$93.30	
							Check Amount:	\$4,210.83	
0162	FNB	60352	79331		VISA		Check		
				E 01	005 020 000 366 000	Travel-Supt. Office		\$362.96	
				E 01	100 050 000 366 000	Travel-Elem Office		\$362.96	
				E 01	300 050 000 366 000	Travel-HS Office		\$362.96	
				E 01	005 110 000 366 000	Travel-Business Office		\$241.73	
				E 01	005 110 000 401 000	General Supplies-Business Office		\$34.00	
	PO#:	Voucher #:	71783	Invoice	Invoice No: 09/01/19	9/16/2019	Paid Amt:	\$1,364.61	
							Check Amount:	\$1,364.61	

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60353	1388		W. W. THOMPSON CONCRETE PRODUCTS		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$735.00	
				E 01	310 810 000 401 000	TK 290 CONCRETE SEALER		\$0.00	
		PO#: 68190	Voucher #:	71755	Invoice	Invoice No: 1908-806730		9/16/2019	
								Paid Amt:	\$735.00
								Check Amount:	\$735.00
0162	FNB	60354	80788		WESTWOOD BUILDING CENTER, INC.		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$305.19	
		PO#: 68086	Voucher #:	71781	Invoice	Invoice No: 09/03/19		9/16/2019	
								Paid Amt:	\$305.19
								Check Amount:	\$305.19
0162	FNB	60355	81075		WILLBERGS AUTO CENTER		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$143.84	
		PO#: 68087	Voucher #:	71782	Invoice	Invoice No: 9/3/2019		9/16/2019	
								Paid Amt:	\$143.84
								Check Amount:	\$143.84
0162	FNB	60356	1753		VERIZON CONNECT NWF, INC.		Check		
				E 01	005 760 720 401 000	PLEASE SEE ATTACHED CONTRACT		\$60.46	
		PO#: 68198	Voucher #:	71776	Invoice	Invoice No: INVE0199293		9/17/2019	
				E 01	005 760 720 401 000	PLEASE SEE ATTACHED CONTRACT		\$30.23	
		PO#: 68198	Voucher #:	71777	Invoice	Invoice No: INVEX0199450		9/17/2019	
								Paid Amt:	\$30.23
								Check Amount:	\$90.69
0162	FNB	60357	79179		VERIZON WIRELESS		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$214.32	
		PO#:	Voucher #:	71786	Invoice	Invoice No: 9837103810		9/17/2019	
								Paid Amt:	\$214.32
								Check Amount:	\$214.32
0162	FNB	60358	1729		AG PARTS		Check		
				E 01	005 810 000 401 181	AIPAA01-HB-HC BLACK DIGITIZER W/GLAS		\$203.88	
				E 01	005 810 000 401 181	SHIPPING - FREE		\$0.00	
		PO#: 68289	Voucher #:	71939	Invoice	Invoice No: 1425299		10/19/2019	
				E 01	005 810 000 401 181	LCD BEZEL DELL 11 3120 LCD BEZEL		\$215.40	
				E 01	005 810 000 401 181	TOP COVER DELL 11 3120 LCD TOP COVEF		\$359.40	
				E 01	005 810 000 401 181	SHIPPING - FREE		\$0.00	
		PO#: 68254	Voucher #:	71940	Invoice	Invoice No: INVOICE 1420821		10/19/2019	
								Paid Amt:	\$574.80
								Check Amount:	\$778.68
0162	FNB	60359	1671		ALEX RICHERT		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$770.00	
		PO#:	Voucher #:	72070	Invoice	Invoice No: 201901		10/19/2019	
								Paid Amt:	\$770.00
								Check Amount:	\$770.00

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	60360	1118		AMAZON CAPITAL SERVICES		Check
				E 01	300 255 302 530 170 JET 708404 JBOS BENCHTOP OSCILLATIN		\$469.98
		PO#: 68296	Voucher #:	71923	Invoice Invoice No: 1TQF-KFT3-Y4DR	10/19/2019	Paid Amt: \$469.98
				E 01	300 212 000 401 000 KONICA MINOLTA BLACK TONER		\$77.98
		PO#: 68281	Voucher #:	71924	Invoice Invoice No: 1F9K-F6HX-RPDH	10/19/2019	Paid Amt: \$77.98
				E 01	300 212 000 401 000 INK NOW PREMIUM COMPATIBLE YELLOW		\$50.96
		PO#: 68281	Voucher #:	71925	Invoice Invoice No: 1Q6K-WFH7-FCFV	10/19/2019	Paid Amt: \$50.96
				E 01	005 760 720 401 000 KEN TOOL 34555 DUAL SEPARATION BAG		\$287.38
		PO#: 68295	Voucher #:	71926	Invoice Invoice No: 1QF4-VYWK-7HH1	10/19/2019	Paid Amt: \$287.38
				E 01	005 810 000 401 181 APC BATTERY		\$51.90
				E 01	005 810 000 401 181 2 PACK IPAD CHARGERS		\$169.50
		PO#: 68272	Voucher #:	71927	Invoice Invoice No: 1H3G-FYHM-JG4N	10/19/2019	Paid Amt: \$221.40
				E 01	300 620 000 401 000 CRICUT		\$279.99
				E 01	300 620 000 401 000 CRICUT MAT		\$28.95
				E 01	300 620 000 401 000 SHIPPING		\$7.48
		PO#: 68273	Voucher #:	71928	Invoice Invoice No: 1FNL-NVGK-RYMR	10/19/2019	Paid Amt: \$316.42
				E 01	100 203 000 460 000 DEADMAN RAPIDS		\$208.95
		PO#: 68237	Voucher #:	71929	Invoice Invoice No: 1F1R-TF3H-HFJG	10/19/2019	Paid Amt: \$208.95
				E 01	100 203 000 460 000 DEADMAN RAPIDS		\$9.95
		PO#: 68237	Voucher #:	71930	Invoice Invoice No: 1HPR-LFCT-P9Y7	10/19/2019	Paid Amt: \$9.95
				E 01	100 203 000 460 000 DEADMAN RAPIDS		\$39.80
		PO#: 68237	Voucher #:	71931	Invoice Invoice No: 19F1-XFDD-FM9G	10/19/2019	Paid Amt: \$39.80
				E 01	100 203 000 460 000 DEADMAN RAPIDS		\$5.28
				E 01	100 203 000 460 000 SONG OF SAMPO LAKE		\$49.75
		PO#: 68237	Voucher #:	71932	Invoice Invoice No: 1D43-31LJ-D9K1	10/19/2019	Paid Amt: \$55.03
				E 01	310 810 000 401 000 X-ACTO RANGER 55 MANUAL PENCIL SHAI		\$476.80
		PO#: 68287	Voucher #:	71933	Invoice Invoice No: 1Q6K-WFH7-JJDJ	10/19/2019	Paid Amt: \$476.80
				E 01	100 203 000 430 000 KITCHEN TIMER - 12 PK		\$21.99
				E 01	100 203 000 430 000 3 IN 1 ALERTS TIMER 1013		\$16.50
		PO#: 68286	Voucher #:	71934	Invoice Invoice No: 1Q6K-WFH7-P4RH	10/19/2019	Paid Amt: \$38.49
				E 01	100 203 000 401 000 CARDSTOCK		\$16.98
		PO#: 68256	Voucher #:	71935	Invoice Invoice No: 1DPT-H194-4LJM	10/19/2019	Paid Amt: \$16.98
				E 01	100 203 000 460 000 DEADMAN RAPIDS		\$15.84
				E 01	100 203 000 460 000 RIOT BY MARY CASSANOVA		\$14.32
				E 01	100 203 000 460 000 SONG OF SAMPO LAKE		\$99.50
		PO#: 68237	Voucher #:	71936	Invoice Invoice No: 1XJ6-VXQC-QL6J	10/19/2019	Paid Amt: \$129.66
				E 01	100 200 000 401 000 PLEASE SEE ATTACHED		\$661.27
		PO#: 68263	Voucher #:	71937	Invoice Invoice No: 1QJQ-HJDL-7LLC	10/19/2019	Paid Amt: \$661.27
				E 01	005 810 000 401 181 MAC CHARGERS		\$170.91

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60360	1118		AMAZON CAPITAL SERVICES		Check		
				E 01	005 810 000 401 181	D1 LABEL TAPE		\$9.89	
				E 01	005 810 000 401 181	WIRELESS KEYBOARD MOUSE		\$32.99	
				E 01	005 810 000 401 181	M TAPE - 6 PK		\$15.29	
				E 01	005 810 000 401 181	SEPTRE DISPLAY		\$85.99	
				E 01	005 810 000 401 181	DELL CHARGERS		\$13.89	
		PO#: 68267	Voucher #:	71938	Invoice	Invoice No: 1L7T-NRVY-PMC7	10/19/2019		Paid Amt: \$328.96
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$240.00	
				E 01	100 203 000 401 000	OVER BUDGET FOR GRANT		\$1.04	
		PO#: 68302	Voucher #:	72066	Invoice	Invoice No: 1XFD-QDGD-W947	10/19/2019		Paid Amt: \$241.04
								Check Amount: \$3,631.05	
0162	FNB	60361	01725		AMERIPRIDE LINEN, INC.		Check		
				E 01	300 361 830 305 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$43.63	
		PO#: 68011	Voucher #:	71941	Invoice	Invoice No: 350365221	10/19/2019		Paid Amt: \$43.63
				E 01	300 255 000 305 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$64.77	
		PO#: 68012	Voucher #:	71942	Invoice	Invoice No: 350364804	10/19/2019		Paid Amt: \$64.77
				E 01	005 760 720 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$44.85	
		PO#: 68098	Voucher #:	71943	Invoice	Invoice No: 350364618	10/19/2019		Paid Amt: \$44.85
								Check Amount: \$153.25	
0162	FNB	60362	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	005 760 720 440 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$8,550.21	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$237.78	
		PO#: 68101	Voucher #:	72057	Invoice	Invoice No: 9/30/2019	10/19/2019		Paid Amt: \$8,787.99
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$260.03	
				E 01	300 292 000 490 295	Food-Athletic Support		\$277.31	
		PO#: 68028	Voucher #:	72058	Invoice	Invoice No: 09/30/2019	10/19/2019		Paid Amt: \$537.34
								Check Amount: \$9,325.33	
0162	FNB	60363	1625		BARTON READING & SPELLING SYSTEM		Check		
				E 01	100 216 401 401 000	LEVEL I PHONEMIC AWARENESS		\$250.00	
				E 01	100 216 401 401 000	LEVEL 2 CONSONANTS & SHORT VOWELS		\$250.00	
				E 01	100 216 401 401 000	SA SET 3: LEVEL 3 STAND ALONE CHAPTE		\$95.40	
				E 01	100 216 401 401 000	SHIPPING		\$29.90	
		PO#: 68258	Voucher #:	71947	Invoice	Invoice No: 88-80085	10/19/2019		Paid Amt: \$625.30
								Check Amount: \$625.30	
0162	FNB	60364	08280		BEMIDJI REGIONAL INTERDISTRICT		Check		
				E 01	005 760 723 396 000	Special Ed Salary - Purchased		\$1,400.00	
				E 01	005 760 723 397 000	Special Ed Fringe - Purchased		\$215.04	
				E 01	005 406 740 396 000	Visually Impaired Salary - Purchased		\$1,545.56	
				E 01	005 406 740 397 000	Visually Impaired Fringe - Purchased		\$237.40	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	60364	08280		BEMIDJI REGIONAL INTERDISTRICT		Check
				E 01 005 411 740 397 000	Autism Fringe - Purchased	\$2,802.02	
				E 01 005 411 740 396 000	Autism Salary - Purchased	\$9,654.14	
				E 01 005 420 740 396 000	Special Ed Salary - Purchased	\$11,566.04	
				E 01 005 420 740 397 000	Special Ed Fringe - Purchased	\$3,308.83	
				E 01 100 402 740 397 000	MM Cognitive Dis. Fringe - Purchased	\$3,241.64	
				E 01 100 402 740 396 000	MM- Cognitive Dis. Salary - Purchased	\$11,729.40	
				E 01 100 412 740 396 000	ECSE Salary - Purchased	\$32,963.40	
				E 01 100 412 740 397 000	ECSE Fringe - Purchased	\$9,851.74	
				E 01 100 420 740 397 000	Special Ed Fringe - Purchased	\$926.43	
				E 01 100 420 740 396 000	Special Ed Salary - Purchased	\$5,120.00	
				E 01 300 407 740 396 000	Special Ed Salary - Purchased	\$13,832.20	
				E 01 300 407 740 397 000	Special Ed Fringe - Purchased	\$2,424.63	
				E 01 300 408 740 397 000	EBD Fringe - Purchased	\$1,086.43	
				E 01 300 408 740 396 000	EBD Salary - Purchased	\$5,120.00	
				E 01 300 416 740 396 000	Multi Needs Spec Ed Salary - Pur	\$7,030.66	
				E 01 300 416 740 397 000	Multi Needs Spec Ed Fringe - Pur	\$1,079.91	
				E 01 300 420 740 397 000	Special Ed Fringe - Purchased	\$2,263.32	
				E 01 300 420 740 396 000	Special Ed Salary - Purchased	\$11,480.00	
				E 01 005 408 740 396 000	Purchased Salaries	\$1,545.56	
				E 01 005 408 740 397 000	Purchased Benefits	\$237.40	
PO#:	Voucher #:	71948	Invoice	Invoice No:	FY20 1ST QTR	10/19/2019	Paid Amt: \$140,661.75
			E 01 005 401 740 399 000		Purchase of Spec Ed Contracted	\$841.75	
			E 01 005 407 740 399 000		Purchase of Spec Ed Contracted	\$420.88	
			E 01 005 410 740 399 000		Purchase of Spec Ed Contracted-Other Dis.	\$168.35	
			E 01 005 411 740 399 000		Purchase of Spec Ed Contracted-Autism	\$252.53	
PO#:	Voucher #:	72073	Invoice	Invoice No:	OCTOBER 10, 2019	10/19/2019	Paid Amt: \$1,683.51
							Check Amount: \$142,345.26
0162	FNB	60365	08625		BEMIDJI WELDERS SUPPLY		Check
				E 01 300 255 000 430 000	OPEN PO FOR 2019-2020 SY	\$85.50	
PO#: 67841	Voucher #:	72072	Invoice	Invoice No:	30006755	10/19/2019	Paid Amt: \$85.50
			E 01 300 255 000 430 000		OPEN PO FOR 2019-2020 SY	\$176.40	
PO#: 67841	Voucher #:	72083	Invoice	Invoice No:	10020127	10/19/2019	Paid Amt: \$176.40
							Check Amount: \$261.90
0162	FNB	60366	1403		BONDED LOCK AND KEY		Check
				E 01 310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2	\$482.40	
PO#: 68056	Voucher #:	72067	Invoice	Invoice No:	49213	10/19/2019	Paid Amt: \$482.40
							Check Amount: \$482.40

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60367	1723		BOOKS N MORE		Check		
				E 01	300 259 000 350 000	INSTRUMENT REPAIR - TUBA		\$30.00	
	PO#: 68270	Voucher #:	71945	Invoice	Invoice No: 00004	10/19/2019	Paid Amt:	\$30.00	
				E 01	300 259 000 350 000	INSTRUMENT REPAIR - TROMBONE, CLAR		\$75.00	
	PO#: 68270	Voucher #:	71946	Invoice	Invoice No: 00005	10/19/2019	Paid Amt:	\$75.00	
							Check Amount:	\$105.00	
0162	FNB	60368	12219		BSN SPORTS		Check		
				E 04	005 586 332 401 100	General Supplies-Youth Enrich.-W Rec		\$236.25	
	PO#:	Voucher #:	71944	Invoice	Invoice No: 906138686	10/19/2019	Paid Amt:	\$236.25	
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$285.85	
	PO#: 68029	Voucher #:	72077	Invoice	Invoice No: 906211716	10/19/2019	Paid Amt:	\$285.85	
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$40.60	
	PO#: 68029	Voucher #:	72078	Invoice	Invoice No: 906054571	10/19/2019	Paid Amt:	\$40.60	
							Check Amount:	\$562.70	
0162	FNB	60369	1661		CARLSON PARTS STORE		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$8.30	
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$2,862.72	
	PO#: 68111	Voucher #:	71949	Invoice	Invoice No: 09302019	10/19/2019	Paid Amt:	\$2,871.02	
							Check Amount:	\$2,871.02	
0162	FNB	60370	1717		CHRISTIANSEN CONSTRUCTION CO., INC		Check		
				E 01	310 810 000 305 138	Consulting/Fees For Services-Safety Grant		\$9,336.00	
	PO#:	Voucher #:	71954	Invoice	Invoice No: 3.103	10/19/2019	Paid Amt:	\$9,336.00	
							Check Amount:	\$9,336.00	
0162	FNB	60371	16355		CLARITY GLASS		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$540.00	
	PO#:	Voucher #:	71955	Invoice	Invoice No: 666064	10/19/2019	Paid Amt:	\$540.00	
							Check Amount:	\$540.00	
0162	FNB	60372	16717		CLEARWATER CO ENVIRONMENTAL SERVICE		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$46.00	
	PO#:	Voucher #:	71953	Invoice	Invoice No: SEPT 18, 2019	10/19/2019	Paid Amt:	\$46.00	
							Check Amount:	\$46.00	
0162	FNB	60373	16684		CLEARWATER CO HISTORICAL SOC		Check		
				E 01	300 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL		\$15.00	
	PO#: 67798	Voucher #:	71950	Invoice	Invoice No: 9122019	10/19/2019	Paid Amt:	\$15.00	
				E 01	100 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL FOR BI		\$15.00	
	PO#: 67792	Voucher #:	71951	Invoice	Invoice No: 9122019	10/19/2019	Paid Amt:	\$15.00	
							Check Amount:	\$30.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60374	17509		COLE PAPERS INC.		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$114.57	
	PO#: 68058	Voucher #:	71956	Invoice	Invoice No: 3583829	10/19/2019	Paid Amt:	\$114.57	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,820.51	
	PO#: 68058	Voucher #:	71957	Invoice	Invoice No: 9593274	10/19/2019	Paid Amt:	\$1,820.51	
							Check Amount:	\$1,935.08	
0162	FNB	60375	17691		COMFORT POINT, INC.		Check		
				E 01	005 865 380 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,994.81	
	PO#: 68096	Voucher #:	71958	Invoice	Invoice No: 547	10/19/2019	Paid Amt:	\$1,994.81	
							Check Amount:	\$1,994.81	
0162	FNB	60377	19582		CULINEX		Check		
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$267.33	
	PO#: 68176	Voucher #:	71961	Invoice	Invoice No: INV809301	10/19/2019	Paid Amt:	\$267.33	
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$62.40	
	PO#: 68176	Voucher #:	71962	Invoice	Invoice No: INV809852	10/19/2019	Paid Amt:	\$62.40	
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$113.92	
	PO#: 68176	Voucher #:	71963	Invoice	Invoice No: INV809844	10/19/2019	Paid Amt:	\$113.92	
							Check Amount:	\$443.65	
0162	FNB	60378	20240		D.W. DAVIES		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$93.17	
	PO#: 68060	Voucher #:	71965	Invoice	Invoice No: 1585037	10/19/2019	Paid Amt:	\$93.17	
							Check Amount:	\$93.17	
0162	FNB	60379	21200		DAROOS INC.		Check		
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$606.00	
	PO#: 68030	Voucher #:	71964	Invoice	Invoice No: 9/16-10/8/19	10/19/2019	Paid Amt:	\$606.00	
							Check Amount:	\$606.00	
0162	FNB	60380	22487		DRAMATIC PUBLISHING		Check		
				E 01	300 291 000 401 126	0A7000 PERUSAL SCRIPT		\$9.95	
				E 01	300 291 000 401 126	SHIPPING		\$6.49	
	PO#: 68283	Voucher #:	71966	Invoice	Invoice No: 100058366	10/19/2019	Paid Amt:	\$16.44	
							Check Amount:	\$16.44	
0162	FNB	60381	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 01	300 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL FOR BI		\$29.00	
	PO#: 67799	Voucher #:	71967	Invoice	Invoice No: 9/30/2019	10/19/2019	Paid Amt:	\$29.00	
				E 01	300 050 000 401 000	General Supplies-HS Office		\$21.00	
	PO#:	Voucher #:	71968	Invoice	Invoice No: 9/30/19	10/19/2019	Paid Amt:	\$21.00	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60381	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,765.58	
	PO#:	Voucher #:	71969	Invoice	Invoice No: 9/30/2019	10/19/2019	Paid Amt:	\$1,765.58	
							Check Amount:	\$1,815.58	
0162	FNB	60382	1393		FRONTLINE TECHNOLOGIES		Check		
				E 01	100 050 000 405 000	ELEMENTARY		\$802.50	
				E 01	300 050 000 405 000	HIGH SCHOOL		\$802.50	
	PO#: 67890	Voucher #:	71970	Invoice	Invoice No: INVUS108473	10/19/2019	Paid Amt:	\$1,605.00	
							Check Amount:	\$1,605.00	
0162	FNB	60383	30521		GALEN'S SUPERMARKET		Check		
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$824.20	
	PO#: 68032	Voucher #:	72059	Invoice	Invoice No: 001000561025	10/19/2019	Paid Amt:	\$824.20	
				E 01	300 408 740 433 000	MISCELLANEOUS SUPPLIES & GROCERIE:		\$14.61	
	PO#: 68234	Voucher #:	72060	Invoice	Invoice No: 0172, 0148	10/19/2019	Paid Amt:	\$14.61	
				E 04	005 505 321 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$15.40	
	PO#: 68025	Voucher #:	72061	Invoice	Invoice No: 0028	10/19/2019	Paid Amt:	\$15.40	
				E 04	005 586 332 490 100	Food- Youth Enrichment - W. Rec		\$77.14	
				E 04	005 586 332 490 100	Food- Youth Enrichment - W. Rec		(\$10.32)	
	PO#:	Voucher #:	72062	Invoice	Invoice No: 0010, 0202	10/19/2019	Paid Amt:	\$66.82	
				E 01	100 203 000 401 000	SUPPLIES FOR CLASS EXPERIMENTS		\$7.81	
	PO#: 68144	Voucher #:	72063	Invoice	Invoice No: 0009	10/19/2019	Paid Amt:	\$7.81	
							Check Amount:	\$928.84	
0162	FNB	60384	1294		GARAGE DOOR GUYS, LLC		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$140.00	
	PO#:	Voucher #:	71978	Invoice	Invoice No: 0824	10/19/2019	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0162	FNB	60385	30935		GARDEN VALLEY TELEPHONE		Check		
				E 01	005 110 000 401 000	General Supplies-Business Office		\$559.70	
	PO#:	Voucher #:	71971	Invoice	Invoice No: INV-14261	10/19/2019	Paid Amt:	\$559.70	
				E 04	005 580 325 320 000	Telephone -ECFE		\$41.55	
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$378.79	
				E 01	310 810 000 320 000	Telephone-Maintenance		\$4,025.21	
	PO#:	Voucher #:	71979	Invoice	Invoice No: 200838187	10/19/2019	Paid Amt:	\$4,445.55	
							Check Amount:	\$5,005.25	
0162	FNB	60386	31740		GERRELLS SPORTS CENTER, INC		Check		
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,320.00	
	PO#: 68033	Voucher #:	71980	Invoice	Invoice No: 0017900-IN	10/19/2019	Paid Amt:	\$1,320.00	
							Check Amount:	\$1,320.00	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60387	33291		GRAINGER		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$89.84	
		PO#: 68066	Voucher #:	71972	Invoice	Invoice No: 9296678064	10/19/2019	Paid Amt:	\$89.84
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$17.97	
		PO#: 68066	Voucher #:	71973	Invoice	Invoice No: 9295239066	10/19/2019	Paid Amt:	\$17.97
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$230.23	
		PO#: 68066	Voucher #:	71974	Invoice	Invoice No: 9290234633	10/19/2019	Paid Amt:	\$230.23
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$252.80	
		PO#: 68066	Voucher #:	71975	Invoice	Invoice No: 9282094854	10/19/2019	Paid Amt:	\$252.80
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$184.00	
		PO#: 68066	Voucher #:	71976	Invoice	Invoice No: 9303131412	10/19/2019	Paid Amt:	\$184.00
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$45.00	
		PO#: 68066	Voucher #:	72074	Invoice	Invoice No: 9322545485	10/19/2019	Paid Amt:	\$45.00
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$56.94	
		PO#: 68066	Voucher #:	72081	Invoice	Invoice No: 9315096470	10/19/2019	Paid Amt:	\$56.94
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$135.00	
		PO#: 68066	Voucher #:	72102	Invoice	Invoice No: 9324454777	10/19/2019	Paid Amt:	\$135.00
								Check Amount:	\$1,011.78
0162	FNB	60388	33465		GRAND FORKS HERALD		Check		
				E 01	300 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL FOR BI		\$139.23	
				E 01	300 620 000 401 000	START: 8/30/19 END: 6/1/20		\$0.00	
				E 01	300 620 000 401 000	VACATION HOLD: 12/23/19 - 12/31/19		\$0.00	
		PO#: 67801	Voucher #:	71977	Invoice	Invoice No: 8/30/2019-6/1/2019	10/19/2019	Paid Amt:	\$139.23
								Check Amount:	\$139.23
0162	FNB	60389	1754		HEGERTY		Check		
				E 01	100 201 000 430 000	978-1-947260-21-4 PHONEMIC AWARENES		\$79.95	
				E 01	100 201 000 430 000	978-1-947260-20-7 PHONEMIC AWARENES		\$79.95	
				E 01	100 201 000 430 000	SHIPPING		\$12.00	
		PO#: 68285	Voucher #:	71981	Invoice	Invoice No: 44986	10/19/2019	Paid Amt:	\$171.90
								Check Amount:	\$171.90
0162	FNB	60390	36593		HEINEMANN		Check		
				E 01	100 422 740 401 000	INSTRUCTIONAL REPLACEMENTS SUPPLII		\$971.30	
				E 01	100 203 302 460 000	INSTRUCTIONAL REPLACEMENTS		\$25.30	
				E 01	100 203 302 460 000	Textbooks/Workbooks		(\$117.72)	
		PO#: 68250	Voucher #:	71984	Invoice	Invoice No: 7124446	10/19/2019	Paid Amt:	\$878.88
								Check Amount:	\$878.88

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60391	36729		HERC-U-LIFT		Check		
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$148.36	
		PO#: 68089	Voucher #: 71983	Invoice	Invoice No: W415396	10/19/2019	Paid Amt:	\$148.36	
							Check Amount:	\$148.36	
0162	FNB	60392	1646		HUDL		Check		
				E 01	300 292 000 455 295	Non-Inst. Tech Supplies		\$1,250.00	
		PO#:	Voucher #: 71982	Invoice	Invoice No: INV00726047	10/19/2019	Paid Amt:	\$1,250.00	
							Check Amount:	\$1,250.00	
0162	FNB	60393	39224		INTERQUEST DETECTION CANINES		Check		
				E 01	300 211 000 305 000	1/2 DAY VISITS		\$315.00	
		PO#: 67809	Voucher #: 71985	Invoice	Invoice No: 193NM SEPT 2019	10/19/2019	Paid Amt:	\$315.00	
							Check Amount:	\$315.00	
0162	FNB	60394	40742		J&K TROPHY HOUSE		Check		
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$327.53	
		PO#: 68036	Voucher #: 71986	Invoice	Invoice No: 17	10/19/2019	Paid Amt:	\$327.53	
							Check Amount:	\$327.53	
0162	FNB	60395	41616		JOHN R. GREEN		Check		
				E 01	100 203 000 401 000	General Supplies-Elem		\$6.50	
		PO#:	Voucher #: 71987	Invoice	Invoice No: 49369.01	10/19/2019	Paid Amt:	\$6.50	
				E 01	100 216 401 401 000	General Supplies-Title I		\$20.90	
		PO#:	Voucher #: 71988	Invoice	Invoice No: 51260.01	10/19/2019	Paid Amt:	\$20.90	
				E 01	100 203 000 401 000	General Supplies-Elem		\$1.30	
		PO#:	Voucher #: 71989	Invoice	Invoice No: 56912	10/19/2019	Paid Amt:	\$1.30	
							Check Amount:	\$28.70	
0162	FNB	60396	43077		KENNEDY & GRAVEN, CHARTERED		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$396.00	
		PO#:	Voucher #: 71990	Invoice	Invoice No: 150459	10/19/2019	Paid Amt:	\$396.00	
							Check Amount:	\$396.00	
0162	FNB	60397	05598		KUBIAK'S FAMILY FOODS		Check		
				E 01	300 408 740 433 000	INCENTIVES		\$43.96	
		PO#: 68278	Voucher #: 71991	Invoice	Invoice No: 00159282	10/19/2019	Paid Amt:	\$43.96	
				E 01	100 720 000 401 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$290.52	
		PO#: 68014	Voucher #: 71992	Invoice	Invoice No: 00156991	10/19/2019	Paid Amt:	\$290.52	
				E 04	005 580 325 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$45.50	
		PO#: 68023	Voucher #: 71993	Invoice	Invoice No: 00155341	10/19/2019	Paid Amt:	\$45.50	
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$164.95	
		PO#: 68178	Voucher #: 71994	Invoice	Invoice No: 00373259	10/19/2019	Paid Amt:	\$164.95	
				E 01	300 605 320 490 000	FOOD FOR MEETING		\$80.18	

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60397	05598		KUBIAK'S FAMILY FOODS		Check		
				E 01	300 605 320 490 000	HAMBURGER, MIXED VEGGIES, TATER TO		\$0.00	
		PO#: 68251	Voucher #: 71995	Invoice	Invoice No: 001-00154641	10/19/2019	Paid Amt:	\$80.18	
							Check Amount:	\$625.11	
0162	FNB	60398	46136		LISTROM'S DISPOSAL, INC.		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$2,655.76	
		PO#:	Voucher #: 72071	Invoice	Invoice No: 9/30/19	10/19/2019	Paid Amt:	\$2,655.76	
							Check Amount:	\$2,655.76	
0162	FNB	60399	46808		MACKIN EDUCATIONAL RESOURCES		Check		
				E 01	100 620 000 401 000	PLEASE SEE ATTACHED		\$186.82	
		PO#: 68261	Voucher #: 72064	Invoice	Invoice No: 601092	10/19/2019	Paid Amt:	\$186.82	
				E 01	100 620 000 470 000	Library Books-Elem Media		\$88.83	
		PO#:	Voucher #: 72065	Invoice	Invoice No: 601090	10/19/2019	Paid Amt:	\$88.83	
							Check Amount:	\$275.65	
0162	FNB	60400	47588		MARC		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$257.76	
		PO#: 68080	Voucher #: 72082	Invoice	Invoice No: 0677623-IN	10/19/2019	Paid Amt:	\$257.76	
							Check Amount:	\$257.76	
0162	FNB	60401	47595		MARCO, INC.		Check		
				E 01	005 110 000 380 000	Computer/Technology Lease		\$498.92	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$498.91	
				E 01	300 211 000 380 000	Computer/Technology Lease		\$498.91	
		PO#:	Voucher #: 72098	Invoice	Invoice No: 396755696	10/19/2019	Paid Amt:	\$1,496.74	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$1,848.39	
		PO#:	Voucher #: 72099	Invoice	Invoice No: 396755514	10/19/2019	Paid Amt:	\$1,848.39	
							Check Amount:	\$3,345.13	
0162	FNB	60402	49273		MEDTOX LABORATORIES		Check		
				E 01	005 110 000 305 160	Fees For Services-Drug Testing		\$77.64	
		PO#:	Voucher #: 71996	Invoice	Invoice No: 09201966597	10/19/2019	Paid Amt:	\$77.64	
							Check Amount:	\$77.64	
0162	FNB	60403	50656		MIDWEST BUS PARTS, INC		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$173.05	
		PO#: 68109	Voucher #: 71997	Invoice	Invoice No: 127993	10/19/2019	Paid Amt:	\$173.05	
							Check Amount:	\$173.05	
0162	FNB	60404	52095		MINNESOTA SCHOOL BOARDS ASSOC.		Check		
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$50.00	
		PO#:	Voucher #: 71998	Invoice	Invoice No: 23624H9R9Z7	10/19/2019	Paid Amt:	\$50.00	
							Check Amount:	\$50.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	60405	1549		MONOPRICE, INC.		Check	
				E 01	005 810 000 401 181	General Supplies-District Technology		\$64.16
	PO#:	Voucher #:	71999	Invoice	Invoice No: 16779772	10/19/2019	Paid Amt:	\$64.16
				E 01	005 810 000 401 181	General Supplies-District Technology		\$125.29
	PO#:	Voucher #:	72000	Invoice	Invoice No: 16612214	10/19/2019	Paid Amt:	\$125.29
				E 01	005 810 000 401 181	General Supplies-District Technology		\$373.37
	PO#:	Voucher #:	72001	Invoice	Invoice No: 16612379	10/19/2019	Paid Amt:	\$373.37
				E 01	005 810 000 401 181	General Supplies-District Technology		\$322.39
	PO#:	Voucher #:	72002	Invoice	Invoice No: 16633046	10/19/2019	Paid Amt:	\$322.39
							Check Amount:	\$885.21
0162	FNB	60406	54970		NATIONAL GEOGRAPHIC SOCIETY		Check	
				E 01	100 203 000 460 000	PLEASE SEE ATTACHED ORDER FORM		\$427.50
				E 01	100 203 000 460 000	SHIPPING		\$42.75
	PO#: 67942	Voucher #:	72003	Invoice	Invoice No: 1000020246	10/19/2019	Paid Amt:	\$470.25
							Check Amount:	\$470.25
0162	FNB	60407	55660		NAYLOR'S HEATING AND REFRIGERATION, LLC.		Check	
				E 01	005 865 380 530 000	Equipment		\$38,236.00
	PO#:	Voucher #:	72021	Invoice	Invoice No: 134064	10/19/2019	Paid Amt:	\$38,236.00
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$785.00
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$449.24
	PO#: 68077	Voucher #:	72022	Invoice	Invoice No: 134192	10/19/2019	Paid Amt:	\$1,234.24
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$170.00
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$9.09
	PO#: 68077	Voucher #:	72023	Invoice	Invoice No: 134224	10/19/2019	Paid Amt:	\$179.09
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$215.00
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$27.18
	PO#: 68077	Voucher #:	72024	Invoice	Invoice No: 134475	10/19/2019	Paid Amt:	\$242.18
							Check Amount:	\$39,891.51
0162	FNB	60408	55863		NEI BOTTLING, INC.		Check	
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$315.00
	PO#: 68043	Voucher #:	72013	Invoice	Invoice No: 103598	10/19/2019	Paid Amt:	\$315.00
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$351.00
	PO#: 68043	Voucher #:	72014	Invoice	Invoice No: 802566	10/19/2019	Paid Amt:	\$351.00
							Check Amount:	\$666.00
0162	FNB	60409	1463		NEW MANAGEMENT, INC.		Check	
				E 01	310 810 000 401 000	LOCK BLOKS		\$165.00

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60409	1463		NEW MANAGEMENT, INC.		Check		
				E 01	310 810 000 401 000	SHIPPING		\$8.25	
		PO#: 68284	Voucher #:	72068	Invoice	Invoice No: 6158	10/19/2019		Paid Amt: \$173.25
								Check Amount:	\$173.25
0162	FNB	60410	57845		NORTH CENTRAL PARTS & SERVICE		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$403.92	
		PO#: 68110	Voucher #:	72015	Invoice	Invoice No: 538655	10/19/2019		Paid Amt: \$403.92
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$2,359.62	
		PO#: 68110	Voucher #:	72016	Invoice	Invoice No: 264504	10/19/2019		Paid Amt: \$2,359.62
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$62.13	
		PO#: 68110	Voucher #:	72017	Invoice	Invoice No: 538797	10/19/2019		Paid Amt: \$62.13
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$658.00	
		PO#: 68110	Voucher #:	72018	Invoice	Invoice No: 538785	10/19/2019		Paid Amt: \$658.00
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		(\$80.61)	
		PO#:	Voucher #:	72019	Invoice	Invoice No: CM263645	10/19/2019		Paid Amt: (\$80.61)
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$70.26	
		PO#: 68110	Voucher #:	72020	Invoice	Invoice No: 164486X1	10/19/2019		Paid Amt: \$70.26
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$271.25	
		PO#: 68110	Voucher #:	72036	Invoice	Invoice No: 538858	10/19/2019		Paid Amt: \$271.25
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$269.53	
		PO#: 68110	Voucher #:	72047	Invoice	Invoice No: 264192	10/19/2019		Paid Amt: \$269.53
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$269.53	
		PO#: 68110	Voucher #:	72048	Invoice	Invoice No: 264192X1	10/19/2019		Paid Amt: \$269.53
								Check Amount:	\$4,283.63
0162	FNB	60411	58148		NORTHLAND COLLEGE		Check		
				E 01	998 211 000 394 000	to Other Agencies-PSEO, RG ED		\$7,500.00	
		PO#:	Voucher #:	72101	Invoice	Invoice No: 365951	10/19/2019		Paid Amt: \$7,500.00
								Check Amount:	\$7,500.00
0162	FNB	60412	58420		NORTHWEST SERVICE COOPERATIVE		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$150.00	
		PO#:	Voucher #:	72005	Invoice	Invoice No: 3532	10/19/2019		Paid Amt: \$150.00
								Check Amount:	\$150.00
0162	FNB	60413	58536		NW LINKS		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$1,917.48	
		PO#:	Voucher #:	72004	Invoice	Invoice No: 8473	10/19/2019		Paid Amt: \$1,917.48
								Check Amount:	\$1,917.48
0162	FNB	60414	61828		PIONEER DRAMA SERVICE, INC.		Check		
				E 01	300 291 000 401 130	SCRIPT FOR PLAY: "HOLLY JOLLIES!"		\$169.00	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60414	61828		PIONEER DRAMA SERVICE, INC.		Check		
				E 01	300 291 000 401 130	DIRECTOR'S BOOK		\$20.00	
				E 01	300 291 000 401 130	NUMBER OF PERFORMANCES - DATE OF 1		\$120.00	
				E 01	300 291 000 401 130	SHIPPING		\$15.00	
		PO#: 68280	Voucher #: 72026	Invoice	Invoice No: 591124	10/19/2019		Paid Amt: \$324.00	
								Check Amount: \$324.00	
0162	FNB	60415	62215		POPPLERS MUSIC INC		Check		
				E 01	300 259 000 350 000	BASS GUITAR AMP REPAIR		\$115.00	
		PO#: 68271	Voucher #: 72027	Invoice	Invoice No: 2278921	10/19/2019		Paid Amt: \$115.00	
				E 01	300 259 000 430 000	PLEASE SEE ATTACHED		\$447.95	
		PO#: 68269	Voucher #: 72028	Invoice	Invoice No: 10/04/2019	10/19/2019		Paid Amt: \$447.95	
				E 01	300 258 000 430 000	PLEASE SEE ATTACHED		\$617.40	
		PO#: 68268	Voucher #: 72029	Invoice	Invoice No: STATEMENT 10-4-2019	10/19/2019		Paid Amt: \$617.40	
				E 01	300 259 000 430 000	Instructional Supply-Instrumental Band		(\$17.97)	
		PO#:	Voucher #: 72030	Invoice	Invoice No: STATEMENT 10/4/19	10/19/2019		Paid Amt: (\$17.97)	
								Check Amount: \$1,162.38	
0162	FNB	60416	62315		POSITIVE PROMOTIONS		Check		
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED QUOTE - # 001244		\$306.88	
				E 01	100 050 000 401 000	General Supplies-Elem Office		\$1.00	
		PO#: 68240	Voucher #: 72025	Invoice	Invoice No: 06378572	10/19/2019		Paid Amt: \$307.88	
								Check Amount: \$307.88	
0162	FNB	60417	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$12,538.38	
		PO#:	Voucher #: 72031	Invoice	Invoice No: 9/29/2019	10/19/2019		Paid Amt: \$12,538.38	
								Check Amount: \$12,538.38	
0162	FNB	60418	64377		REALLY GOOD STUFF, LLC		Check		
				E 01	100 203 000 401 000	DESKTOP POCKET CHART STAND & MAGN		\$51.29	
		PO#: 68246	Voucher #: 72033	Invoice	Invoice No: 7086765	10/19/2019		Paid Amt: \$51.29	
								Check Amount: \$51.29	
0162	FNB	60419	64630		REGION I ESV		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$4,525.61	
		PO#:	Voucher #: 72035	Invoice	Invoice No: 8380	10/19/2019		Paid Amt: \$4,525.61	
								Check Amount: \$4,525.61	
0162	FNB	60420	65001		RENNEBERG HARDWOODS, INC.		Check		
				R 01	300 255 000 619 000	LUMBER FOR 2019-2020 OPEN PURCHASE		\$3,269.46	
		PO#: 67845	Voucher #: 72034	Invoice	Invoice No: SINV-029157	10/19/2019		Paid Amt: \$3,269.46	
								Check Amount: \$3,269.46	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60421	1101		ROMA KAWA COFFEE ROASTERS, INC		Check		
				E 01	005 020 000 401 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$15.00	
		PO#: 68018	Voucher #:	72037	Invoice	Invoice No: 10158	10/19/2019	Paid Amt:	\$15.00
								Check Amount:	\$15.00
0162	FNB	60422	66930		SCHOLASTIC MAGAZINES		Check		
				E 01	300 407 740 433 000	ACTION GRADES 9-12		\$142.35	
				E 01	300 407 740 433 000	Special Supplies - Special Ed - HS		\$43.47	
				E 01	300 407 740 433 000	CHOICES GRADES 9-12		\$142.35	
				E 01	300 407 740 433 000	NEW YORK TIMES UPFRONT		\$149.85	
				E 01	300 407 740 433 000	SPECIAL CODE 9615 FOR SPECIAL SAVINC		\$0.00	
				E 01	300 407 740 433 000	HIGH INTEREST LOW ABILITY READING		\$0.00	
		PO#: 68252	Voucher #:	72042	Invoice	Invoice No: M68473388	10/19/2019	Paid Amt:	\$478.02
								Check Amount:	\$478.02
0162	FNB	60423	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	300 212 000 430 000	PLEASE SEE ATTACHED		\$121.47	
		PO#: 68255	Voucher #:	72039	Invoice	Invoice No: 208123919969	10/19/2019	Paid Amt:	\$121.47
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$58.94	
		PO#: 68276	Voucher #:	72040	Invoice	Invoice No: 20812399900	10/19/2019	Paid Amt:	\$58.94
				E 01	100 605 510 430 000	PLEASE SEE ATTACHED		\$1,062.14	
		PO#: 68277	Voucher #:	72041	Invoice	Invoice No: 308103448742	10/19/2019	Paid Amt:	\$1,062.14
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$63.45	
		PO#: 68244	Voucher #:	72043	Invoice	Invoice No: 308103429091	10/19/2019	Paid Amt:	\$63.45
								Check Amount:	\$1,306.00
0162	FNB	60424	67878		SFM		Check		
				E 01	100 203 000 270 000	Worker's Compensation-Elem		\$2,200.00	
				E 01	300 211 000 270 000	Worker's Compensation-High School		\$2,200.00	
		PO#:	Voucher #:	72056	Invoice	Invoice No: 2217672	10/19/2019	Paid Amt:	\$4,400.00
								Check Amount:	\$4,400.00
0162	FNB	60425	69235		SOLID BOTTOM SEPTIC		Check		
				E 01	300 292 000 305 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$640.00	
		PO#: 68047	Voucher #:	72076	Invoice	Invoice No: 956	10/19/2019	Paid Amt:	\$640.00
								Check Amount:	\$640.00
0162	FNB	60426	1750		STITTSWORTH MEATS		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$987.80	
		PO#: 68242	Voucher #:	72038	Invoice	Invoice No: 1256	10/19/2019	Paid Amt:	\$987.80
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$2,262.95	
		PO#: 68242	Voucher #:	72091	Invoice	Invoice No: 1262	10/19/2019	Paid Amt:	\$2,262.95
								Check Amount:	\$3,250.75

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60427	74179		TEAM LABORATORY CHEMICAL CORP.		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$388.50	
		PO#: 68085	Voucher #: 72075	Invoice	Invoice No: INV0018115	10/19/2019	Paid Amt:	\$388.50	
							Check Amount:	\$388.50	
0162	FNB	60428	74181		TECH CHECK, LLC		Check		
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$195.00	
		PO#:	Voucher #: 72046	Invoice	Invoice No: 38285	10/19/2019	Paid Amt:	\$195.00	
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$130.00	
		PO#:	Voucher #: 72069	Invoice	Invoice No: 39358	10/19/2019	Paid Amt:	\$130.00	
							Check Amount:	\$325.00	
0162	FNB	60429	1517		THE RETROFIT COMPANIES, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$443.86	
		PO#:	Voucher #: 72045	Invoice	Invoice No: 0105803-IN	10/19/2019	Paid Amt:	\$443.86	
							Check Amount:	\$443.86	
0162	FNB	60430	1053		UPS		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$19.51	
		PO#:	Voucher #: 72049	Invoice	Invoice No: 00000909X0399	10/19/2019	Paid Amt:	\$19.51	
							Check Amount:	\$19.51	
0162	FNB	60431	78994		VALLEY TRUCK		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$406.56	
		PO#: 68114	Voucher #: 72051	Invoice	Invoice No: T456941	10/19/2019	Paid Amt:	\$406.56	
							Check Amount:	\$406.56	
0162	FNB	60432	1753		VERIZON CONNECT NWF, INC.		Check		
				E 01	005 760 720 320 000	Communications Tele		\$37.90	
		PO#:	Voucher #: 72100	Invoice	Invoice No: OSV000001894598	10/19/2019	Paid Amt:	\$37.90	
							Check Amount:	\$37.90	
0162	FNB	60433	79179		VERIZON WIRELESS		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$160.23	
		PO#:	Voucher #: 72050	Invoice	Invoice No: 9839120506	10/19/2019	Paid Amt:	\$160.23	
							Check Amount:	\$160.23	
0162	FNB	60434	79331		VISA		Check		
				E 04	005 505 321 366 000	Travel-Comm Ed		\$275.00	
		PO#:	Voucher #: 72097	Invoice	Invoice No: 10/01/2019	10/19/2019	Paid Amt:	\$275.00	
							Check Amount:	\$275.00	
0162	FNB	60435	1366		COMO OIL & PROPANE		Check		
				E 01	005 760 720 440 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,536.75	
		PO#: 68116	Voucher #: 71959	Invoice	Invoice No: 1500138446	10/19/2019	Paid Amt:	\$1,536.75	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60435	1366		COMO OIL & PROPANE		Check		
				E 01	005 760 720 440 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,319.79	
	PO#: 68116	Voucher #:	71960	Invoice	Invoice No: 1500171991	10/19/2019	Paid Amt:	\$1,319.79	
				E 01	005 760 720 440 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,587.45	
	PO#: 68116	Voucher #:	72079	Invoice	Invoice No: 1500230413	10/19/2019	Paid Amt:	\$1,587.45	
							Check Amount:	\$4,443.99	
0162	FNB	60436	1736		DEEP SPACE SPARKLE		Check		
				E 01	100 203 302 506 000	K-6 ANNUAL MEMBERSHIP		\$339.00	
	PO#: 67887	Voucher #:	71627	Invoice	Invoice No: DSS-0367896	10/28/2019	Paid Amt:	\$339.00	
							Check Amount:	\$339.00	
0162	FNB	60437	1760		ADOPTAMAC		Check		
				E 01	005 810 000 350 181	REPAIR MACBOOK AIR - TERESA DUNN		\$70.00	
	PO#: 68300	Voucher #:	72235	Invoice	Invoice No: 000013	11/18/2019	Paid Amt:	\$70.00	
							Check Amount:	\$70.00	
0162	FNB	60438	1733		ALL STAR TROPHY AND AWARDS		Check		
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$988.00	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$607.50	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$25.00	
	PO#: 68120	Voucher #:	72236	Invoice	Invoice No: 51935, 51996, 52010	11/18/2019	Paid Amt:	\$1,620.50	
							Check Amount:	\$1,620.50	
0162	FNB	60439	1118		AMAZON CAPITAL SERVICES		Check		
				E 01	100 203 000 401 101	DUM DUM - 400 COUNT		\$19.81	
				E 01	100 203 000 401 101	TABLE CLOTHES - 12 PK		\$12.99	
				E 01	100 203 000 401 101	WHITE FOAM BALL - 10 IN		\$14.98	
				E 01	100 203 000 401 101	SHIPPING		\$5.99	
	PO#: 68341	Voucher #:	72220	Invoice	Invoice No: 14RH-KTGQ-CNYM	11/18/2019	Paid Amt:	\$53.77	
				E 01	100 203 000 401 101	GREAT NORTHERN POPCORN COMPANY I		\$19.27	
	PO#: 68340	Voucher #:	72221	Invoice	Invoice No: 1N7G-D1XL-1VPJ	11/18/2019	Paid Amt:	\$19.27	
				E 01	300 291 000 401 130	RUBIES SANTA SUIT, LARGE		\$29.04	
				E 01	300 291 000 401 130	SANTA BEARD AND WIG SET		\$9.32	
				E 01	300 291 000 401 130	GOLD/SILVER CLIPON SPRING HOOP EARL		\$9.99	
				E 01	300 291 000 401 130	LONG SLEEVE TEES - 2 PK		\$14.67	
				E 01	300 291 000 401 130	HAORUGET REENAISSANCE COSTUME W/		\$42.53	
				E 01	300 291 000 401 130	SWEETV ROSE GOLD TIARAS		\$14.99	
	PO#: 68330	Voucher #:	72222	Invoice	Invoice No: 1W63-HCJV-6RPN	11/18/2019	Paid Amt:	\$120.54	
				E 01	310 810 000 401 000	6.0AH FOR RYOBI 18V BATTERY REPLACE		\$67.14	
	PO#: 68339	Voucher #:	72223	Invoice	Invoice No: 1RT7-1LY6-LCJL	11/18/2019	Paid Amt:	\$67.14	
				E 01	310 810 000 401 000	FIRE ESCAPE ROPE LADDERS		\$133.10	
	PO#: 68338	Voucher #:	72224	Invoice	Invoice No: 1TCQ-4QQW-VRHK	11/18/2019	Paid Amt:	\$133.10	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60439	1118		AMAZON CAPITAL SERVICES		Check		
				E 01	100 206 433 401 000	SEE ATTACHED		\$606.43	
	PO#: 68326	Voucher #: 72225		Invoice	Invoice No: 1D6L-XVDN-TPT4	11/18/2019	Paid Amt:	\$606.43	
				E 01	100 206 433 401 000	Title VI-General Supplies		(\$173.36)	
	PO#:	Voucher #: 72226		Invoice	Invoice No: 1QYN-LGQV-HM6C	11/18/2019	Paid Amt:	(\$173.36)	
				E 01	100 206 433 401 000	Title VI-General Supplies		(\$82.00)	
	PO#:	Voucher #: 72227		Invoice	Invoice No: CreditMemo#1JGY-7JDL	11/18/2019	Paid Amt:	(\$82.00)	
				E 01	100 203 000 460 000	RIOT BY MARY CASSANOVA		\$200.48	
				E 01	100 203 000 460 000	SONG OF SAMPO LAKE		\$149.25	
	PO#: 68237	Voucher #: 72228		Invoice	Invoice No: 139L-4XDW-N64W	11/18/2019	Paid Amt:	\$349.73	
				E 01	005 810 000 401 181	HP ELITE BOOK LAPTOP - REPLACEMENT		\$228.99	
				E 01	005 810 000 401 181	ADAPTER		\$29.99	
				E 01	005 810 000 401 181	CHROMEBOOK CHARGERS		\$255.60	
	PO#: 68322	Voucher #: 72229		Invoice	Invoice No: 1MGT-6HHT-R3VD	11/18/2019	Paid Amt:	\$514.58	
				E 01	005 810 000 401 181	UPS BATTERY BACK UPS		\$119.74	
	PO#: 68321	Voucher #: 72230		Invoice	Invoice No: 1N6D-1W3G-VQ31	11/18/2019	Paid Amt:	\$119.74	
				E 01	005 810 000 401 181	11.1V 65WH REPLACEMENT LAPTOP BATT		\$77.96	
25	PO#: 68320	Voucher #: 72231		Invoice	Invoice No: 1JWH-K4Q7-FCPD	11/18/2019	Paid Amt:	\$77.96	
				E 01	310 810 000 401 000	HANDS FREE DIAPER PAIL		\$57.56	
	PO#: 68325	Voucher #: 72232		Invoice	Invoice No: 14QN-WKKK-1QYF	11/18/2019	Paid Amt:	\$57.56	
				E 01	005 810 000 401 181	SCREW DRIVER SET		\$28.02	
	PO#: 68304	Voucher #: 72233		Invoice	Invoice No: 1JG7-9HFK-3YGV	11/18/2019	Paid Amt:	\$28.02	
				E 01	100 203 000 401 000	PROFESSIONAL DISPOSABLES SURFACE		\$34.68	
	PO#: 68310	Voucher #: 72234		Invoice	Invoice No: 1P1M-N916-JVHL	11/18/2019	Paid Amt:	\$34.68	
				E 01	100 206 433 401 000	SEE ATTACHED		\$995.10	
	PO#: 68326	Voucher #: 72240		Invoice	Invoice No: 1XMD-X9MR-PVRT	11/18/2019	Paid Amt:	\$995.10	
								Check Amount:	\$2,922.26
0162	FNB	60440	01725		AMERIPRIDE LINEN, INC.		Check		
				E 01	300 361 830 305 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$43.69	
	PO#: 68011	Voucher #: 72237		Invoice	Invoice No: 350368514	11/18/2019	Paid Amt:	\$43.69	
				E 01	300 255 000 305 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$64.89	
	PO#: 68012	Voucher #: 72238		Invoice	Invoice No: 350368099	11/18/2019	Paid Amt:	\$64.89	
				E 01	005 760 720 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$46.05	
	PO#: 68098	Voucher #: 72239		Invoice	Invoice No: 350367900	11/18/2019	Paid Amt:	\$46.05	
								Check Amount:	\$154.63
0162	FNB	60441	02875		APPLE COMPUTER, INC.		Check		
				E 01	005 810 000 555 000	13 INCH MAC BOOK PRO		\$1,399.00	
	PO#: 68346	Voucher #: 72315		Invoice	Invoice No: AB10457143	11/18/2019	Paid Amt:	\$1,399.00	
								Check Amount:	\$1,399.00

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60442	04118		AUTUMN FIRE DESIGN		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,767.50	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$494.58	
		PO#: 68053	Voucher #: 72302	Invoice	Invoice No: 802019	11/18/2019		Paid Amt: \$2,262.08	
								Check Amount: \$2,262.08	
0162	FNB	60443	04830		BAGLEY AUTO VALUE		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$13.44	
		PO#: 68100	Voucher #: 72378	Invoice	Invoice No: 37109272	11/18/2019		Paid Amt: \$13.44	
								Check Amount: \$13.44	
0162	FNB	60444	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	005 760 720 440 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$7,661.00	
		PO#: 68101	Voucher #: 72375	Invoice	Invoice No: 11/07/2019	11/18/2019		Paid Amt: \$7,661.00	
								Check Amount: \$7,661.00	
0162	FNB	60445	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$226.04	
		PO#: 68028	Voucher #: 72376	Invoice	Invoice No: 10-30-2019	11/18/2019		Paid Amt: \$226.04	
								Check Amount: \$226.04	
0162	FNB	60446	1299		BATTERIES + BULBS		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$372.57	
		PO#: 68054	Voucher #: 72248	Invoice	Invoice No: P19442792	11/18/2019		Paid Amt: \$372.57	
								Check Amount: \$372.57	
0162	FNB	60447	08155		BEMIDJI PIONEER		Check		
				E 01	100 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL FOR BI		\$175.45	
				E 01	100 620 000 401 000	General Supplies-Elem Media		(\$75.61)	
				E 01	100 620 000 401 000	START: 8/30/2019 STOP: 6/1/2020		\$0.00	
				E 01	100 620 000 401 000	VACATION: 12/23/2019 - 12/31/2019		\$0.00	
		PO#: 67795	Voucher #: 72349	Invoice	Invoice No: 11/29/2019	11/18/2019		Paid Amt: \$99.84	
								Check Amount: \$99.84	
0162	FNB	60448	08280		BEMIDJI REGIONAL INTERDISTRICT		Check		
				E 01	100 420 740 399 000	Purchase of Spec Ed Contracted		\$6,618.14	
		PO#:	Voucher #: 72250	Invoice	Invoice No: 10-21-19	11/18/2019		Paid Amt: \$6,618.14	
				E 01	005 401 740 399 000	Purchase of Spec Ed Contracted-Speech		\$3,740.75	
				E 01	005 407 740 399 000	Purchase of Contracted Serv. - SLD		\$1,870.38	
				E 01	005 410 740 399 000	Purchase of Spec Ed Contracted-Other Dis.		\$748.15	
				E 01	005 411 740 399 000	Purchase of Spec Ed Contracted-Autism		\$1,122.22	
		PO#:	Voucher #: 72313	Invoice	Invoice No: OCTOBER2019	11/18/2019		Paid Amt: \$7,481.50	
				E 01	100 420 740 399 000	Purchase of Spec Ed Contracted		\$2,691.21	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60448	08280		BEMIDJI REGIONAL INTERDISTRICT		Check		
				E 01	100 420 740 399 000	Purchase of Spec Ed Contracted		\$6,421.05	
	PO#:	Voucher #:	72352	Invoice	Invoice No:	OCT2019 OT	11/18/2019	Paid Amt:	\$9,112.26
								Check Amount:	\$23,211.90
0162	FNB	60449	08326		BEMIDJI STATE UNIVERSITY		Check		
				E 01	998 211 000 394 000	to Other Agencies-PSEO, RG ED		\$9,101.38	
	PO#:	Voucher #:	72249	Invoice	Invoice No:	FALL 2019	11/18/2019	Paid Amt:	\$9,101.38
								Check Amount:	\$9,101.38
0162	FNB	60450	08625		BEMIDJI WELDERS SUPPLY		Check		
				E 01	300 255 000 430 000	OPEN PO FOR 2019-2020 SY		\$228.45	
	PO#: 67841	Voucher #:	72245	Invoice	Invoice No:	10020868	11/18/2019	Paid Amt:	\$228.45
				E 01	300 255 000 430 000	OPEN PO FOR 2019-2020 SY		\$85.50	
	PO#: 67841	Voucher #:	72246	Invoice	Invoice No:	30007477	11/18/2019	Paid Amt:	\$85.50
				E 01	300 255 000 430 000	OPEN PO FOR 2019-2020 SY		\$170.50	
	PO#: 67841	Voucher #:	72247	Invoice	Invoice No:	10021666	11/18/2019	Paid Amt:	\$170.50
								Check Amount:	\$484.45
0162	FNB	60451	09119		BIO CORPORATION		Check		
				E 01	300 270 000 430 000	PRESERVED CATS		\$120.00	
				E 01	300 270 000 430 000	SHIPPING		\$22.56	
	PO#: 68345	Voucher #:	72253	Invoice	Invoice No:	1006711	11/18/2019	Paid Amt:	\$142.56
								Check Amount:	\$142.56
0162	FNB	60452	1764		BLACK BEARS AND BLUEBERRIES PUBLISHING		Check		
				E 01	300 605 320 430 000	THE DANCERS		\$274.75	
				E 01	300 605 320 430 000	REZ DOG		\$200.00	
				E 01	300 605 320 430 000	BEGINNINGS		\$558.25	
				E 01	300 605 320 430 000	FOREVER SKY		\$339.00	
				E 01	300 605 320 430 000	GRASSHOPPER GIRL		\$150.00	
				E 01	300 605 320 430 000	SHIPPING - ESTIMATE		\$36.00	
				E 01	300 605 320 430 000	DISCOUNT		(\$152.20)	
	PO#: 68323	Voucher #:	72252	Invoice	Invoice No:	11-06-19	11/18/2019	Paid Amt:	\$1,405.80
								Check Amount:	\$1,405.80
0162	FNB	60453	1403		BONDED LOCK AND KEY		Check		
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$65.70	
	PO#: 68056	Voucher #:	72251	Invoice	Invoice No:	49557	11/18/2019	Paid Amt:	\$65.70
								Check Amount:	\$65.70
0162	FNB	60454	1661		CARLSON PARTS STORE		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$2,087.84	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60454	1661		CARLSON PARTS STORE		Check		
				E 01	300 255 000 401 000	General Supplies		\$48.47	
		PO#: 68111	Voucher #: 72374	Invoice	Invoice No: 10/31/2019		11/18/2019	Paid Amt:	\$2,136.31
								Check Amount:	\$2,136.31
0162	FNB	60455	1737		CASSIE DAHL TEACHING & TECHNOLOGY		Check		
				E 01	100 203 000 369 101	SUMMER READING SHIRTS		\$558.00	
		PO#: 68303	Voucher #: 72316	Invoice	Invoice No: 00029		11/18/2019	Paid Amt:	\$558.00
								Check Amount:	\$558.00
0162	FNB	60456	17509		COLE PAPERS INC.		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$121.84	
		PO#: 68058	Voucher #: 72255	Invoice	Invoice No: 9602902		11/18/2019	Paid Amt:	\$121.84
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$14.54	
		PO#: 68058	Voucher #: 72257	Invoice	Invoice No: 9597982		11/18/2019	Paid Amt:	\$14.54
								Check Amount:	\$136.38
0162	FNB	60457	1366		COMO OIL & PROPANE		Check		
				E 01	005 760 720 440 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,757.95	
		PO#: 68116	Voucher #: 72254	Invoice	Invoice No: 1500267549		11/18/2019	Paid Amt:	\$1,757.95
				E 01	005 760 720 440 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,593.40	
		PO#: 68116	Voucher #: 72363	Invoice	Invoice No: 1500329556		11/18/2019	Paid Amt:	\$1,593.40
								Check Amount:	\$3,351.35
0162	FNB	60458	18377		CONSTRUCTION SPECIALTIES, INC.		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$1,250.00	
		PO#:	Voucher #: 72344	Invoice	Invoice No: 2137		11/18/2019	Paid Amt:	\$1,250.00
								Check Amount:	\$1,250.00
0162	FNB	60459	1245		CONSTRUCTIVE PLAYTHINGS		Check		
				E 01	100 200 000 401 000	PLEASE SEE ATTACHED		\$294.86	
				E 01	100 200 000 401 000	SHIPPING		\$43.48	
				E 01	100 200 000 401 000	General Supplies-VPK		(\$5.00)	
		PO#: 68227	Voucher #: 72256	Invoice	Invoice No: 5169389300		11/18/2019	Paid Amt:	\$333.34
								Check Amount:	\$333.34
0162	FNB	60460	19582		CULINEX		Check		
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$356.44	
		PO#: 68176	Voucher #: 72317	Invoice	Invoice No: INV812061		11/18/2019	Paid Amt:	\$356.44
								Check Amount:	\$356.44
0162	FNB	60461	21200		DAROOS INC.		Check		
				E 04	005 585 362 401 000	PIZZA, BREAD STICKS FOR MEETERS & GI		\$189.96	
		PO#: 67964	Voucher #: 72259	Invoice	Invoice No: 0130143		11/18/2019	Paid Amt:	\$189.96

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60461	21200		DAROOS INC.		Check		
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$132.25	
	PO#: 68030	Voucher #:	72260	Invoice	Invoice No: 0134092	11/18/2019	Paid Amt:	\$132.25	
				E 04	005 505 321 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$47.02	
	PO#: 68024	Voucher #:	72261	Invoice	Invoice No: 0132196, 0134637	11/18/2019	Paid Amt:	\$47.02	
							Check Amount:	\$369.23	
0162	FNB	60462	21560		DEPARTMENT OF HUMAN SERVICES		Check		
				E 01	100 400 372 305 000	Consulting/Fees For Services		\$31.00	
	PO#:	Voucher #:	72321	Invoice	Invoice No: 000005749333	11/18/2019	Paid Amt:	\$31.00	
							Check Amount:	\$31.00	
0162	FNB	60463	22689		FARGO PUBLIC SCHOOL DISTRICT		Check		
				E 01	998 211 000 392 000	Payments to Out-of-State Dist/		\$739.76	
	PO#:	Voucher #:	72356	Invoice	Invoice No: INV0000053493	11/18/2019	Paid Amt:	\$739.76	
							Check Amount:	\$739.76	
0162	FNB	60464	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 01	300 605 320 305 000	Fees For Services-AMI		\$141.76	
				E 01	005 105 000 305 150	Fees For Services- Early Child Init		\$48.00	
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$39.38	
				E 04	005 580 325 401 000	General Supplies-ECFE		\$211.67	
				E 04	005 582 344 401 000	General Supplies-School Readiness		\$211.67	
				E 04	005 505 321 401 000	General Supplies-Comm Ed		\$211.66	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$85.77	
				E 01	300 050 000 305 000	Consulting/Fees For Services		\$21.00	
	PO#:	Voucher #:	72262	Invoice	Invoice No: STATEMENT 10-31-19	11/18/2019	Paid Amt:	\$970.91	
							Check Amount:	\$970.91	
0162	FNB	60465	30521		GALEN'S SUPERMARKET		Check		
				E 04	005 505 321 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$23.48	
	PO#: 68025	Voucher #:	72263	Invoice	Invoice No: 0144	11/18/2019	Paid Amt:	\$23.48	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$11.93	
	PO#: 68063	Voucher #:	72264	Invoice	Invoice No: 0036	11/18/2019	Paid Amt:	\$11.93	
				E 01	300 408 740 433 000	MISCELLANEOUS SUPPLIES & GROCERIE		\$9.85	
				E 01	300 408 740 433 000	Special Supplies- HS EBD		\$7.65	
	PO#: 68234	Voucher #:	72265	Invoice	Invoice No: 0125, 0146	11/18/2019	Paid Amt:	\$17.50	
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$553.16	
	PO#: 68032	Voucher #:	72266	Invoice	Invoice No: 0038	11/18/2019	Paid Amt:	\$553.16	
				E 01	100 203 000 401 101	BOTTLED WATER		\$35.82	
				E 01	100 203 000 401 101	LUNCH BAGS		\$10.17	
				E 01	100 203 000 401 101	General Supplies-Elem Auxilary Accounts		(\$10.17)	
	PO#: 67777	Voucher #:	72272	Invoice	Invoice No: 0176	11/18/2019	Paid Amt:	\$35.82	

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	60465	30521		GALEN'S SUPERMARKET		Check	
				E 01	005 105 000 490 166	Food		\$15.48
	PO#:	Voucher #:	72273	Invoice	Invoice No: 05-07-19		11/18/2019	Paid Amt: \$15.48
								Check Amount: \$657.37
0162	FNB	60466	30935		GARDEN VALLEY TELEPHONE		Check	
				E 04	005 580 325 320 000	Telephone -ECFE		\$40.62
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$43.61
				E 01	310 810 000 320 000	Telephone-Maintenance		\$3,903.92
	PO#:	Voucher #:	72267	Invoice	Invoice No: 200843770		11/18/2019	Paid Amt: \$3,988.15
								Check Amount: \$3,988.15
0162	FNB	60467	31740		GERRELLS SPORTS CENTER, INC		Check	
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$2,120.00
	PO#: 68033	Voucher #:	72305	Invoice	Invoice No: 0018112-IN		11/18/2019	Paid Amt: \$2,120.00
								Check Amount: \$2,120.00
0162	FNB	60468	33291		GRAINGER		Check	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$662.26
30	PO#: 68066	Voucher #:	72268	Invoice	Invoice No: 9331818378		11/18/2019	Paid Amt: \$662.26
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$223.47
	PO#: 68066	Voucher #:	72269	Invoice	Invoice No: 9334020121		11/18/2019	Paid Amt: \$223.47
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$406.64
	PO#: 68066	Voucher #:	72270	Invoice	Invoice No: 9342021392		11/18/2019	Paid Amt: \$406.64
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$164.22
	PO#: 68066	Voucher #:	72271	Invoice	Invoice No: 9346355598		11/18/2019	Paid Amt: \$164.22
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$243.53
	PO#: 68066	Voucher #:	72377	Invoice	Invoice No: 9319226362		11/18/2019	Paid Amt: \$243.53
								Check Amount: \$1,700.12
0162	FNB	60469	36729		HERC-U-LIFT		Check	
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$595.80
	PO#: 68089	Voucher #:	72275	Invoice	Invoice No: 11/04/19		11/18/2019	Paid Amt: \$595.80
								Check Amount: \$595.80
0162	FNB	60470	1356		HERO'S TIMING, LLC		Check	
				E 01	300 292 000 305 295	Consulting/Fees For Services		\$1,000.00
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$357.00
	PO#:	Voucher #:	72304	Invoice	Invoice No: 547		11/18/2019	Paid Amt: \$1,357.00
								Check Amount: \$1,357.00
0162	FNB	60471	36847		HILLYARD, INC.		Check	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$417.09

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60471	36847		HILLYARD, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,171.36	
	PO#: 68069	Voucher #: 72274		Invoice	Invoice No: 11/01/2019				
						11/18/2019	Paid Amt:	\$1,588.45	
							Check Amount:	\$1,588.45	
0162	FNB	60472	37835		HOUGHTON MIFFLIN CO.		Check		
				E 01	300 407 740 433 000	HOSTING FEES READ 180 - PRORATED RE		\$330.00	
				E 01	300 407 740 433 000	HOSTING FEE SYSTEM 44 - PRORATED RE		\$150.00	
				E 01	300 407 740 433 000	READ 180 TECHNICAL SERVICES: SAM HO		\$110.00	
	PO#: 68301	Voucher #: 72277		Invoice	Invoice No: 710174091				
				E 01	100 407 740 433 000	HOSTING R180		\$412.50	
				E 01	100 407 740 433 000	HOSTING SYSTEM 44		\$280.00	
				E 01	100 407 740 433 000	Special Supplies - Special Ed - Elem		\$180.00	
	PO#: 68298	Voucher #: 72278		Invoice	Invoice No: 710173637				
				E 01	100 216 401 430 000	HOSTING READ 180		\$412.50	
				E 01	100 216 401 430 000	SYSTEM 44 HOSTING FEE		\$550.00	
	PO#: 68299	Voucher #: 72279		Invoice	Invoice No: 710173636				
						11/18/2019	Paid Amt:	\$962.50	
							Check Amount:	\$2,425.00	
0162	FNB	60473	1646		HUDL		Check		
				E 01	300 292 000 455 295	Non-Inst. Tech Supplies		\$1,200.00	
	PO#:	Voucher #: 72276		Invoice	Invoice No: INV00760779				
						11/18/2019	Paid Amt:	\$1,200.00	
							Check Amount:	\$1,200.00	
0162	FNB	60474	39224		INTERQUEST DETECTION CANINES		Check		
				E 01	300 211 000 305 000	1/2 DAY VISITS		\$315.00	
	PO#: 67809	Voucher #: 72280		Invoice	Invoice No: 193NM OCT2019				
						11/18/2019	Paid Amt:	\$315.00	
							Check Amount:	\$315.00	
0162	FNB	60475	40742		J&K TROPHY HOUSE		Check		
				E 01	005 010 000 401 000	CLOCK NAME PLATE FOR:		\$11.46	
				E 01	005 010 000 401 000	ROCKY ECK		\$0.00	
				E 01	005 010 000 401 000	BAGLEY PUBLIC SCHOOLS		\$0.00	
				E 01	005 010 000 401 000	11/1/1988 - 10/31/2019		\$0.00	
	PO#: 68312	Voucher #: 72281		Invoice	Invoice No: 75				
						11/18/2019	Paid Amt:	\$11.46	
							Check Amount:	\$11.46	
0162	FNB	60476	42294		JOSTENS INC		Check		
				E 01	300 291 000 401 112	General Supplies-Annual		\$3,355.60	
	PO#:	Voucher #: 72358		Invoice	Invoice No: 02812-2020				
						11/18/2019	Paid Amt:	\$3,355.60	
							Check Amount:	\$3,355.60	

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60477	43077		KENNEDY & GRAVEN, CHARTERED		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$134.25	
PO#:	Voucher #:	72282	Invoice	Invoice No:	150829	11/18/2019	Paid Amt:	\$134.25	
				E 01	005 010 000 305 000	Fees for Service-School Board		\$468.00	
				E 01	005 010 000 305 000	Fees for Service-School Board		\$292.50	
PO#:	Voucher #:	72353	Invoice	Invoice No:	151352, 151353	11/18/2019	Paid Amt:	\$760.50	
							Check Amount:	\$894.75	
0162	FNB	60478	05598		KUBIAK'S FAMILY FOODS		Check		
				E 01	100 203 000 820 000	WATER, PLATES AND FORKS FOR DOREET		\$19.55	
PO#: 68349	Voucher #:	72284	Invoice	Invoice No:	387539	11/18/2019	Paid Amt:	\$19.55	
				E 01	300 605 320 401 000	GROCERIES FOR PUBLIC HEARING DINNE		\$150.00	
				E 01	300 605 320 401 000	General Supplies-AMI		\$74.55	
PO#: 68315	Voucher #:	72285	Invoice	Invoice No:	10-21-2019	11/18/2019	Paid Amt:	\$224.55	
				E 04	005 580 325 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$23.35	
PO#: 68023	Voucher #:	72286	Invoice	Invoice No:	158091	11/18/2019	Paid Amt:	\$23.35	
				E 04	005 505 321 401 000	General Supplies-Comm Ed		\$13.49	
				E 04	005 582 344 401 000	General Supplies-School Readiness		\$16.63	
PO#:	Voucher #:	72287	Invoice	Invoice No:	160902, 166375	11/18/2019	Paid Amt:	\$30.12	
				E 01	100 216 401 490 000	MEAT TRAY FOR PARENT MTG NIGHT		\$13.79	
PO#: 68359	Voucher #:	72372	Invoice	Invoice No:	00166079	11/18/2019	Paid Amt:	\$13.79	
							Check Amount:	\$311.36	
0162	FNB	60479	44164		LAKES VENDING, INC.		Check		
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$456.00	
PO#: 68042	Voucher #:	72299	Invoice	Invoice No:	5820:138856	11/18/2019	Paid Amt:	\$456.00	
				E 01	300 292 000 490 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$221.00	
PO#: 68042	Voucher #:	72300	Invoice	Invoice No:	5820:139727	11/18/2019	Paid Amt:	\$221.00	
							Check Amount:	\$677.00	
0162	FNB	60480	45724		LIGHTSPEED TECHNOLOGIES, INC.		Check		
				E 01	300 401 740 433 000	REDCAT ACCESS WITH FLEXMIKE		\$4,404.00	
				E 01	300 401 740 433 000	QUOTE# Q-09057		\$0.00	
PO#: 68305	Voucher #:	72319	Invoice	Invoice No:	124849	11/18/2019	Paid Amt:	\$4,404.00	
							Check Amount:	\$4,404.00	
0162	FNB	60481	46136		LISTROM'S DISPOSAL, INC.		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$2,655.76	
PO#:	Voucher #:	72288	Invoice	Invoice No:	10/31/2019	11/18/2019	Paid Amt:	\$2,655.76	
							Check Amount:	\$2,655.76	

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Bagley Public Schools #162

NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60482	46808		MACKIN EDUCATIONAL RESOURCES		Check		
				E 01	100 620 000 470 000	Library Books-Elem Media		\$11.54	
PO#:	Voucher #:	72290	Invoice	Invoice No:	601567	11/18/2019	Paid Amt:	\$11.54	
				E 01	100 620 000 470 000	Library Books-Elem Media		\$56.22	
PO#:	Voucher #:	72291	Invoice	Invoice No:	603835	11/18/2019	Paid Amt:	\$56.22	
				E 01	100 620 000 401 000	PLEASE SEE ATTACHED		\$76.42	
				E 01	100 620 000 401 000	FREE PROCESSING		\$0.00	
				E 01	100 620 000 401 000	FREE SHIPPING		\$0.00	
				E 01	100 620 000 401 000	FREE MARC RECORDS		\$0.00	
PO#: 68261	Voucher #:	72292	Invoice	Invoice No:	604372	11/18/2019	Paid Amt:	\$76.42	
							Check Amount:	\$144.18	
0162	FNB	60483	1766		MAD HATTER WELLNESS, LLC		Check		
				E 01	100 420 740 433 000	SEXUALITY FOR ALL ABILITIES CURRICULI		\$275.00	
				E 01	100 420 740 433 000	SHIPPING		\$20.00	
PO#: 68347	Voucher #:	72303	Invoice	Invoice No:	1600	11/18/2019	Paid Amt:	\$295.00	
							Check Amount:	\$295.00	
0162	FNB	60484	1265		MAEOP		Check		
				E 01	005 110 000 820 000	MEMBERSHIP RENEWAL FOR 2019-2020 S'		\$35.00	
PO#: 68362	Voucher #:	72320	Invoice	Invoice No:	NOV19-OCT20	11/18/2019	Paid Amt:	\$35.00	
							Check Amount:	\$35.00	
0162	FNB	60485	47595		MARCO, INC.		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$590.94	
				E 01	030 211 305 380 000	Computer/Technology Lease		\$24.39	
				E 01	005 760 720 380 000	Computer/Technology Lease		\$48.88	
				E 01	005 110 000 380 000	Computer/Technology Lease		\$96.70	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$264.64	
				E 04	005 505 321 380 000	Computer/Technology Lease		\$48.88	
PO#:	Voucher #:	72314	Invoice	Invoice No:	398453027	11/18/2019	Paid Amt:	\$1,074.43	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$1,843.99	
PO#:	Voucher #:	72354	Invoice	Invoice No:	399295369	11/18/2019	Paid Amt:	\$1,843.99	
				E 01	005 110 000 380 000	Computer/Technology Lease		\$498.92	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$498.91	
				E 01	300 211 000 380 000	Computer/Technology Lease		\$498.91	
PO#:	Voucher #:	72355	Invoice	Invoice No:	399295559	11/18/2019	Paid Amt:	\$1,496.74	
							Check Amount:	\$4,415.16	
0162	FNB	60486	47626		MARK'S HARDWARE		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$434.79	
				E 01	005 760 720 181 000	Bus Drivers-Reg Transportation		\$221.22	

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60486	47626		MARK'S HARDWARE		Check		
				E 01	300 255 000 401 000	General Supplies		\$41.70	
		PO#: 68071	Voucher #: 72373	Invoice	Invoice No: 10/31/2019		11/18/2019	Paid Amt:	\$697.71
								Check Amount:	\$697.71
0162	FNB	60487	47795		MARK'S PLUMBING PARTS		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$188.28	
				E 01	310 810 000 401 000	Freight		\$36.30	
		PO#: 68072	Voucher #: 72289	Invoice	Invoice No: INV001834561		11/18/2019	Paid Amt:	\$224.58
								Check Amount:	\$224.58
0162	FNB	60488	1568		MCIS		Check		
				E 01	300 710 000 401 000	ACADEMIC PRACTICE TEST PACKAGE		\$350.00	
		PO#: 68217	Voucher #: 72318	Invoice	Invoice No: MN20-19208		11/18/2019	Paid Amt:	\$350.00
								Check Amount:	\$350.00
0162	FNB	60489	49273		MEDTOX LABORATORIES		Check		
				E 01	005 110 000 305 160	Fees For Services-Drug Testing		\$55.00	
		PO#:	Voucher #: 72301	Invoice	Invoice No: 10201966597		11/18/2019	Paid Amt:	\$55.00
								Check Amount:	\$55.00
0162	FNB	60490	48402		MENARDS-BEMIDJI		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$127.99	
		PO#: 68074	Voucher #: 72361	Invoice	Invoice No: 86013		11/18/2019	Paid Amt:	\$127.99
								Check Amount:	\$127.99
0162	FNB	60491	49575		MESPA		Check		
				E 01	100 050 000 366 000	MESPA CONFERENCE - INVOICE # 09084		\$400.00	
		PO#: 68348	Voucher #: 72294	Invoice	Invoice No: 09084		11/18/2019	Paid Amt:	\$400.00
								Check Amount:	\$400.00
0162	FNB	60492	50656		MIDWEST BUS PARTS, INC		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,107.00	
		PO#: 68109	Voucher #: 72306	Invoice	Invoice No: 128204		11/18/2019	Paid Amt:	\$1,107.00
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$454.89	
		PO#: 68109	Voucher #: 72307	Invoice	Invoice No: 128369		11/18/2019	Paid Amt:	\$454.89
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$302.95	
		PO#: 68109	Voucher #: 72308	Invoice	Invoice No: 128606		11/18/2019	Paid Amt:	\$302.95
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,148.82	
		PO#: 68109	Voucher #: 72309	Invoice	Invoice No: 128609		11/18/2019	Paid Amt:	\$1,148.82
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$81.91	
		PO#: 68109	Voucher #: 72310	Invoice	Invoice No: 128900		11/18/2019	Paid Amt:	\$81.91
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$39.36	
		PO#: 68109	Voucher #: 72311	Invoice	Invoice No: INVOICE 129420		11/18/2019	Paid Amt:	\$39.36

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Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60492	50656		MIDWEST BUS PARTS, INC		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$112.09	
		PO#: 68109	Voucher #: 72312	Invoice	Invoice No: 129526	11/18/2019	Paid Amt:	\$112.09	
							Check Amount:	\$3,247.02	
0162	FNB	60493	52498		MINNESOTA DEPARTMENT OF HEALTH		Check		
				E 02	005 770 701 820 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,400.00	
		PO#: 68184	Voucher #: 72365	Invoice	Invoice No: 2020	11/18/2019	Paid Amt:	\$1,400.00	
							Check Amount:	\$1,400.00	
0162	FNB	60494	1639		MOBY MAX		Check		
				E 01	300 211 000 406 000	PLEASE SEE ATTACHED QUOTE FOR ARIC		\$199.00	
		PO#: 68233	Voucher #: 72293	Invoice	Invoice No: 151964	11/18/2019	Paid Amt:	\$199.00	
							Check Amount:	\$199.00	
0162	FNB	60495	55660		NAYLOR'S HEATING AND REFRIGERATION, LLC.		Check		
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$199.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$158.71	
		PO#: 68077	Voucher #: 72295	Invoice	Invoice No: 134905	11/18/2019	Paid Amt:	\$357.71	
							Check Amount:	\$357.71	
0162	FNB	60496	55863		NEI BOTTLING, INC.		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$141.00	
		PO#:	Voucher #: 72298	Invoice	Invoice No: 103651	11/18/2019	Paid Amt:	\$141.00	
							Check Amount:	\$141.00	
0162	FNB	60497	57845		NORTH CENTRAL PARTS & SERVICE		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$200.00	
		PO#: 68110	Voucher #: 72324	Invoice	Invoice No: 87412	11/18/2019	Paid Amt:	\$200.00	
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$137.95	
		PO#: 68110	Voucher #: 72325	Invoice	Invoice No: 265679X1	11/18/2019	Paid Amt:	\$137.95	
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$399.83	
		PO#: 68110	Voucher #: 72326	Invoice	Invoice No: 265060X1	11/18/2019	Paid Amt:	\$399.83	
							Check Amount:	\$737.78	
0162	FNB	60498	1769		NORTHEAST SERVICE COOPERATIVE		Check		
				E 01	998 211 000 390 000	Ed Pay to MN Sch Ds		\$4,532.32	
		PO#:	Voucher #: 72323	Invoice	Invoice No: 1880	11/18/2019	Paid Amt:	\$4,532.32	
							Check Amount:	\$4,532.32	
0162	FNB	60499	1747		NORTHLAND E-COMMERCE		Check		
				E 01	300 710 000 430 000	SEE ATTACHED LIST		\$1,142.00	
				E 01	300 710 000 430 000	Instructional Supply-Guidance Office		\$631.75	
		PO#: 68197	Voucher #: 72297	Invoice	Invoice No: 00365983	11/18/2019	Paid Amt:	\$1,773.75	
							Check Amount:	\$1,773.75	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60500	58420		NORTHWEST SERVICE COOPERATIVE		Check		
				E 01	005 110 000 366 000	Travel-Business Office		\$400.00	
				E 01	005 020 000 366 000	Travel-School Board		\$375.00	
PO#:	Voucher #:	72322	Invoice	Invoice No:	3608	11/18/2019	Paid Amt:	\$775.00	
			E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,030.70		
PO#:	Voucher #:	72357	Invoice	Invoice No:	3648	11/18/2019	Paid Amt:	\$1,030.70	
							Check Amount:	\$1,805.70	
0162	FNB	60501	58430		NORTHWEST TECH - BEMIDJI		Check		
				E 01	998 211 000 394 000	to Other Agencies-PSEO, RG ED		\$1,693.28	
PO#:	Voucher #:	72296	Invoice	Invoice No:	FALL2019	11/18/2019	Paid Amt:	\$1,693.28	
							Check Amount:	\$1,693.28	
0162	FNB	60502	59060		OFFICE DEPOT, INC.		Check		
				E 01	300 211 000 401 000	SCOTCH THERMAL LAMINATING POUCH		\$25.00	
				E 01	300 211 000 401 000	HP 36A BLACK TONER - PACK OF 2		\$160.49	
PO#: 68309	Voucher #:	72327	Invoice	Invoice No:	390820995001	11/18/2019	Paid Amt:	\$185.49	
			E 01	005 110 000 401 000	WALL CALENDAR REFILL		\$20.55		
			E 01	005 110 000 401 000	DESK CALENDAR REFILL		\$13.49		
			E 01	005 110 000 401 000	SWINGLINE STAPLES		\$6.46		
			E 01	005 110 000 401 000	POST IT PAGE MARKERS		\$4.01		
PO#: 68307	Voucher #:	72328	Invoice	Invoice No:	390814192001/0651800	11/18/2019	Paid Amt:	\$44.51	
							Check Amount:	\$230.00	
0162	FNB	60503	59658		OTIS ELEVATOR CO.		Check		
				E 01	005 865 347 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$471.00	
PO#: 68091	Voucher #:	72360	Invoice	Invoice No:	CLG15916001	11/18/2019	Paid Amt:	\$471.00	
							Check Amount:	\$471.00	
0162	FNB	60504	60899		PEARSON EDUCATION		Check		
				E 01	100 203 000 430 000	PLEASE SEE ATTACHED QUOTE		\$104.52	
PO#: 68343	Voucher #:	72350	Invoice	Invoice No:	7027001953	11/18/2019	Paid Amt:	\$104.52	
							Check Amount:	\$104.52	
0162	FNB	60505	62099		PLAYSCRIPTS, INC.		Check		
				E 01	300 291 000 401 125	BADGER - ONE ACT		\$159.84	
				E 01	300 291 000 401 125	DISCOUNT		(\$23.98)	
				E 01	300 291 000 401 125	SHIPPING		\$10.10	
				E 01	300 291 000 401 125	INVOICE #2201829		\$0.00	
PO#: 68334	Voucher #:	72331	Invoice	Invoice No:	2201829	11/18/2019	Paid Amt:	\$145.96	
							Check Amount:	\$145.96	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60506	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$23,481.55	
	PO#:	Voucher #:	72330	Invoice	Invoice No: 10-30-2019		11/18/2019	Paid Amt:	\$23,481.55
								Check Amount:	\$23,481.55
0162	FNB	60507	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$300.00	
	PO#:	Voucher #:	72329	Invoice	Invoice No: WINTER & SUMMER IPP		11/18/2019	Paid Amt:	\$300.00
								Check Amount:	\$300.00
0162	FNB	60508	1682		RADIO ACCOUNTING SERVICE		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$799.00	
	PO#:	Voucher #:	72283	Invoice	Invoice No: KKWBF0475		11/18/2019	Paid Amt:	\$799.00
								Check Amount:	\$799.00
0162	FNB	60509	1301		ROGERS, DENNIS		Check		
				E 01	300 605 320 305 000	HOOP DANCER - 1 FULL DAY @ ELEMENTA		\$475.00	
	PO#: 68336	Voucher #:	72258	Invoice	Invoice No: 11-25-19		11/18/2019	Paid Amt:	\$475.00
								Check Amount:	\$475.00
0162	FNB	60510	1101		ROMA KAWA COFFEE ROASTERS, INC		Check		
				E 01	005 020 000 401 000	OPEN PURCHASE ORDER FOR 2019-2020		\$73.76	
	PO#: 68018	Voucher #:	72333	Invoice	Invoice No: 10187		11/18/2019	Paid Amt:	\$73.76
								Check Amount:	\$73.76
0162	FNB	60511	65899		ROYAL TIRE, INC.		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$161.80	
	PO#: 68113	Voucher #:	72332	Invoice	Invoice No: 317-38193		11/18/2019	Paid Amt:	\$161.80
								Check Amount:	\$161.80
0162	FNB	60512	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	100 241 000 430 000	FOOTBALL YOUTH SUPER SAFE		\$85.68	
	PO#: 68329	Voucher #:	72338	Invoice	Invoice No: 208124181360		11/18/2019	Paid Amt:	\$85.68
				E 01	300 211 000 401 000	FLUORESCENT LIGHT PACK OF 4		\$29.44	
	PO#: 68308	Voucher #:	72339	Invoice	Invoice No: 208124135068		11/18/2019	Paid Amt:	\$29.44
				E 01	300 050 000 401 000	PLEASE SEE ATTACHED		\$70.84	
	PO#: 68297	Voucher #:	72340	Invoice	Invoice No: 308103456914		11/18/2019	Paid Amt:	\$70.84
				E 01	100 206 433 401 000	PLEASE SEE ATTACHED		\$330.72	
	PO#: 68311	Voucher #:	72341	Invoice	Invoice No: 208124154401		11/18/2019	Paid Amt:	\$330.72
				E 01	100 050 000 401 000	LABEL LASER 2X4 ASSORTED NEON AVE5		\$45.42	
	PO#: 68318	Voucher #:	72342	Invoice	Invoice No: 208124160645		11/18/2019	Paid Amt:	\$45.42
								Check Amount:	\$562.10

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60513	1384		SEABERG SOLAR SALT		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$213.36	
	PO#:	Voucher #:	70624	Invoice	Invoice No: 3591	11/18/2019		Paid Amt:	\$213.36
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$462.37	
	PO#:	Voucher #:	70625	Invoice	Invoice No: 3590	11/18/2019		Paid Amt:	\$462.37
								Check Amount:	\$675.73
0162	FNB	60514	1384		SEABERG SOLAR SALT		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$259.56	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$498.48	
	PO#: 68082	Voucher #:	72359	Invoice	Invoice No: 3970, 3971	11/18/2019		Paid Amt:	\$758.04
								Check Amount:	\$758.04
0162	FNB	60515	1728		SHOOTING STAR CASINO - BAGLEY		Check		
				E 01	300 605 510 305 000	HOTEL ROOM FOR DENNIS ROGERS - SPE		\$55.00	
				E 01	300 605 510 305 000	TAX		\$3.78	
	PO#: 68335	Voucher #:	72335	Invoice	Invoice No: CONF. RSSC603A7	11/18/2019		Paid Amt:	\$58.78
								Check Amount:	\$58.78
0162	FNB	60516	67078		SNA		Check		
				E 02	005 770 701 820 000	RENEWAL SNA MEMBERSHIP		\$53.50	
	PO#: 68324	Voucher #:	72366	Invoice	Invoice No: 480685	11/18/2019		Paid Amt:	\$53.50
								Check Amount:	\$53.50
0162	FNB	60517	69235		SOLID BOTTOM SEPTIC		Check		
				E 01	300 292 000 305 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$655.00	
	PO#: 68047	Voucher #:	72337	Invoice	Invoice No: 1062, 1063	11/18/2019		Paid Amt:	\$655.00
								Check Amount:	\$655.00
0162	FNB	60518	69460		SORENSEN MOTORS, INC.		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$568.36	
				E 01	005 760 720 305 000	General Supplies-Reg Transportation		\$60.00	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		(\$13.00)	
	PO#:	Voucher #:	72334	Invoice	Invoice No: 65065	11/18/2019		Paid Amt:	\$615.36
								Check Amount:	\$615.36
0162	FNB	60519	71823		STEMS		Check		
				E 01	005 010 000 401 000	FLOWERS FOR NELS GUNDERSON'S FUNI		\$30.00	
				E 01	005 010 000 401 000	SHIPPING		\$5.00	
	PO#: 68291	Voucher #:	72336	Invoice	Invoice No: 821	11/18/2019		Paid Amt:	\$35.00
								Check Amount:	\$35.00
0162	FNB	60520	72521		SUMMIT FIRE PROTECTION		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$2,029.15	

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60520	72521		SUMMIT FIRE PROTECTION		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$238.00	
	PO#: 68084	Voucher #:	72367	Invoice	Invoice No: 1415902, 1415909		11/18/2019	Paid Amt:	\$2,267.15
				E 01	005 865 363 401 000	General Supplies		\$230.25	
				E 01	005 865 363 305 000	Fees For Services		\$144.00	
	PO#:	Voucher #:	72368	Invoice	Invoice No: 1415913		11/18/2019	Paid Amt:	\$374.25
				E 01	005 865 363 305 000	Fees For Services		\$300.00	
	PO#:	Voucher #:	72369	Invoice	Invoice No: 1416444		11/18/2019	Paid Amt:	\$300.00
								Check Amount:	\$2,941.40
0162	FNB	60521	74083		TEACHER DIRECT		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$336.45	
	PO#: 68275	Voucher #:	72347	Invoice	Invoice No: SO48952/64		11/18/2019	Paid Amt:	\$336.45
				E 01	100 203 000 430 000	PLEASE SEE ATTACHED		\$190.36	
	PO#: 68314	Voucher #:	72348	Invoice	Invoice No: SO51090/68		11/18/2019	Paid Amt:	\$190.36
								Check Amount:	\$526.81
0162	FNB	60522	74179		TEAM LABORATORY CHEMICAL CORP.		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$435.50	
	PO#: 68085	Voucher #:	72362	Invoice	Invoice No: INV0018526		11/18/2019	Paid Amt:	\$435.50
								Check Amount:	\$435.50
0162	FNB	60523	74181		TECH CHECK, LLC		Check		
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$35.00	
	PO#:	Voucher #:	72343	Invoice	Invoice No: 39487		11/18/2019	Paid Amt:	\$35.00
								Check Amount:	\$35.00
0162	FNB	60524	74214		TER-LEE GARDENS		Check		
				E 04	005 582 344 401 000	General Supplies-School Readiness		\$64.50	
	PO#:	Voucher #:	72346	Invoice	Invoice No: 5694		11/18/2019	Paid Amt:	\$64.50
								Check Amount:	\$64.50
0162	FNB	60525	1557		THE LINE UP		Check		
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$2,622.80	
	PO#: 68049	Voucher #:	72345	Invoice	Invoice No: 146178		11/18/2019	Paid Amt:	\$2,622.80
								Check Amount:	\$2,622.80
0162	FNB	60526	1753		VERIZON CONNECT NWF, INC.		Check		
				E 01	005 760 720 320 000	Communications Tele		\$37.90	
	PO#:	Voucher #:	72364	Invoice	Invoice No: OSV000001942726		11/18/2019	Paid Amt:	\$37.90
								Check Amount:	\$37.90

Bagley Public Schools #162 NOVEMBER 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	60527	79179		VERIZON WIRELESS		Check
				E 01	310 810 000 320 000 Telephone-Maintenance		\$160.06
	PO#:	Voucher #:	72351	Invoice	Invoice No: 9841161532	11/18/2019	Paid Amt: \$160.06
							Check Amount: \$160.06
0162	FNB	60528	80788		WESTWOOD BUILDING CENTER, INC.		Check
				E 01	100 203 000 401 000 IPAD STANDS		\$84.70
	PO#: 68360	Voucher #:	72371	Invoice	Invoice No: 210404	11/18/2019	Paid Amt: \$84.70
							Check Amount: \$84.70
0162	FNB	60529	1674		WEVIDEO, INC.		Check
				E 01	100 203 000 406 000 WE VIDEO 30 PERSON SUBSCRIPTION - O		\$299.00
	PO#: 67932	Voucher #:	72370	Invoice	Invoice No: WVS1882133	11/18/2019	Paid Amt: \$299.00
							Check Amount: \$299.00
Report Total:							\$452,944.97

Bagley Public Schools #162 OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33221	1755		SUTHERLAND, JOHN		Check		
				B 01 206 001	Accounts Payable-sub acct			\$3,429.20	
	PO#:	Voucher #:	71832	Invoice	Invoice No: 09/30/2019	10/1/2019	Paid Amt:	\$3,429.20	
							Check Amount:	\$3,429.20	
0162	FNB	33222	27830		FIRST NATIONAL BANK		Check		
				E 01 100 203 000 401 000	General Supplies-Elem			\$212.48	
				E 01 300 296 000 305 213	Fees For Services-Volleyball			\$820.00	
				E 01 300 294 000 305 212	Fees For Services-Football			\$470.00	
				E 01 300 292 000 820 295	Dues,Memberships,Lic, Fees			\$20.00	
				E 02 005 770 701 401 000	General Supplies-Lunches			\$29.90	
				E 01 005 760 720 305 000	Fees For Services-Reg Transportation			\$80.00	
				E 01 300 291 000 305 133	Fees For Services-Chaperones			\$70.00	
				R 02 005 000 701 601 000	Sales-Lunches			\$60.00	
				E 04 005 505 321 530 000	Equipment-Comm Ed			\$1,277.46	
				E 01 100 640 316 401 000	General Supplies-Staff Development			\$199.00	
				E 01 300 292 000 820 295	Dues,Memberships,Lic, Fees			\$20.00	
				E 01 300 292 000 820 295	Dues,Memberships,Lic, Fees			\$0.00	
	PO#:	Voucher #:	71867	Invoice	Invoice No: 10/1/2019	10/2/2019	Paid Amt:	\$3,258.84	
							Check Amount:	\$3,258.84	
0162	FNB	33240	01380		AMERICAN FAMILY LIFE ASSUR CO		Check		
				B 01 215 030	Insurance Payable			\$579.97	
				B 01 215 030	Insurance Payable			\$157.10	
	PO#:	Voucher #:	71833	Invoice	Invoice No: M2020030	10/2/2019	Paid Amt:	\$737.07	
							Check Amount:	\$737.07	
0162	FNB	33241	1659		BIMBO BAKERIES USA		Check		
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$41.85	
	PO#: 68175	Voucher #:	71883	Invoice	Invoice No: 52163814215	10/2/2019	Paid Amt:	\$41.85	
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$19.80	
	PO#: 68175	Voucher #:	71884	Invoice	Invoice No: 52163814217	10/2/2019	Paid Amt:	\$19.80	
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$34.00	
	PO#: 68175	Voucher #:	71885	Invoice	Invoice No: 52163814247	10/2/2019	Paid Amt:	\$34.00	
							Check Amount:	\$95.65	
0162	FNB	33242	09975		BLUE CROSS BLUE SHIELD OF MN		Check		
				B 01 215 030	Insurance Payable			\$1,808.00	
	PO#:	Voucher #:	71889	Invoice	Invoice No: 09/30/2019	10/2/2019	Paid Amt:	\$1,808.00	
							Check Amount:	\$1,808.00	

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Bagley Public Schools #162 OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33243	1170		DEAN FOODS NC		Check		
				E 02 005 770 701 495 000	Milk-Lunches			\$143.32	
PO#:	Voucher #:	71886	Invoice	Invoice No:	17716004	10/2/2019	Paid Amt:	\$143.32	
				E 02 005 770 701 495 000	Milk-Lunches			\$143.73	
PO#:	Voucher #:	71879	Invoice	Invoice No:	17716050	10/2/2019	Paid Amt:	\$143.73	
				E 02 005 770 701 495 000	Milk-Lunches			\$123.08	
PO#:	Voucher #:	71880	Invoice	Invoice No:	1776090	10/2/2019	Paid Amt:	\$123.08	
				E 02 005 770 701 495 000	Milk-Lunches			\$370.67	
PO#:	Voucher #:	71881	Invoice	Invoice No:	17716094	10/2/2019	Paid Amt:	\$370.67	
							Check Amount:	\$780.80	
0162	FNB	33245	1703		JAMF SOFTWARE LLC		Check		
				E 01 005 810 000 820 181	JAMF PRO - CASPER SUITE FOR IOS - IPAI			\$5,680.00	
				E 01 005 810 000 820 181	SEE ATTACHED			\$0.00	
PO#: 68168	Voucher #:	71887	Invoice	Invoice No:	INV108041	10/2/2019	Paid Amt:	\$5,680.00	
							Check Amount:	\$5,680.00	
0162	FNB	33246	46956		MADISON NATIONAL LIFE INS. CO., INC.		Check		
				B 01 215 030	Insurance Payable			\$210.55	
				B 01 215 030	Insurance Payable			(\$0.81)	
PO#:	Voucher #:	71846	Invoice	Invoice No:	M2020030	10/2/2019	Paid Amt:	\$209.74	
							Check Amount:	\$209.74	
0162	FNB	33247	49246		MEDICARE BLUE RX		Check		
				B 01 215 030	Insurance Payable			\$1,468.00	
PO#:	Voucher #:	71890	Invoice	Invoice No:	09/30/2019	10/2/2019	Paid Amt:	\$1,468.00	
							Check Amount:	\$1,468.00	
0162	FNB	33248	51127		MSEA		Check		
				B 01 215 033	Msea Dues			\$51.00	
PO#:	Voucher #:	71862	Invoice	Invoice No:	Z202003A0	10/2/2019	Paid Amt:	\$51.00	
				B 01 215 033	Msea Dues			\$1,267.00	
PO#:	Voucher #:	71847	Invoice	Invoice No:	M2020030	10/2/2019	Paid Amt:	\$1,267.00	
							Check Amount:	\$1,318.00	
0162	FNB	33249	55745		NCPERS MINNESOTA		Check		
				B 01 215 031	Life Insur Payable			\$64.00	
PO#:	Voucher #:	71848	Invoice	Invoice No:	M2020030	10/2/2019	Paid Amt:	\$64.00	
							Check Amount:	\$64.00	
0162	FNB	33250	1652		PLANBOOK		Check		
				E 01 100 050 000 405 000	BES PLANBOOK			\$486.00	
				E 01 100 050 000 405 000	BHS PLANBOOK			\$486.00	

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Bagley Public Schools #162

OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33250	1652		PLANBOOK		Check		
				E 01	100 050 000 405 000	PLEASE SEE ATTACHED QUOTE		\$0.00	
		PO#: 67930	Voucher #:	71888	Invoice	Invoice No: 619258		10/2/2019	
							Paid Amt:	\$972.00	
							Check Amount:	\$972.00	
0162	FNB	33251	62610		PREPAID LEGAL SERVICES		Check		
				B 01	215 040	Dues and ID Theft		\$73.38	
				B 01	215 040	Dues and ID Theft		\$17.27	
		PO#:	Voucher #:	71849	Invoice	Invoice No: M2020030		10/2/2019	
							Paid Amt:	\$90.65	
							Check Amount:	\$90.65	
0162	FNB	33252	1682		RADIO ACCOUNTING SERVICE		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$435.00	
		PO#:	Voucher #:	71868	Invoice	Invoice No: KKWBF0465		10/2/2019	
							Paid Amt:	\$435.00	
							Check Amount:	\$435.00	
0162	FNB	33253	1544		SECOND GLANCE FARMS		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$27.00	
		PO#: 68180	Voucher #:	71870	Invoice	Invoice No: 1102		10/2/2019	
							Paid Amt:	\$27.00	
							Check Amount:	\$27.00	
0162	FNB	33254	1750		STITTSWORTH MEATS		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,067.53	
		PO#: 68242	Voucher #:	71869	Invoice	Invoice No: 1244		10/2/2019	
							Paid Amt:	\$1,067.53	
							Check Amount:	\$1,067.53	
0162	FNB	33255	73661		SYSCO NORTH DAKOTA		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$97.06	
		PO#: 68181	Voucher #:	71871	Invoice	Invoice No: 195581497		10/2/2019	
							Paid Amt:	\$97.06	
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$427.03	
				E 02	005 770 705 490 000	Food-Breakfast		\$237.90	
		PO#: 68181	Voucher #:	71872	Invoice	Invoice No: 195581496		10/2/2019	
							Paid Amt:	\$664.93	
							Check Amount:	\$761.99	
0162	FNB	33256	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,070.81	
				E 02	005 770 705 490 000	Food-Breakfast		\$103.10	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$53.62	
		PO#: 68183	Voucher #:	71873	Invoice	Invoice No: 3690656		10/2/2019	
							Paid Amt:	\$1,227.53	
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,304.37	
				E 02	005 770 705 490 000	Food-Breakfast		\$109.92	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$59.92	
		PO#: 68183	Voucher #:	71874	Invoice	Invoice No: 3763165		10/2/2019	
							Paid Amt:	\$1,474.21	

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Bagley Public Schools #162 OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33256	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$136.53	
	PO#: 68183	Voucher #:	71875	Invoice	Invoice No: 3763166	10/2/2019		Paid Amt:	\$136.53
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$49.95	
	PO#: 68183	Voucher #:	71876	Invoice	Invoice No: 3763167	10/2/2019		Paid Amt:	\$49.95
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$985.43	
				E 02 005 770 705 490 000	Food-Breakfast			\$360.52	
				E 02 005 770 701 401 000	General Supplies-Lunches			\$316.66	
	PO#: 68183	Voucher #:	71877	Invoice	Invoice No: 3763168	10/2/2019		Paid Amt:	\$1,662.61
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$493.91	
				E 02 005 770 705 490 000	Food-Breakfast			\$80.01	
				E 02 005 770 701 495 000	Milk-Lunches			\$8.42	
				E 02 005 770 701 401 000	General Supplies-Lunches			\$62.10	
	PO#: 68183	Voucher #:	71878	Invoice	Invoice No: 3825898	10/2/2019		Paid Amt:	\$644.44
								Check Amount:	\$5,195.27
0162	FNB	33257	80288		WELLS FARGO BANK OF MN		Check		
				B 01 215 030	Insurance Payable			\$50.00	
44	PO#:	Voucher #:	71851	Invoice	Invoice No: M2020030	10/2/2019		Paid Amt:	\$50.00
								Check Amount:	\$50.00
0162	FNB	33258	1659		BIMBO BAKERIES USA		Check		
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$34.00	
	PO#: 68175	Voucher #:	71882	Invoice	Invoice No: 52163814186	10/2/2019		Paid Amt:	\$34.00
								Check Amount:	\$34.00
0162	FNB	33259	1737		CASSIE DAHL TEACHING & TECHNOLOGY		Check		
				E 04 005 586 332 401 100	VOLLEYBALL TSHIRTS			\$127.50	
				E 04 005 586 332 401 100	FOOTBALL TSHIRTS			\$323.00	
				E 04 005 586 332 401 100	General Supplies-Youth Enrich.-W Rec			\$255.00	
	PO#: 68274	Voucher #:	71894	Invoice	Invoice No: 00022, 00021, 00025	10/4/2019		Paid Amt:	\$705.50
				E 01 300 292 000 401 295	General Supplies-Athletic Support			\$550.00	
	PO#:	Voucher #:	71895	Invoice	Invoice No: 00020	10/4/2019		Paid Amt:	\$550.00
								Check Amount:	\$1,255.50
0162	FNB	33260	67632		FURTHER		Check		
				B 01 215 027	Flex			\$291.67	
				B 01 215 027	Flex			\$500.00	
	PO#:	Voucher #:	71850	Invoice	Invoice No: M2020030	10/4/2019		Paid Amt:	\$791.67
								Check Amount:	\$791.67
0162	FNB	33261	51523		MN DEPT OF LABOR & INDUSTRY		Check		
				E 01 310 810 000 820 000	UNLICENSED INDIVIDUAL - ELECTRICAL RI			\$95.00	

Bagley Public Schools #162 OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33261	51523		MN DEPT OF LABOR & INDUSTRY		Check		
				E 01	310 810 000 820 000	FOR DANIEL LAVINE, SEAN LAVINE, RONAI		\$0.00	
		PO#: 68288	Voucher #:	71892	Invoice	Invoice No: 9-24-2019	10/4/2019	Paid Amt:	\$95.00
								Check Amount:	\$95.00
0162	FNB	33262	58533		NWD-MASC		Check		
				E 01	300 211 000 369 000	STUDENT REGISTRATION		\$760.00	
				E 01	300 211 000 366 000	ADVISOR REGISTRATION		\$20.00	
				E 01	300 211 000 366 000	NWD-MASC ANNUAL DUES		\$30.00	
		PO#: 68282	Voucher #:	71891	Invoice	Invoice No: FALL REG. 2019	10/4/2019	Paid Amt:	\$810.00
								Check Amount:	\$810.00
0162	FNB	33263	78283		UNITED STATES TREASURY		Check		
				E 01	005 110 000 899 000	Miscellaneous Exp-Business Office		\$15.99	
		PO#:	Voucher #:	71893	Invoice	Invoice No: CP161	10/4/2019	Paid Amt:	\$15.99
								Check Amount:	\$15.99
0162	FNB	33264	1116		THE OMNI GROUP		Check		
				B 01	215 005	Tax Shelter Payable		\$100.00	
				B 01	215 025	403 (b) Match		\$54.17	
45		PO#:	Voucher #:	71835	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$154.17
				B 01	215 005	Tax Shelter Payable		\$222.22	
				B 01	215 025	403 (b) Match		\$166.67	
		PO#:	Voucher #:	71836	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$388.89
				B 01	215 005	Tax Shelter Payable		\$823.86	
				B 01	215 025	403 (b) Match		\$257.19	
		PO#:	Voucher #:	71837	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$1,081.05
				B 01	215 005	Tax Shelter Payable		\$750.00	
				B 01	215 025	403 (b) Match		\$125.00	
		PO#:	Voucher #:	71838	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$875.00
				B 01	215 005	Tax Shelter Payable		\$1,486.95	
				B 01	215 025	403 (b) Match		\$661.12	
		PO#:	Voucher #:	71839	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$2,148.07
				B 01	215 005	Tax Shelter Payable		\$350.00	
				B 01	215 025	403 (b) Match		\$183.33	
		PO#:	Voucher #:	71840	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$533.33
				B 01	215 005	Tax Shelter Payable		\$30.00	
		PO#:	Voucher #:	71841	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$30.00
				B 01	215 005	Tax Shelter Payable		\$687.51	
				B 01	215 025	403 (b) Match		\$464.18	
		PO#:	Voucher #:	71842	Invoice	Invoice No: M2020030	10/4/2019	Paid Amt:	\$1,151.69
				B 01	215 005	Tax Shelter Payable		\$125.00	

Bagley Public Schools #162 OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33264	1116		THE OMNI GROUP		Check		
				B 01 215 025	403 (b) Match			\$33.34	
PO#:	Voucher #:	71843	Invoice	Invoice No:	M2020030	10/4/2019	Paid Amt:		\$158.34
				B 01 215 005	Tax Shelter Payable			\$3,566.66	
				B 01 215 025	403 (b) Match			\$1,454.98	
PO#:	Voucher #:	71844	Invoice	Invoice No:	M2020030	10/4/2019	Paid Amt:		\$5,021.64
				B 01 215 005	Tax Shelter Payable			\$312.49	
				B 01 215 025	403 (b) Match			\$312.49	
PO#:	Voucher #:	71845	Invoice	Invoice No:	M2020030	10/4/2019	Paid Amt:		\$624.98
							Check Amount:		\$12,167.16
0162	FNB	33265	1758		NATTRESS, BRITTANY		Check		
				E 01 300 605 320 369 000	Student Travel - AMI			\$2,128.00	
PO#:	Voucher #:	71896	Invoice	Invoice No:	10/01/2019	10/7/2019	Paid Amt:		\$2,128.00
							Check Amount:		\$2,128.00
0162	FNB	33266	1759		BEST WESTERN NORMANDY INN & SUITES		Check		
				E 01 300 605 320 369 000	Student Travel - AMI			\$2,842.40	
				E 01 300 605 320 366 000	Travel-AMI			\$2,131.80	
				E 01 300 605 320 369 000	Student Travel - AMI			\$120.00	
PO#:	Voucher #:	71897	Invoice	Invoice No:	09/19/2019, 10/03/19	10/7/2019	Paid Amt:		\$5,094.20
							Check Amount:		\$5,094.20
0162	FNB	33267	1118		AMAZON CAPITAL SERVICES		Check		
				E 01 310 810 000 401 000	SOMPSON STRONG TIE CONCRETE ANCH			\$45.99	
PO#: 68199	Voucher #:	71898	Invoice	Invoice No:	16RV-JG34-RL7N	10/9/2019	Paid Amt:		\$45.99
				E 01 005 810 000 401 181	SCEPTRE E246BV-FC24" LED HDTV DISPL/			\$84.99	
PO#: 68186	Voucher #:	71899	Invoice	Invoice No:	1YCW-FVVJ-9F	10/9/2019	Paid Amt:		\$84.99
							Check Amount:		\$130.98
0162	FNB	33268	47595		MARCO, INC.		Check		
				E 01 300 211 000 380 000	Computer/Technology Lease			\$953.05	
				E 01 300 211 000 380 000	Computer/Technology Lease			\$184.62	
PO#:	Voucher #:	71900	Invoice	Invoice No:	395256761	10/9/2019	Paid Amt:		\$1,137.67
							Check Amount:		\$1,137.67
0162	FNB	33269	27830		FIRST NATIONAL BANK		Check		
				E 01 100 640 316 366 000	Travel-Staff Development			\$117.16	
				E 01 005 110 000 366 000	Travel-Business Office			\$13.42	
				E 01 300 211 000 366 000	Travel-High School			\$12.54	
				E 01 100 050 000 366 000	Travel-Elem Office			\$134.22	
				E 01 300 294 000 369 210	Team Travel-Boys X-Country			\$287.50	
				E 01 300 296 000 369 211	Team Travel-Girls Cross Country			\$287.50	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	33269	27830		FIRST NATIONAL BANK		Check
				E 01	300 296 000 369 214	Team Travel-Dance	\$450.00
				E 01	300 640 316 366 000	Travel-Staff Development	\$789.39
				E 01	300 296 000 369 213	Team Travel-Volleyball	\$500.00
				E 01	300 605 320 366 000	Travel-AMI	\$44.08
				E 01	300 605 320 366 000	Travel-AMI	\$31.10
PO#:	Voucher #:	71901	Invoice	Invoice No:	10/10/2019	10/10/2019	Paid Amt: \$2,666.91
							Check Amount: \$2,666.91
0162	FNB	33270	1659		BIMBO BAKERIES USA		Check
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2	\$55.75
PO#: 68175	Voucher #:	71918	Invoice	Invoice No:	52163814273	10/11/2019	Paid Amt: \$55.75
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2	\$63.20
PO#: 68175	Voucher #:	71919	Invoice	Invoice No:	52163814301	10/11/2019	Paid Amt: \$63.20
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2	\$56.35
PO#: 68175	Voucher #:	71920	Invoice	Invoice No:	52163814245	10/11/2019	Paid Amt: \$56.35
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2	\$67.95
PO#: 68175	Voucher #:	71921	Invoice	Invoice No:	52163814271	10/11/2019	Paid Amt: \$67.95
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2	\$118.90
PO#: 68175	Voucher #:	71922	Invoice	Invoice No:	52163814303	10/11/2019	Paid Amt: \$118.90
							Check Amount: \$362.15
0162	FNB	33271	1170		DEAN FOODS NC		Check
				E 02	005 770 701 495 000	Milk-Lunches	\$124.10
PO#:	Voucher #:	71904	Invoice	Invoice No:	17716117	10/11/2019	Paid Amt: \$124.10
				E 02	005 770 701 495 000	Milk-Lunches	\$374.18
PO#:	Voucher #:	71905	Invoice	Invoice No:	17716116	10/11/2019	Paid Amt: \$374.18
				E 02	005 770 701 495 000	Milk-Lunches	\$183.49
PO#:	Voucher #:	71906	Invoice	Invoice No:	17716153	10/11/2019	Paid Amt: \$183.49
				E 02	005 770 701 495 000	Milk-Lunches	\$582.40
PO#:	Voucher #:	71907	Invoice	Invoice No:	17716152	10/11/2019	Paid Amt: \$582.40
							Check Amount: \$1,264.17
0162	FNB	33272	27830		FIRST NATIONAL BANK		Check
				E 01	100 640 316 401 000	General Supplies-Staff Development	\$325.00
				E 01	300 296 000 305 213	Fees For Services-Volleyball	\$590.00
				E 01	300 294 000 305 212	Fees For Services-Football	\$1,675.00
				E 01	300 292 000 820 295	Dues,Memberships,Lic, Fees	\$235.75
				E 01	005 110 000 305 000	Fees For Services-Business Office	\$15.00
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation	\$81.61
				E 04	005 586 332 401 100	General Supplies-Youth Enrich.-W Rec	\$17.73
				E 01	300 294 000 305 210	Fees For Services-Boys X-Country	\$130.00

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33272	27830		FIRST NATIONAL BANK		Check		
				E 01	300 296 000 305 211	Fees For Services-Girls Cross Country		\$130.00	
				R 01	005 000 000 099 000	Misc Rev		\$24.32	
				R 01	300 000 000 099 000	Misc Rev- High School		\$9.72	
				E 01	100 050 000 401 000	General Supplies-Elem Office		\$5.00	
	PO#:	Voucher #:	71903	Invoice	Invoice No:	10/11/2019	10/11/2019	Paid Amt:	\$3,239.13
								Check Amount:	\$3,239.13
0162	FNB	33273	73661		SYSCO NORTH DAKOTA		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$465.87	
	PO#: 68181	Voucher #:	71916	Invoice	Invoice No:	195591120	10/11/2019	Paid Amt:	\$465.87
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$193.79	
				E 02	005 770 705 490 000	Food-Breakfast		\$300.76	
	PO#: 68181	Voucher #:	71917	Invoice	Invoice No:	195587041	10/11/2019	Paid Amt:	\$494.55
								Check Amount:	\$960.42
0162	FNB	33274	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,688.10	
				E 02	005 770 705 490 000	Food-Breakfast		\$120.66	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$19.24	
	PO#: 68183	Voucher #:	71908	Invoice	Invoice No:	3901014	10/11/2019	Paid Amt:	\$1,828.00
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,492.60	
				E 02	005 770 705 490 000	Food-Breakfast		\$481.84	
	PO#: 68183	Voucher #:	71909	Invoice	Invoice No:	3901013	10/11/2019	Paid Amt:	\$1,974.44
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$537.81	
				E 02	005 770 705 490 000	Food-Breakfast		\$27.64	
				E 02	005 770 701 495 000	Milk-Lunches		\$8.42	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$7.51	
	PO#: 68183	Voucher #:	71910	Invoice	Invoice No:	3825897	10/11/2019	Paid Amt:	\$581.38
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$845.74	
				E 02	005 770 705 490 000	Food-Breakfast		\$32.87	
	PO#: 68183	Voucher #:	71911	Invoice	Invoice No:	3958815	10/11/2019	Paid Amt:	\$878.61
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$957.69	
				E 02	005 770 705 490 000	Food-Breakfast		\$58.31	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$204.15	
	PO#: 68183	Voucher #:	71912	Invoice	Invoice No:	3958816	10/11/2019	Paid Amt:	\$1,220.15
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$31.32	
	PO#: 68183	Voucher #:	71913	Invoice	Invoice No:	3924902	10/11/2019	Paid Amt:	\$31.32
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$23.20	
	PO#: 68183	Voucher #:	71914	Invoice	Invoice No:	3924903	10/11/2019	Paid Amt:	\$23.20

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33274	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR 2019-2020		\$31.32	
		PO#: 68183	Voucher #: 71915	Invoice	Invoice No: 3924901	10/11/2019	Paid Amt:	\$31.32	
							Check Amount:	\$6,568.42	
0162	FNB	33275	1218		CLEARWATER COUNTY AUDITOR/TREASURER		Check		
				E 01	005 110 000 896 000	Taxes,Special Assessments, ACA Fees		\$2,877.87	
		PO#:	Voucher #: 71952	Invoice	Invoice No: 10152019	10/14/2019	Paid Amt:	\$2,877.87	
							Check Amount:	\$2,877.87	
0162	FNB	33276	1447		EAPC ARCHITECTS ENGINEERS		Check		
				E 01	310 810 000 305 138	Consulting/Fees For Services-Safety Grant		\$377.50	
		PO#:	Voucher #: 72032	Invoice	Invoice No: 44469	10/15/2019	Paid Amt:	\$377.50	
							Check Amount:	\$377.50	
0162	FNB	33277	1647		FERTILE-BELTRAMI SCHOOL DISTRICT #599		Check		
				E 04	005 586 332 369 132	Travel - S. Rec.		\$300.00	
		PO#:	Voucher #: 72054	Invoice	Invoice No: SUMMER REC 2019	10/15/2019	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0162	FNB	33278	1356		HERO'S TIMING, LLC		Check		
				E 01	300 296 000 305 211	Fees For Services-Girls Cross Country		\$500.00	
				E 01	300 294 000 305 210	Fees For Services-Girls Cross Country		\$500.00	
		PO#:	Voucher #: 72055	Invoice	Invoice No: 09/17/2019	10/15/2019	Paid Amt:	\$1,000.00	
							Check Amount:	\$1,000.00	
0162	FNB	33279	1605		SCHOLASTIC TEACHER STORE		Check		
				E 01	300 605 510 430 000	PLEASE SEE ATTACHED		\$635.00	
				E 01	300 605 510 430 000	PLEASE SEE ATTACHED		\$2,001.65	
				E 01	300 605 510 430 000	Instructional Supply-Title VII - HS		(\$109.41)	
		PO#: 67971	Voucher #: 72044	Invoice	Invoice No: 19934320	10/15/2019	Paid Amt:	\$2,527.24	
							Check Amount:	\$2,527.24	
0162	FNB	33280	1567		VOCABULARY SPELLING CITY		Check		
				E 01	100 201 000 430 000	PREMIUM MEMBERSHIP RENEWAL		\$288.90	
		PO#: 67951	Voucher #: 72052	Invoice	Invoice No: 1379516	10/15/2019	Paid Amt:	\$288.90	
							Check Amount:	\$288.90	
0162	FNB	33281	81075		WILLBERGS AUTO CENTER		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$266.90	
		PO#: 68115	Voucher #: 72053	Invoice	Invoice No: 91816	10/15/2019	Paid Amt:	\$266.90	
							Check Amount:	\$266.90	
0162	FNB	33282	1659		BIMBO BAKERIES USA		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$53.00	
		PO#: 68175	Voucher #: 72092	Invoice	Invoice No: 52163814333	10/15/2019	Paid Amt:	\$53.00	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33282	1659		BIMBO BAKERIES USA		Check		
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$44.95	
		PO#: 68175	Voucher #:	72093	Invoice	Invoice No: 52163814361	10/15/2019	Paid Amt:	\$44.95
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$54.40	
		PO#: 68175	Voucher #:	72094	Invoice	Invoice No: 52163814330	10/15/2019	Paid Amt:	\$54.40
								Check Amount:	\$152.35
0162	FNB	33283	1170		DEAN FOODS NC		Check		
				E 02 005 770 701 495 000	Milk-Lunches			\$187.00	
		PO#:	Voucher #:	72088	Invoice	Invoice No: 17716182	10/15/2019	Paid Amt:	\$187.00
				E 02 005 770 701 495 000	Milk-Lunches			\$321.13	
		PO#:	Voucher #:	72089	Invoice	Invoice No: 17716181	10/15/2019	Paid Amt:	\$321.13
				E 02 005 770 701 495 000	Milk-Lunches			\$478.58	
		PO#:	Voucher #:	72090	Invoice	Invoice No: 17716207	10/15/2019	Paid Amt:	\$478.58
								Check Amount:	\$986.71
0162	FNB	33284	47595		MARCO, INC.		Check		
				E 01 300 211 000 380 000	Computer/Technology Lease			\$751.77	
				E 01 030 211 305 380 000	Computer/Technology Lease			\$27.34	
				E 01 005 760 720 380 000	Computer/Technology Lease			\$68.34	
				E 01 005 110 000 380 000	Computer/Technology Lease			\$123.02	
				E 01 100 203 000 380 000	Computer/Technology Lease			\$341.72	
				E 04 005 505 321 380 000	Computer/Technology Lease			\$891.47	
		PO#:	Voucher #:	72080	Invoice	Invoice No: 395873722	10/15/2019	Paid Amt:	\$2,203.66
								Check Amount:	\$2,203.66
0162	FNB	33285	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$473.29	
				E 02 005 770 705 490 000	Food-Breakfast			\$188.56	
		PO#: 68183	Voucher #:	72084	Invoice	Invoice No: 4092694	10/15/2019	Paid Amt:	\$661.85
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$34.99	
		PO#: 68183	Voucher #:	72085	Invoice	Invoice No: 4049396	10/15/2019	Paid Amt:	\$34.99
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$1,636.69	
				E 02 005 770 705 490 000	Food-Breakfast			\$160.62	
				E 02 005 770 701 401 000	General Supplies-Lunches			\$103.17	
		PO#: 68183	Voucher #:	72086	Invoice	Invoice No: 4029800	10/15/2019	Paid Amt:	\$1,900.48
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$794.09	
				E 02 005 770 705 490 000	Food-Breakfast			\$414.80	
				E 02 005 770 701 401 000	General Supplies-Lunches			\$89.80	
		PO#: 68183	Voucher #:	72087	Invoice	Invoice No: 4029804	10/15/2019	Paid Amt:	\$1,298.69
								Check Amount:	\$3,896.01

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33286	1147		US POSTAL SERVICE(POSTAGE BY PHONE)		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$2,000.00	
	PO#:	Voucher #:	72103	Invoice	Invoice No: 10/22/2019	10/22/2019	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
0162	FNB	33287	1717		CHRISTIANSEN CONSTRUCTION CO., INC		Check		
				E 01	310 810 000 305 138	Consulting/Fees For Services-Safety Grant		\$17,116.00	
	PO#:	Voucher #:	72108	Invoice	Invoice No: 3.93	10/23/2019	Paid Amt:	\$17,116.00	
							Check Amount:	\$17,116.00	
0162	FNB	33288	1756		EREPLACEMENTPARTS.COM		Check		
				E 01	300 255 000 401 000	JDP17DX-078 SPRING CAP ASSEMBLY FOF		\$25.98	
				E 01	300 255 000 401 000	SHIPPING - ESTIMATE		\$5.50	
	PO#: 68290	Voucher #:	72104	Invoice	Invoice No: 12852271	10/23/2019	Paid Amt:	\$31.48	
							Check Amount:	\$31.48	
0162	FNB	33290	47626		MARK'S HARDWARE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$191.44	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$558.77	
	PO#: 68071	Voucher #:	72109	Invoice	Invoice No: 09/30/19	10/23/2019	Paid Amt:	\$750.21	
							Check Amount:	\$750.21	
0162	FNB	33291	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$6,014.00	
	PO#:	Voucher #:	72105	Invoice	Invoice No: 9/29/2019	10/23/2019	Paid Amt:	\$6,014.00	
							Check Amount:	\$6,014.00	
0162	FNB	33292	37131		HOME DEPOT CREDIT SERVICES		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$371.94	
	PO#:	Voucher #:	72107	Invoice	Invoice No: 10/13/19	10/23/2019	Paid Amt:	\$371.94	
							Check Amount:	\$371.94	
0162	FNB	33293	1659		BIMBO BAKERIES USA		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$95.50	
	PO#: 68175	Voucher #:	72122	Invoice	Invoice No: 52163814414	10/25/2019	Paid Amt:	\$95.50	
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$57.20	
	PO#: 68175	Voucher #:	72123	Invoice	Invoice No: 52163814412	10/25/2019	Paid Amt:	\$57.20	
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$23.20	
	PO#: 68175	Voucher #:	72124	Invoice	Invoice No: 52163814359	10/25/2019	Paid Amt:	\$23.20	
							Check Amount:	\$175.90	
0162	FNB	33294	19582		CULINEX		Check		
				E 02	005 770 701 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$190.08	
	PO#: 68176	Voucher #:	72126	Invoice	Invoice No: INV808550	10/25/2019	Paid Amt:	\$190.08	
							Check Amount:	\$190.08	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33295	1170		DEAN FOODS NC		Check		
				E 02 005 770 701 495 000	Milk-Lunches			\$300.29	
PO#:	Voucher #:	72111	Invoice	Invoice No:	17716291	10/25/2019	Paid Amt:	\$300.29	
				E 02 005 770 701 495 000	Milk-Lunches			(\$30.00)	
PO#:	Voucher #:	72112	Invoice	Invoice No:	17716292	10/25/2019	Paid Amt:	(\$30.00)	
				E 02 005 770 705 490 000	Food-Lunches			\$226.13	
PO#:	Voucher #:	72113	Invoice	Invoice No:	17716208	10/25/2019	Paid Amt:	\$226.13	
				E 02 005 770 701 495 000	Milk-Lunches			\$229.26	
PO#:	Voucher #:	72114	Invoice	Invoice No:	17716260	10/25/2019	Paid Amt:	\$229.26	
				E 02 005 770 701 495 000	Milk-Lunches			\$173.84	
PO#:	Voucher #:	72115	Invoice	Invoice No:	17716261	10/25/2019	Paid Amt:	\$173.84	
							Check Amount:	\$899.52	
0162	FNB	33296	61525		PETTY CASH FUND		Check		
				E 01 300 296 000 305 213	Fees For Services-Volleyball			\$420.00	
				E 01 300 292 000 401 295	General Supplies-Athletic Support			\$436.85	
				E 01 100 203 000 401 000	General Supplies-Elem			\$205.67	
				E 01 005 760 720 305 000	Fees For Services-Reg Transportation			\$111.00	
				E 01 300 292 000 305 295	Consulting/Fees For Services			\$1,500.00	
				E 01 300 294 000 305 210	Fees For Services-Boys X-Country			\$60.00	
				E 01 300 296 000 305 211	Fees For Services-Girls Cross Country			\$60.00	
				E 01 300 218 388 430 000	Instructional Supply-Gifted and Talent			\$138.00	
PO#:	Voucher #:	72110	Invoice	Invoice No:	10/24/2019	10/25/2019	Paid Amt:	\$2,931.52	
							Check Amount:	\$2,931.52	
0162	FNB	33297	70638		STAR TRIBUNE		Check		
				E 01 100 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL			\$190.00	
				E 01 100 620 000 401 000	START: 8/30/2019 STOP 6/1/2020			\$0.00	
				E 01 100 620 000 401 000	VACATION HOLD: 12/23/2019 - 12/31/2019			\$0.00	
PO#: 67793	Voucher #:	71818	Invoice	Invoice No:	SEPT 15, 2019	10/25/2019	Paid Amt:	\$190.00	
				E 01 300 620 000 401 000	YEARLY SUBSCRIPTION RENEWAL FOR BI			\$17.75	
				E 01 300 620 000 401 000	START: 8/30/19 STOP: 6/1/20			\$0.00	
				E 01 300 620 000 401 000	VACATION HOLD: 12/23/19 - 12/31/19			\$0.00	
PO#: 67804	Voucher #:	72125	Invoice	Invoice No:	Oct. 13, 2019	10/25/2019	Paid Amt:	\$17.75	
							Check Amount:	\$207.75	
0162	FNB	33298	73661		SYSCO NORTH DAKOTA		Check		
				E 02 005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :			\$266.61	
				E 02 005 770 705 490 000	Food-Breakfast			\$300.72	
PO#: 68181	Voucher #:	72120	Invoice	Invoice No:	195595392	10/25/2019	Paid Amt:	\$567.33	
							Check Amount:	\$567.33	

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Bagley Public Schools #162

OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33299	74181		TECH CHECK, LLC		Check		
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$130.00	
		PO#:	Voucher #:	72127	Invoice	Invoice No: 37643	10/25/2019	Paid Amt:	\$130.00
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$130.00	
		PO#:	Voucher #:	72128	Invoice	Invoice No: 37760	10/25/2019	Paid Amt:	\$130.00
								Check Amount:	\$260.00
0162	FNB	33301	73661		SYSCO NORTH DAKOTA		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$462.43	
				E 02	005 770 705 490 000	Food-Breakfast		\$44.77	
		PO#: 68181	Voucher #:	72129	Invoice	Invoice No: 195599466	10/25/2019	Paid Amt:	\$507.20
								Check Amount:	\$507.20
0162	FNB	33302	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$2,129.00	
				E 02	005 770 705 490 000	Food-Breakfast		\$647.85	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$71.59	
		PO#: 68183	Voucher #:	72116	Invoice	Invoice No: 4225588	10/25/2019	Paid Amt:	\$2,848.44
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,744.78	
				E 02	005 770 705 490 000	Food-Breakfast		\$66.62	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$123.99	
		PO#: 68183	Voucher #:	72117	Invoice	Invoice No: 4165718	10/25/2019	Paid Amt:	\$1,935.39
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$1,113.64	
				E 02	005 770 705 490 000	Food-Breakfast		\$168.98	
		PO#: 68183	Voucher #:	72118	Invoice	Invoice No: 4225589	10/25/2019	Paid Amt:	\$1,282.62
				E 02	005 770 701 490 000	OPEN PURCHASE ORDER FOR 2019-2020 :		\$669.25	
				E 02	005 770 705 490 000	Food-Breakfast		\$280.97	
		PO#: 68183	Voucher #:	72121	Invoice	Invoice No: 4092698	10/25/2019	Paid Amt:	\$950.22
								Check Amount:	\$7,016.67
0162	FNB	33303	1557		THE LINE UP		Check		
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$466.75	
		PO#: 68049	Voucher #:	72130	Invoice	Invoice No: 143237	10/29/2019	Paid Amt:	\$466.75
								Check Amount:	\$466.75
0162	FNB	33304	23030		DUKEK, SHIRLEY		Check		
				E 01	100 203 000 820 000	SHEET CAKES		\$40.00	
				E 01	100 203 000 820 000	DELIVERY		\$5.00	
		PO#: 68327	Voucher #:	72131	Invoice	Invoice No: 10/30/2019	10/29/2019	Paid Amt:	\$45.00
								Check Amount:	\$45.00
0162	FNB	33305	57845		NORTH CENTRAL PARTS & SERVICE		Check		
				E 01	005 760 302 548 000	71 PASSENGER BUS - REPLACE DAMAGEI		\$102,917.36	

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Bagley Public Schools #162 OCTOBER 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	33305	57845		NORTH CENTRAL PARTS & SERVICE		Check
				E 01 005 760 302 548 000	Elig Pup Trans Veh		\$13.25
	PO#: 67958	Voucher #:	72132	Invoice	Invoice No: 6953	10/30/2019	Paid Amt: \$102,930.61
							Check Amount: \$102,930.61
							Report Total: \$223,529.21

Bagley Public Schools
Treasurer's Report
Period Ended October 31, 2019

CASH SUMMARY	General	Food Service	Community Service	Capital Projects	Debt Redemption	Trust	Total
Ending Cash Balances	<u>3,115,530.98</u>	<u>28,381.31</u>	<u>311,399.95</u>	<u>299,454.56</u>	<u>317,274.78</u>	<u>7,363.46</u>	<u>4,079,405.04</u>
OPERATING ANALYSIS							
Revenues							
Current Month Receipts	832,557.00	17,885.50	24,416.48	0.00	88,967.93	0.00	963,826.91
Previous Months	<u>2,605,665.46</u>	<u>33,899.76</u>	<u>21,925.91</u>	<u>0.00</u>	<u>128,824.73</u>	<u>0.00</u>	<u>2,790,315.86</u>
Total YTD Revenues	<u>3,438,222.46</u>	<u>51,785.26</u>	<u>46,342.39</u>	<u>0.00</u>	<u>217,792.66</u>	<u>0.00</u>	<u>3,754,142.77</u>
Current Month Expenditures	1,249,621.39	59,361.74	21,060.86	0.00	0.00	0.00	1,330,043.99
Previous Months	<u>2,166,450.37</u>	<u>82,419.40</u>	<u>57,188.19</u>	<u>0.00</u>	<u>84,407.50</u>	<u>0.00</u>	<u>2,390,465.46</u>
Total YTD Expenditures	<u>3,416,071.76</u>	<u>141,781.14</u>	<u>78,249.05</u>	<u>0.00</u>	<u>84,407.50</u>	<u>0.00</u>	<u>3,720,509.45</u>
Revenues Over (Under) Expenditures	<u>22,150.70</u>	<u>(89,995.88)</u>	<u>(31,906.66)</u>	<u>0.00</u>	<u>133,385.16</u>	<u>0.00</u>	<u>33,633.32</u>
BUDGET ANALYSIS							
Revenues							
YTD Revenues	3,438,222.46	51,785.26	46,342.39	0.00	217,792.66	0.00	3,754,142.77
Budget	<u>13,218,598.51</u>	<u>552,250.00</u>	<u>252,641.00</u>	<u>0.00</u>	<u>427,663.00</u>	<u>1,009.00</u>	<u>14,452,161.51</u>
Over (Under) Budget	<u>(9,780,376.05)</u>	<u>(500,464.74)</u>	<u>(206,298.61)</u>	<u>0.00</u>	<u>(209,870.34)</u>	<u>(1,009.00)</u>	<u>(10,697,009.74)</u>
% Budget Received	<u>26.01%</u>	<u>9.38%</u>	<u>18.34%</u>	<u>0.00%</u>	<u>50.93%</u>	<u>0.00%</u>	<u>25.98%</u>
Expenditures							
YTD Expenditures	3,416,071.76	141,781.14	78,249.05	0.00	84,407.50	0.00	3,720,509.45
Budget	<u>13,446,133.00</u>	<u>574,215.00</u>	<u>241,436.00</u>	<u>0.00</u>	<u>443,815.00</u>	<u>1,600.00</u>	<u>14,707,199.00</u>
Over (Under) Budget	<u>(10,030,061.24)</u>	<u>(432,433.86)</u>	<u>(163,186.95)</u>	<u>0.00</u>	<u>(359,407.50)</u>	<u>(1,600.00)</u>	<u>(10,985,089.55)</u>
% Budget Expended (Over)	<u>25.41%</u>	<u>24.69%</u>	<u>32.41%</u>	<u>0.00%</u>	<u>19.02%</u>	<u>0.00%</u>	<u>25.30%</u>

INDEPENDENT SCHOOL DISTRICT 162					
STATEMENT OF REVENUES AND EXPENDITURES					
BUDGET AND ACTUAL					
GENERAL FUND					
THROUGH MONTH ENDED OCTOBER 31, 2019					
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2019					
	2020			2019	
	Budgeted Amounts		Actual	Over (Under)	Actual
	Original	Final		Final Budget	
REVENUES					
Local Property Taxes	1,283,158	1,283,158	407,742.44	(875,415.56)	1,304,388.96
Other Local and County Revenues	227,300	227,300	94,206.89	(133,093.11)	356,325.40
Revenues from State Sources	11,013,309	11,013,309	2,925,281.07	(8,088,027.93)	10,881,142.39
Revenues from Federal Sources	644,952	644,952	0.00	(644,952.00)	799,620.95
Investment Earnings	12,000	12,000	10,992.06	(1,007.94)	22,714.75
TOTAL REVENUES	13,180,719	13,180,719	3,438,222.46	(9,742,497)	13,364,192
EXPENDITURES					
District and School Administration					
Wages	616,475	616,475	229,866.30	(386,608.70)	613,936.46
Benefits	175,066	175,066	56,571.86	(118,494.14)	163,591.94
Supplies/Services	80,170	80,170	25,952.79	(54,217.21)	56,310.08
District Support Services					
Wages	125,700	125,700	38,886.00	(86,814.00)	126,579.64
Benefits	27,943	27,943	8,449.02	(19,493.98)	26,095.49
Supplies/Services	173,380	173,380	103,811.99	(69,568.01)	151,677.87
Regular Instruction					
Wages	3,798,025	3,798,025	732,460.89	(3,065,564.11)	3,719,029.47
Benefits	1,148,490	1,148,490	278,400.10	(870,089.90)	1,062,081.55
Supplies/Services	682,920	682,920	243,242.78	(439,677.22)	576,279.55
Vocational Instruction					
Wages	55,111	55,111	9,134.00	(45,977.00)	53,245.44
Benefits	8,931	8,931	2,127.41	(6,803.59)	9,783.35
Supplies/Services	2,900	2,900	467.23	(2,432.77)	3,026.50
Special Education					
Wages	886,352	886,352	159,308.60	(727,043.40)	1,031,364.56
Benefits	225,033	225,033	36,541.65	(188,491.35)	254,628.19
Supplies/Services	968,440	968,440	160,173.56	(808,266.44)	966,454.89
Instructional Support Services					
Wages	287,929	287,929	63,353.41	(224,575.59)	361,031.70
Benefits	56,644	56,644	14,534.02	(42,109.98)	89,262.58
Supplies/Services	249,810	249,810	38,154.39	(211,655.61)	182,025.74
Pupil Support Services					
Wages	546,021	546,021	140,215.38	(405,805.62)	571,866.51
Benefits	97,421	97,421	23,529.92	(73,891.08)	100,299.81
Supplies/Services	464,767	464,767	203,188.68	(261,578.32)	501,632.73
Site, Buildings & Equipment					
Wages	617,222	617,222	181,611.37	(435,610.63)	506,328.83
Benefits	129,253	129,253	33,269.50	(95,983.50)	99,328.44
Supplies/Services	1,946,091	1,946,091	587,348.14	(1,358,742.86)	2,109,903.76
Fiscal & Other Fixed Costs					
	35,000	35,000	45,472.77	10,472.77	31,521.36
TOTAL EXPENDITURES	13,405,094	13,405,094	3,416,071.76	(9,989,022)	13,367,286
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(224,375)	(224,375)	22,151	246,526	(3,094)

Bagley Public Schools #162 OCTOBER 2019 WIRE PAYMENTS

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	1014			TRA		Wire		
				B 01 215 018	TRA Payable			\$60,877.33	
	PO#:	Voucher #:	72153	Invoice	Invoice No: M2020040	10/31/2019	Paid Amt:	\$60,877.33	
				B 01 215 018	TRA Payable			\$4,180.99	
	PO#:	Voucher #:	72158	Invoice	Invoice No: M202004S0	10/31/2019	Paid Amt:	\$4,180.99	
				B 01 215 018	TRA Payable			\$965.45	
	PO#:	Voucher #:	72164	Invoice	Invoice No: Z2020040	10/31/2019	Paid Amt:	\$965.45	
							Check Amount:	\$66,023.77	
0162	FNB	1015			IRS		Wire		
				B 01 215 010	FICA Payable			\$93,406.62	
				B 01 215 011	Fed W/H Payable			\$46,521.11	
	PO#:	Voucher #:	72154	Invoice	Invoice No: M2020040	10/31/2019	Paid Amt:	\$139,927.73	
				B 01 215 010	FICA Payable			\$4,626.00	
				B 01 215 011	Fed W/H Payable			\$2,166.48	
	PO#:	Voucher #:	72159	Invoice	Invoice No: M202004S0	10/31/2019	Paid Amt:	\$6,792.48	
				B 01 215 010	FICA Payable			\$1,756.88	
				B 01 215 011	Fed W/H Payable			\$637.56	
57	PO#:	Voucher #:	72165	Invoice	Invoice No: Z2020040	10/31/2019	Paid Amt:	\$2,394.44	
				B 01 215 010	FICA Payable			\$192.32	
				B 01 215 011	Fed W/H Payable			\$86.88	
	PO#:	Voucher #:	72168	Invoice	Invoice No: Z202004A0	10/31/2019	Paid Amt:	\$279.20	
							Check Amount:	\$149,393.85	
0162	FNB	1016			MN DEPT OF REVENUE		Wire		
				B 01 215 013	State W/H Payable			\$21,878.80	
	PO#:	Voucher #:	72155	Invoice	Invoice No: M2020040	10/31/2019	Paid Amt:	\$21,878.80	
				B 01 215 013	State W/H Payable			\$1,031.20	
	PO#:	Voucher #:	72160	Invoice	Invoice No: M202004S0	10/31/2019	Paid Amt:	\$1,031.20	
				B 01 215 013	State W/H Payable			\$296.13	
	PO#:	Voucher #:	72166	Invoice	Invoice No: Z2020040	10/31/2019	Paid Amt:	\$296.13	
				B 01 215 013	State W/H Payable			\$46.39	
	PO#:	Voucher #:	72169	Invoice	Invoice No: Z202004A0	10/31/2019	Paid Amt:	\$46.39	
							Check Amount:	\$23,252.52	
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire		
				B 01 215 035	Garnishments			\$668.00	
	PO#:	Voucher #:	72156	Invoice	Invoice No: M2020040	10/31/2019	Paid Amt:	\$668.00	
							Check Amount:	\$668.00	
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire		
				B 01 215 017	PERA Payable			\$31,182.88	
	PO#:	Voucher #:	72157	Invoice	Invoice No: M2020040	10/31/2019	Paid Amt:	\$31,182.88	

Bagley Public Schools #162 OCTOBER 2019 WIRE PAYMENTS

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire		
			B 01	215 017	PERA Payable			\$436.95	
PO#:	Voucher #:	72161	Invoice	Invoice No:	M202004S0	10/31/2019	Paid Amt:		\$436.95
			B 01	215 017	PERA Payable			\$21.90	
PO#:	Voucher #:	72167	Invoice	Invoice No:	Z2020040	10/31/2019	Paid Amt:		\$21.90
			B 01	215 017	PERA Payable			\$175.99	
PO#:	Voucher #:	72170	Invoice	Invoice No:	Z202004A0	10/31/2019	Paid Amt:		\$175.99
							Check Amount:		\$31,817.72
0162	FNB	09890			NW SERVICE COOP SCHOOL		Wire		
			B 01	215 030	Insurance Payable			\$10,951.00	
PO#:	Voucher #:	71578	Invoice	Invoice No:	M2020020	10/31/2019	Paid Amt:		\$10,951.00
			B 01	215 030	Insurance Payable			\$806.50	
PO#:	Voucher #:	71861	Credit	Invoice No:	Z202003A0	10/31/2019	Paid Amt:		(\$806.50)
			B 01	215 030	Insurance Payable			\$63,692.24	
			B 01	215 030	Insurance Payable			\$5,116.26	
PO#:	Voucher #:	72135	Invoice	Invoice No:	M2020040	10/31/2019	Paid Amt:		\$68,808.50
							Check Amount:		\$78,953.00
0162	FNB	1609			PURCHASE POWER		Wire		
			E 01	005 110 000 305 000	Fees For Services-Business Office			\$39.99	
PO#:	Voucher #:	72387	Invoice	Invoice No:	10/24/2019	10/31/2019	Paid Amt:		\$39.99
			E 01	005 110 000 329 000	Postage/UPS-Business Office			\$453.00	
PO#:	Voucher #:	72388	Invoice	Invoice No:	3103426794	10/31/2019	Paid Amt:		\$453.00
							Check Amount:		\$492.99
0162	FNB	27830			FIRST NATIONAL BANK		Wire		
			E 01	005 110 000 305 000	Fees For Services-Business Office			\$92.70	
PO#:	Voucher #:	72380	Invoice	Invoice No:	303	10/31/2019	Paid Amt:		\$92.70
							Check Amount:		\$92.70
0162	FNB	38703			UNIVERSAL FLEET CARD		Wire		
			E 01	005 760 720 440 000	Fuels-Reg Transportation			\$114.69	
PO#:	Voucher #:	72379	Invoice	Invoice No:	10/16/2019	10/31/2019	Paid Amt:		\$114.69
							Check Amount:		\$114.69
0162	FNB	52173			MINNESOTA STATE RETIREMENT SYS		Wire		
			E 01	100 203 000 191 191	Severance Pay-Elem			\$3,395.11	
			E 01	300 211 000 191 191	Severance Pay-High School			\$1,426.16	
			E 01	005 020 000 191 191	Severance Pay- Supt Office			\$1,597.44	
PO#:	Voucher #:	72383	Invoice	Invoice No:	788869337	10/31/2019	Paid Amt:		\$6,418.71
			E 01	005 203 797 291 000	OPEB			\$9,120.00	

Bagley Public Schools #162 OCTOBER 2019 WIRE PAYMENTS

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	52173			MINNESOTA STATE RETIREMENT SYS		Wire
			E 01	005 211	797 291 000 OPEB		\$2,280.00
PO#:	Voucher #:	72384	Invoice	Invoice No:	788872627	10/31/2019	Paid Amt: \$11,400.00
			B 01	215 025	403 (b) Match		\$2,000.00
PO#:	Voucher #:	72385	Invoice	Invoice No:	789546981	10/31/2019	Paid Amt: \$2,000.00
							Check Amount: \$19,818.71
0162	FNB	67632			FURTHER		Wire
			B 01	215 027	Flex		\$194.70
PO#:	Voucher #:	72381	Invoice	Invoice No:	1411571	10/31/2019	Paid Amt: \$194.70
			B 01	215 027	Flex		\$4.66
PO#:	Voucher #:	72382	Invoice	Invoice No:	39190900	10/31/2019	Paid Amt: \$4.66
			B 01	215 027	Flex		\$250.00
PO#:	Voucher #:	72386	Invoice	Invoice No:	39204734	10/31/2019	Paid Amt: \$250.00
			B 01	215 027	Flex		\$422.28
PO#:	Voucher #:	72389	Invoice	Invoice No:	39198216	10/31/2019	Paid Amt: \$422.28
			B 01	215 027	Flex		\$393.55
PO#:	Voucher #:	72390	Invoice	Invoice No:	39185780	10/31/2019	Paid Amt: \$393.55
							Check Amount: \$1,265.19
							Report Total: \$371,893.14

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Elementary Auxiliary Account
October 31, 2019

	10/1/19	Receipts	Disbursements	10/31/19
Student Activities	\$567.56	69.5	\$102.27	\$534.79
Title VII	\$24.92			\$24.92
Total	\$592.48	\$69.50	\$102.27	\$559.71

BAGLEY ELEM SCHOOL
 AUXILARY ACCOUNT
 FY 20

	7/1/19	Receipts	Disbursements	6/30/20
Student Activities	\$570.56	\$69.50	\$105.27	\$534.79
Title VII	\$24.92	\$0.00	\$0.00	\$24.92
Total	\$595.48	\$69.50	\$105.27	\$559.71

Bagley Public Schools Fundraising Request Form

School Board Adopted: February 5, 2018

Name of Fundraising Group: Student Council Today's Date: November 5, 2019
Advisor in Charge of Event: Perry Nelson Student Rep: Cori Bonik
Fundraising Activity: Clearwater Christmas Project
First Day of Fundraiser: November 19, 2019 Last Day of Fundraiser: December 18, 2019

Describe the fundraising activity: (Please attach all flyers/advertisements for this event to this form).

Note: All food fundraisers must comply with the Smart Snacks guidelines.

Student council will collect both gifts and money for the Clearwater Christmas Project. All (100%) of money and gifts collected during this fundraiser will be donated to the Clearwater Christmas Project. Donations will be collected from first period classes, who will be competing

Purpose for which funds will be used: Clearwater Christmas Project against each other on a per capita basis for a Student Council sponsored Pizza party.

Select One: Soliciting in school only Soliciting in school and community

Was this fundraiser done in the past? Yes No

Name of Vendor(s): NONE

Is this fundraiser managed through the student activity account? Yes No

If yes, name of account: Student Council

If no, please explain: _____

Are school district facilities required: Yes No

If yes, a facility use permit must be completed. The fundraiser must be approved by the host and appear on the school calendar. Submit the Facility Use Permit Request along with a copy of the fundraiser request form.

IMPORTANT: This form must be signed by the Advisor and Principal and then sent to the School Board for approval. Once the fundraiser is approved, the form will be sent back to the Advisor for their records. The fundraiser cannot begin until this form has been signed and returned to the Advisor.

Upon completion of the Fundraiser, the Advisor is responsible for completing the "Fundraiser Accountability Form" and submitting to the Principal for review within 30 days. These forms should be retained with the student activity account records and a copy sent to the district office.

Advisor in Charge Signature: Perry Nelson Date: 11/5/19

OFFICE USE ONLY

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Principal Signature: [Signature] Date: 11/6/19

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Superintendent's Signature: _____ Date of School Board Approval: _____

Unit 1 Positive Action Student Recognition

Kindergarten

Brylie Fraley-Brovold
Aurianna Bushie-Floyd
Easton Halverson-Melander
Maci Milton-Muller

First Grade

Nevaeh Salzer-Carlson
Gary Wind-Klinkhammer
Ava Evans-Hutchens

Second Grade

Antonio Auginaush-Larson
Olivia Korton-Schwegel
Gradyn Schoenborn-Renollet

Third Grade

Amiaya Fraley-Gray
Eli Phrankonkham-Bozovsky
Mia Hagen-Vivier
Emma Merschman-Everhart

Fourth Grade

Karriann Auginaush-Agnew
CharLee Benson-Nelson
Khloe Barge-Nordlund

Fifth Grade

Emme Ekre-Dahl
Trace Dahler-Larson
Elexis Soderstrom-Crane
Isabella Haukos-Anderson

Sixth Grade

Genevieve Lundberg-Gerbracht
Abby King-Sorgaard
Ethan Proux-Tramm

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

Board Adopted: December 2019

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation

of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care

assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly

provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

535 SERVICE ANIMALS IN SCHOOLS

Board Adopted: December 2019

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with

mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 1. Is the service animal required because of a disability; and
 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability.

- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.

- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
 - 1. Any of the requirements described in Part V., above, are not met.
 - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
 - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a

service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

Legal References: Section 504 of the Rehabilitation Act of 1973
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)
Minn. Stat. § 609.226 (Harm Caused by Dog)
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

Cross References: MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the Building Principal

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability?: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

____ Properly licensed

____ Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Approved: Denied: Principal Signature: _____ Date: _____

Approved: Denied: Superintendent Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

524 Bagley Independent School District 162 Electronic Technologies Acceptable Use and Internet Safety Policy

Board Adopted: September 2, 2008

Board Revised: ~~July 18, 2016~~ November 2019

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about

another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as ~~“MySpace” and~~ “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may

access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians. An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all employees.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district

resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.

4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References:

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by
Nonschool Persons)

205 OPEN MEETINGS AND CLOSED MEETINGS

Board Adopted: January 20, 2015

Board Revised: ~~August 20, 2018~~ November 2019

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

A. Meetings

1. Regular Meetings

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

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the

school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

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

shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

8. Meetings Conducted by Interactive Technology

A board member, administrative staff, or staff members may participate a meeting by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in the official minutes.

C. Written Materials

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

D. Data

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

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be electronically recorded, and the electronically recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Charges

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

4. Performance Evaluations

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

5. Attorney-Client Meeting

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

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

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

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

9. Purchase and Sale of Property

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

meeting must be made available to the public after the closed meeting.

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

10. Security Matters

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)

Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References:

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

402 DISABILITY NONDISCRIMINATION POLICY

Board Adopted: January 2, 2011

Board Revised: ~~July 1, 2019~~ November 2019

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the superintendent. This individual is the school district's appointed ADA/Section 504 coordinator.

III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer

Principal Anthony Kerr
1130 Main Avenue North
Bagley, MN 56621
Tel (218) 694-3120
tkerr@bagley.k12.mn.us

Superintendent

Erich Heise
202 Bagley Avenue NW
Bagley, MN 56621
Tel (218) 694-6184
ehaise@bagley.k12.mn.us

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

IV. INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Section 504 coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

V. APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled “Right to Alternative Compliant Procedures”.

VI. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district’s investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

VIII. CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting

with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

IX. DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office of Civil Rights, Region V
500 West Madison Street, Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 East 5th Street
St. Paul, MN 55101
Toll Free: 800-657-3704
Tel: 651-296-5663
TDD: 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 430
Minneapolis, MN 55401
Toll Free: 800-669-4000
Tel: 612-335-4040
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This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References: ~~34 C.P.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)~~
~~34 C.P.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)~~

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32

34 C.F.R. Part 35
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

506 STUDENT DISCIPLINE

Board Adopted: June 20, 2011

Board Revised: ~~September 4, 2018~~ November 2019

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student’s educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice.

They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

and common standards of decency and which is consistent with applicable school district policy;

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances, (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violation Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
44. Violation of the school district's one-to-one device rules and regulations, including on personal electronic devices (PED);
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school

district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;

- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures,

including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher. This type of behavior will be turned over to law enforcement for possible charges.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class.
 1. When a student is to be removed from class, the teacher shall direct the student to go to the office or, in the case of a disabled student, their special education case manager, and will follow up by calling or e-mailing to notify that the student has been removed from class;
 2. When appropriate, teachers should follow-up with a phone call to the parents and a referral to the office, documenting the behavior and removal;
 3. When appropriate, the principal, or the principal's designee, will complete the referral, citing any additional consequences.
- D. Responsibility for and Custody of a Student Removed From Class.
 1. When removed, students should report to the school office;
 2. Students should immediately walk to the office. In some cases, it may be necessary for the student to be accompanied to the office by a school employee or another student
 3. If a student refuses to leave the classroom, the teacher should call the

office and the office will send someone to the classroom to retrieve the student;

4. Students who are removed from class may remain in a designated area, determined by the principal or principal's designee, to process their removal or work on class work;
5. When a student has been removed from class the principal or principal's designee will have responsibility for the student until they resume their normal school schedule.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. In most cases, a student will return to class the following day, or in the case of an elementary student, possibly later that same day. Students are responsible for coursework missed during the removal
2. In some cases, it may be necessary for the student and teacher to meet or the student, teacher, parents and administration to meet before the student returns to class.

F. Procedures for Notification.

1. School personnel (teacher, paraprofessional, principal, principal's designee) will verbally notify the student of the misconduct that caused removal from class at the time of removal; when appropriate, parents will be notified by the teacher or student's case manager by phone or e-mail as soon after the removal as possible and/or the principal or principal's designee will notify the parent by phone, e-mail or mailing the disciplinary referral within 48 hours of the removal.

G. Disabled Students; Special Provisions.

1. If a student is on an Individualized Education Program (IEP), the student's case manager should be notified of the student being removed from class. The case manager may determine it is necessary for a review of the IEP.
2. If removal from class becomes excessive, the student should be referred by the teacher, counselor, principal, or other school support staff, to the Student Assistance Team, to discuss possible interventions and begin the pre-referral process for special education services.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. The Student Assistance Team (SAT) at the secondary level, and the Teacher Assessment Team at the elementary level, will be designated as the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
 2. ~~The Child Protection Collaborative Committee will be designated as the school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and~~
 - 2 3. Any teacher or school personnel who suspects a student is under the influence of any chemical, including drugs or alcohol, should immediately report their suspicion to the school administration. Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
 1. The principal or principal’s designee will be responsible for enforcing the school discipline guidelines and interventions tied to violations of the code of student contact.
 - J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.
 1. Parents are invited to participate in Open Houses, Parent-Teacher Conferences and individual teacher/administrative meetings as appropriate.
 - K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
 1. The SAT and TAT teams meet regularly to discuss concerns regarding behavior, academics and attendance.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide

alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a

parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, or in the case in which the student leaves the school building and the administration cannot contact the student, in which case the

conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, or that the student has left the premises, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students with Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

Board Adopted: July 21, 2014

Board Revised: ~~May 16, 2016~~ November 2019

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:

- (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
- (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the

purpose of this definition, “treatment” does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student.

F. Eligible Student

“Eligible student” means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

“Juvenile justice system” includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

“Responsible authority” means Superintendent Steve Cairns.

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, police liaison officers are considered “school officials” only while performing duties as a police liaison officer, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

“Summary data” means statistical records and reports derived from data on

individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and

- b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- 4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
- 5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act Policy 529 Staff Notification of Violent Behavior by Students and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred

and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters,

and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or

disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor

immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any

teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in [section 450b of Title 25-25 U.S.C. § 5304](#)), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer

immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

2. Students/Parents must request within 30 days of their first attendance day if they do not want their directory information disclosed. Any change of release in directory information being made after 30 days of attendance must be made through the building principal, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or

parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data

subject; and

- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

- 1. The school district may make any data classified as protected non-public or

confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority building principal in writing by September 1 each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7. Specific category or categories of information which are not to be released to

the public, including military recruiting officers and post-secondary educational institutions.

- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

- 1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall

contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of

the additional parties has in requesting or obtaining the information;
and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
 4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
 5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure;
and
 - b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are

requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights

of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means Superintendent Steve Cairns.

C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 14 (Administrative Procedures Act)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
- Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
- Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
- Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
- Minn. Stat. § 363A.42 (Public Records; Accessibility)
- Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
- Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
- 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
- 18 U.S.C. § 2331 (Definitions)
- 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
- 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
- 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
- 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
- 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
- 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
- Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References:

- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
- MSBA/MASA Model Policy 520 (Student Surveys)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
- MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

Board Adopted: February 3, 2014

Revised: ~~October 1, 2018~~ November 2019

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

[Note: The annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of Education under Minn. Stat. § 124D.126.] A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.

2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[Note: The provisions of the prior law requiring the school board to adopt the calendar for the next school year by April 1 have been repealed. The school board should still attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.

- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

Legal References:

Minn. Stat. § 120A.40 (School Calendar)
 Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
 Minn. Stat. § 120A.414 (E-Learning Days)
 Minn. Stat. § 120A.415 (Extended School Calendar)
 Minn. Stat. § 120A.42 (Holidays)
 Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. § 123A.30 (Agreements for Secondary Education)
 Minn. Stat. § 123A.32 (Interdistrict Cooperation)
 Minn. Stat. § 123A.35 (Cooperation and Combination)
~~Minn. Stat. § 124D.11, Subd. 9 (Revenue for Results-Oriented Charter School)~~
 Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
 Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
 Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
 Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

Cross References:

MSBA/MASA Model Policy 425 (Staff Development)

FOR ASSISTANCE IN DRAFTING A CRISIS MANAGEMENT PLAN

Revised ~~March 5, 2018~~ November 2019

Resources are available to assist school districts in drafting a Crisis Management Policy and/or building-specific crisis management plans. Please contact any of the organizations listed below for assistance:

A. Minnesota Department of Education

Division of Compliance and Assistance

1500 Highway 36 West

Roseville, MN 55113-4266

651-582-~~8705~~8710

FAX: 651-582-8725

www.education.state.mn.us

Division of Safe and Healthy Learners

1500 Highway 36 West

Roseville, MN 55113-4266

651-582-8309

FAX: 651-582-8725

www.education.state.mn.us/mde/Learning_Support/Safe_and_Healthy_Learners/index.html

B. Minnesota Department of Public Safety

Division of Homeland Security and Emergency Management

444 Cedar Street, Suite 223

St. Paul, MN 55101-6223

651-~~296-2233~~ 201-7400

FAX: 651-296-0459

www.hsem.state.mn.us

C. Minnesota Department of Public Safety

State Fire Marshall Division

444 Cedar Street, Suite 145

St. Paul, MN 55101-5145

651-~~282-6555~~ 201-7200

FAX: 651-215-0525

D. Minnesota School Boards Association

1900 West Jefferson Avenue

St. Peter, MN 56082-3015

800-324-4459

FAX: 507-931-1515

507-934-2450

www.mnmsba.org

E. Knutson, Flynn & Deans

MSBA/MASA Policy Services Legal Counsel

1155 Centre Pointe Drive, Suite 10

St. Paul, MN 55120-1268

651-222-2811

FAX: 651-225-0600

www.kfdmn.com

OTHER RESOURCES/PUBLICATIONS:

U.S. Department of Education
www2.ed.gov/emergencyplan

The site includes crisis planning resources, including Practical Information on Crisis Planning – A Guide for Schools and Communities, January 2007; and A Bomb Threat Assessment Guide which is available on CD-Rom.

Information on school security equipment and technology, including a link to The Appropriate and Effective Use of Security Technologies in U.S. Schools, September 1999, National Institute of Justice.

www.schoolsecurity.org/resources/security-equipment.html

Threat Assessment in Schools: A Guide to Managing Threatening Situations and To Creating Safe School Climates (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/threatassessmentguide.doc

The Final Report and Findings of the Safe School Initiative: Implications for the Prevention of School Attacks in the United States (U.S. Department of Education, May 2002)

www2.ed.gov/admins/lead/safety/preventingattacksreport.doc

For support, advice, and assistance for coordination of outside mental health resources, consult with the Minnesota Department of Education, Division of Safe and Healthy Learners. Phone: 651-582-8352

www.education.state.mn.us

A school safety guide is available through the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

www.hsem.state.mn.us

Additional Web Sites:

www.ready.gov

www.fema.gov/kids

www.redcross.org/services/disaster

www.nasponline.org

Your local emergency response agencies (law enforcement, fire, emergency management) can also assess your building and situation, suggest changes, and assist in drafting building-specific crisis management/emergency plans.

FIRE

In the event of a fire, smoke from a fire or detection of a gas odor:

- Pull fire alarm and notify building occupants by means of

 - Evacuate students and staff to the designated areas.
 - These areas should be a safe distance away from emergency personnel.
 - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas located

(or included in this manual on next page)
 - Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located

- (or included in this manual on next page)
- Teachers take class roster.
 - Teachers take attendance after evacuation.
 - Teachers report missing students to building administrator immediately.
- If trapped by fire, go to **Shelter-in-Place Procedures**.

Building administrator:

- Building administrator notifies fire department (call **911**) and superintendent.
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at _____ if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the school day.
Practice both primary and alternate routes.*

Extra staffing is necessary for students with special medical or physical needs.

HAZARDOUS MATERIALS

Incident occurs in school:

- Notify building administrator/office.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Incident occurs near school property:

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area, or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Extra staffing is necessary for students with special medical and/or physical needs.

SEVERE WEATHER TORNADO/SEVERE THUNDERSTORM/FLOODING

Tornado/severe thunderstorm WATCH has been issued in an area near school:

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.

Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.

- Review “drop and tuck” procedures with students.

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school:

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

Flooding:

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify parents/guardians according to district policy.

Refer to Severe Weather Awareness Week postings at www.hsem.state.mn.us for further information on severe weather safety.

MEDICAL EMERGENCY

Life-threatening injury or illness, or death:

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, call **911**. **Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
 - Applying pressure on wound or elevating wound may help stop or slow bleeding.
 - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life-threatening injury or illness:

- For all non-life-threatening illnesses and injuries, call the office/nurse.

Administrator:

- In case of traumatic medical emergency or death at school:
 - Notify superintendent.
 - Notify victim's parents, guardians, or family.
 - Activate post-crisis procedures, if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

FIGHT/DISTURBANCE

- Ensure the safety of students and staff first.
- Notify building administrator/security/law enforcement. **Work as a team**, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to **Assault** guidance.*

ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.
- **Do not leave the victim alone.**
- Notify parents/guardians and superintendent per district policy.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

INTRUDER

Intruder – an unauthorized person who enters school property:

Minn. Stat. § 609.605, Subd. 4, gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

- Politely greet intruder and identify yourself.
 - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
 - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

If intruder refuses to leave:

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
 - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.

Note: To assist staff members who interact with a stranger at school, use the "I CAN" rule.

Intercept

Contact

Ask

Notify

WEAPONS

Staff or students who are aware of a weapon brought to school:

- Immediately notify building administrator, teacher or law enforcement.
 - Give the following information:
 - Name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: **STAY CALM.**
 - Do not call attention to the weapon.
 - Notify the building administrator, the school resource officer or a neighboring teacher as soon as possible.
 - Teacher should not leave the classroom.

Building administrator:

- Call law enforcement to report that a weapon is suspected in school.
- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
 - Consider the best time and place to approach the person, taking into account these factors if possible:
 - Need for assistance from law enforcement.
 - Type of weapon.
 - Safety of persons in the area.
 - State of mind of the suspected person.
 - Accessibility of the weapon.
- Separate student/staff member from weapon, if possible.
- If the suspect threatens you with the weapon, **DO NOT** try to disarm him/her. Back away with your hands up. **STAY CALM.**
- Follow district procedures if you need to conduct a weapons search.
- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.
- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.

SHOOTING

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures.
- Notify building administrator/law enforcement.
- Call **911**.

If you hear gunshots:

- If possible, determine where shooting is taking place.
- Seek safe shelter.
 - If outside, stay as low to the ground as possible, and find any kind of cover.
 - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Building administrator/school resource officer/security/law enforcement:

- Building administrator may order lockdown procedures.
- Assess the situation as to:
 - The shooter's location.
 - Injuries.
 - Potential for additional shooting.
- Call **911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify superintendent's office.
- Refer media to district spokesperson per media procedures.
- Initiate post-crisis procedures.

Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.

HOSTAGE

Witness to a hostage situation:

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Notify building administrator. Building administrator may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

BOMB THREAT

Critical information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat:

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

Caution: Overreacting may encourage additional threats.

Scanning process considerations:

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property – inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders.
Do not touch.
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations:

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class roster.

*Bomb squads generally will **not** search a building unless a suspicious package has been located.*

CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the *Checklist for Telephone Threats* procedures and refer to safety procedures in *Bomb Threat* and *Hazardous Materials* sections.

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content.
 - excessive postage, excessive weight
 - misspellings of common words
 - oily stains, discolorations, odor
 - no return address or showing a city or state in the postmark that does not match the return address
 - package not anticipated by someone in the school or not sent by a known school vendor

If a letter/package is opened and contains a written threat by no suspicious substance:

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance:

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Building administrator:

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post-crisis procedures as necessary.

Consider having gloves and zip-lock bags available at mail sorting areas.

CHECKLIST FOR TELEPHONE THREATS

If you receive a telephone threat (bomb/chemical/other):

- **Remain calm**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions:

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: _____

If voice is familiar, who did it sound like? _____

Caller ID information:

male	female	adult	juvenile	age
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Call origin:

local	long distance	internal	cell phone
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Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: _____

Person receiving call: _____ Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

DEMONSTRATION

If demonstrators are near but not on school property:

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

If demonstrators are on school property:

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
 - *If demonstrators leave*, continue to monitor the situation.
 - *If demonstrators do not leave*, notify law enforcement. Building administrator may initiate "lockdown with warning." (**See Lockdown Procedures**)

SUICIDE

Suicide threat:

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify the school counselor, social worker, psychologist, or building administrator immediately.
- Stay with the student until suicide intervention staff arrives.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Suicide attempt in school:

- Notify building administrator, school nurse, or other appropriate professional staff.
- Call **911** if the person needs medical attention, has a weapon, needs to be restrained, or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Building administrator:

- Call parent(s) or guardian(s) if the suicidal person is a student.
- Call family or emergency contact if suicidal person is a staff member.
- Notify superintendent or appropriate district level administrator.
- Work with district public information officer.
- Implement post-crisis procedures.

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- 1) **Lockdown with warning** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- 2) **Lockdown with intruder** – The threat/intruder is inside the building.

Lockdown with warning procedures:

- Building administrator will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

Lockdown with intruder procedures (these actions happen rapidly):

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e., cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency:

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows as appropriate.
 - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

EVACUATION/RELOCATION

Evacuation:

- Building administrator initiates evacuation procedures.

- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of device.
 - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
 - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.

- Teachers take class rosters.

- Do not lock classroom doors when leaving.

- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

Relocation:

- Building administrator determines whether students and staff should be evacuated to a relocation center.

- Building administrator or school emergency response team designee notifies relocation center.

- If necessary, a school emergency response team designee coordinates transportation to relocation center.

- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.

- Use student release forms for students who are picked up from a relocation center.

- Notify superintendent's office and district public information office of relocation center address.

Relocation centers:

List primary and secondary student relocation centers. The primary site is usually located close to the school. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center: _____	Secondary Relocation Center: _____
Address: _____	Address: _____
Phone: _____	Phone: _____

MEDIA PROCEDURES

All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson: _____
Name Contact number(s)

Alternate spokesperson: _____
Name Contact number(s)

Consider pre-designating site spokespersons.

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: _____
Name Contact number

Alternate PI: _____
Name Contact number

Media checklist:

- Building administrator relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
 - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
 - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
 - Determine the message you want to convey. Create key messages for target audiences: parents, students, and the community.
 - Emphasize the safety of students and staff.
 - Engage media to help distribute important public information. Explain how the emergency is being handled.
 - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say “No comment.” Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.
Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**
 - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student’s development level. **CISD should only be conducted by trained professionals.**
 - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment, if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

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

SCHOOL EMERGENCY RESPONSE TEAM

Build the school’s emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Staff members who are not responsible for students should fill as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

See next page for descriptions of emergency response team functions.

Function	Staff Assigned	Backup Staff
Incident Commander (person in charge)		
Safety		
Public Information		
Liaison		
Operations Chief		
Medical		
(attach list of qualified first-aid/CPR responders in building)		
Site Security/ Facility Check		
Student Release Coordinator		
Logistics Chief		
Communications		
Transportation		
Planning Chief		
Financial/ Recordkeeping		

These functions mirror the National Incident Management System (NIMS) used by emergency responders.

SCHOOL RESPONSE TEAM FUNCTIONS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services, and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency-911

Dispatch Center:

(for local police, fire and emergency medical services)

Public Utilities

Electricity: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Gas: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Water: Company _____
 Contact person _____
 24-hour emergency number(s) _____

Emergency Management Agencies

Local emergency management director:

Name _____
Telephone _____

County emergency management director:

Name _____
Telephone _____

Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer
24-hour numbers Statewide (800) 422-0798 Metro area (651) 649-5451

Poison Control Center _____

Crime Victim Services _____

Post-Crisis Intervention/Mental Health Hotline _____

[Note: These procedures are provided as a sample and a starting place for your schools to begin planning for a situation like a pandemic. A pandemic policy is not legally required.]

HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See *Emergency Phone Numbers* and *Media Procedures*.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. See *Early School Closure Procedures, Part III.F.*, especially if school is closed before the end of a school day.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS
Board Adopted: October 1, 2018 Board Revised: November 2019

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, indecent or vulgar;
 - 2. The material depicts or describes, in a manner that is offensive to prevailing standards in the adult community as determined by the school administrators; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made by the Administration as to the

appropriateness of the material for the age level of students to which it is intended;

4. advertises any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ~~religious~~ religion, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: School districts are encouraged to consider additional guidelines which reflect varied local practices relating to this subject matter including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

Legal References:

U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References:

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

Negotiations Summary Principal 2019-2021:

- Salary: Struck the previous formula for computing principal's salary.
- Salary: Increase of 1.75 percent year one and 2.25 percent year two to the principal's salary with 5 Steps of \$1500 each to reach the regular principal's salary.
- Salary: Year one 2019-2020 Year two 2020-2021
Step 1 \$93,629 \$95,870
Step 2 \$95,129 \$97,370
Step 3 \$96,629 \$98,870
Step 4 \$98,129 \$100,370
Step 5 \$99,629 \$101,870
- Contract Length: 225 Days, number of weeks worked shall not exceed 45 weeks without recommendation from the superintendent and/or board approval.
- Insurance/404b Allowance: District contribution increased from \$12,200 annually to \$13,000 annually.
- Sick leave: Days accumulated will increase from 135 to 150 days.

MEMORANDUM OF UNDERSTANDING

Between

Bagley Education Association, Local 7011

And

Independent School District No. 162, Bagley, MN

This Memorandum of Understanding (MOU) is entered into by and between Independent School District No. 162, Bagley (“School District”) and Bagley Education Association, Local 7011 (“Union”).

WHEREAS, the School District and the Union are parties to a Master Agreement governing the terms and conditions of employment for teachers;

WHEREAS, Article XXI, Section I sets forth the workday for Early Childhood Family (ECFE)/School Readiness (SR) Teachers; and

WHEREAS, the School District and the Union mutually desire to enter into this MOU to resolve any issues related to the workday for ECFE and SR Teachers.

NOW, THEREFORE, the School District and the Union agree to the following:

- 1) Fulltime School Readiness (SR) teachers will have a regular work day of 8:00 A.M. to 3:30 P.M. on Monday through Friday when school is in session. Monday through Friday will include the daily teaching of 300 minutes, a duty free 30-minute lunch, and 50 minutes of preparation time.
- 2) Teachers who also teach Early Childhood Family Education (ECFE) shall have the following per program year: a maximum of 1,335 total duty hours with no more than 890 of those duty hours being teaching hours. Such teachers shall have a maximum of 37.5 hours of duty hours per week. The 50-minute preparation time per day and the 30-minute duty free lunch time per day will be provided proportionally (refer to Article XXI, Section F for preparation time calculation) based on the duration of the work day. These positions’ total hours may include coordinator duties, evenings, Saturdays, or during the time when school is not in session (June, July, and August); this “flexible” time will be coordinated with said teachers and documented and reported to said teachers by the Community Education Director.
- 3) ECFE and SR teachers will be entitled to the benefits and rights of other half-time or greater equivalent teachers.
- 4) This MOU will remain in effect until a successor master agreement is reached between the Union and the School District.

By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of this Agreement.

For Independent School District No. 162:

_____ Dated _____

For Bagley Education Association, Local 7011:

_____ Dated _____