

SHAKOPEE PUBLIC SCHOOLS



SCHOOL BOARD AGENDA





Shakopee Public Schools
School Board Truth in Taxation Hearing & Regular Business Meeting
District Office Board Room, 1200 Town Square, Shakopee, MN 55379

Monday, December 10, 2018
6:00 PM

1. CALL TO ORDER AND ROLL CALL - TRUTH IN TAXATION HEARING - 8
CHAIR SWANSON
2. ADJOURNMENT OF HEARING
3. FOLLOWING HEARING - CALL TO ORDER AND ROLL CALL - BOARD
BUSINESS MEETING - CHAIR SWANSON
4. PLEDGE OF ALLEGIANCE
5. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS
 5. 1. Recognition of State Level Participation
2018 State Girls Volleyball Class AAA Consolation Champions
Payton Marker
Karlee Jensen
Mya Peterson
Tabitha Heller
Ella Karst
Maddie Fratzke
Lauren Aus
Emma Horning
Aryana Forsberg
Anna Rolley
Maggie Gavic
Madeline Lipetzky
Madeline Wherley
Rachel Kilkelly - 2018 1st Team All-State, 2018 1st Team All-Metro
and 2018 Ms. Baden Candidate
Manager Maria Mabee
Manager Jenna Koehn
Head Coach Matt Busch
Assistant Coach Krista Flemming
Assistant Coach Lisa Walker
Assistant Coach Sarah Colin
Assistant Coach Ryan Douds

5. 2. Teacher Recognition

Congratulations to Rebecca Fobes, speech language pathologist at Jackson Elementary, for being named the WCCO-TV | CBS Minnesota Excellent Educator.

6. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

7. CONSENT ITEMS

7. 1. Personnel Items

7.1.1 Acceptance of Retirement

Last Name, First Name, Position, Location, Effective Date

Friendshuh, Wendy, Food Service Worker, Eagle Creek Elementary School, 12/20/2018

Recommended Action

Accept the retirement and thank them for their service to the district as presented.

7.1.2 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date

Baranauckas, Charles, LTS, English Teacher, East Middle School, 11/20/2018

Theisen, Elisha, Program Support Assistant, Jackson Elementary School, 11/27/2018

Foster, Kayla, Office Assistant, High School, 12/13/2018

Neri, Jessica, Program Support Assistant, Central Family Center, 12/14/2018

Recommended Action

Accept the resignations and thank them for their service to the district as presented.

7.1.3 Approval of NonCertified Contracts for the 2017-18 School Year

Last Name, First Name, Position, Location, Salary, Effective

Bock, Elizabeth, Program Support Assistant, Sun Path Elementary School, \$13.35/hr, 11/26/2018

Burke, Bryan, Program Support Assistant, High School, \$14.59/hr, 11/27/2018

Altringer, Haley, Office Assistant, High School, \$14.71/hr, 12/03/2018

Everson, Casey, Program Support Assistant, High School, \$14.59/hr, 12/12/2018

Proehl, Lori, Program Support Assistant, East Middle School, \$14.59/hr, 12/06/2018

Gumenuic, Mariana, Program Support Assistant, East Middle

School, \$14.59/hr, 12/06/2018

Recommended Action

Approve noncertified contracts as presented.

7.1.4 Approval of Long Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates,
Grade/Step, Approx. Days, FTE, Salary

Gunderson, Noelle, Vrieze, Gina, Teacher, English, East Middle
School, 11/19/2018 through approx. 3/09/2019, BA Step 3, 1.0,
\$214.35/day

Prentice, Carolyn, Wallace, Maret, Teacher, Special Services,
Sweeney Elementary School, 12/18/2018 through approx.
6/07/2019, MA Step 3, 1.0, \$256.86/day

Recommended Action

Approve long term substitute contracts as presented.

7.1.5 Approval of Co-Curricular Assignment

Last Name, First Name, Position Title

O'Malia, Sarah, Yearbook Advisor

Recommended Action

Approve the co-curricular assignment as presented.

- | | |
|--|----|
| 7. 2. Approval of minutes of the November 26, 2018 School Board
Business Meeting | 21 |
| Recommended Action
Approve the minutes of the November 26, 2018 School Board
Business Meeting as presented. | |
| 7. 3. Monthly District Finance Update | 26 |
| Recommended Action
Accept the District finance update as presented. | |
| 7. 4. Consideration of bills and authorization to pay same | 27 |
| Recommended Action
Approve the bills and authorize to pay same as presented. | |
| 7. 5. Approval of Wires Report | 40 |
| Recommended Action
Approve the wires report as presented. | |
| 7. 6. Acceptance of the 2017-18 Community Education Annual Report | 41 |
| Recommended Action
Accept the 2017-18 Community Education Annual Report as
presented. | |
| 7. 7. Annual Resolution Establishing Combined Polling Places for
Multiple Precincts | 45 |

A 2017 law requires districts to pass a resolution every year if they want to combine polling places for a special election in 2019, and approve it every year beyond. The resolution must be approved by December 31 of each year for elections not held on the statewide General Election date. See the attached memo from the MN Secretary of State's Election Office for more info.

Recommended Action

Approve the Resolution Establishing Combined Polling Places for Multiple Precincts as presented.

7. 8. Approval of Clubs 51

Recommended Action

Approve the following clubs as presented:

Valleyfair Culinary Club

Wizards of the Midwest

Japanese Club

GLOmies After School Club

8. OLD BUSINESS DISCUSSION ITEMS

9. OLD BUSINESS ACTION ITEMS

9. 1. Approval of Final 2018 Payable 2019 Levy 55

Following the Truth in Taxation Hearing, the 2018 Payable 2019 Levy will be presented for approval. Total Levy - \$38,488,147.44.

Recommended Action

Certify the 2018 Payable 2019 Levy as presented.

Presenter: Director of Finance & Operations Jeff Priess

Time: 15 minutes

9. 2. Acceptance of 2018 ICS Agreement Addendum 69

Superintendent Mike Redmond will present an addendum to the 2018 ICS Agreement that was approved at the November 26, 2018 School Board Business Meeting. An addendum to our agreement is an update to the grid, specifically the top left box which now reads correctly as \$2,353,275 (from \$2,500,000 to \$2,353,275).

Recommended Action

Accept the addendum to the 2018 ICS Agreement as presented.

Presenter: Superintendent Mike Redmond

Time: 5 minutes

9. 3. Approval of School District Policy Updates 70

School Board Policy Committee Chair Reggie Bowerman will present the following School District Policies for final approval.

205 Open Meetings and Closed Meetings

206 Public Participation in School Board Meetings/Complaints about

Persons at School Board Meetings and Data Privacy Considerations
 208 Development, Adoption, and Implementation of Policies
 211 Criminal or Civil Action Against School District, School Board
 Member, Employee, or Student
 213 School Board Committees
 306 Administrator Code of Ethics
 404 Employment Background Checks
 414 Mandated Reporting of Child Neglect or Physical or Sexual
 Abuse
 415 Mandated Reporting of Maltreatment of Vulnerable Adults
 416 Drug and Alcohol Testing
 420 Students and Employees with Sexually Transmitted Infections
 and Diseases and Certain Other Communicable Diseases and
 Infectious Conditions
 421 Gifts to Employees and School Board Members
 423 Employee-Student Relationships
 424 License Status
 *613 Grad Requirements
 *Note: Policy 613 includes the proposed graduation requirements
 for Shakopee High School

Recommended Action

Accept the School District Policy updates and Policy 613 Graduation
 Requirements Teaching & Learning Addendum as presented.
 Presenter: School Board Policy Committee Chair Reggie Bowerman
 Time: 10 minutes

9. 4. Approval of July 1, 2018-June 30, 2020 Service Employees 157
 International Union, Local 284 (SEIU) Custodial/Maintenance
 Contract

Human Resources Director Keith Gray will present highlights of the
 2018-20 SEIU, Local 284 Custodial/Maintenance Contract for board
 review and approval.

Recommended Action

Approve the 2018-20 Service Employees International Union, Local
 284 (SEIU) Custodial/Maintenance Collective Bargaining Agreement
 as presented.

Presenter: Human Resources Director Keith Gray
 Time: 10 minutes

10. NEW BUSINESS DISCUSSION ITEMS

10. 1. Public Presentation of World's Best Workforce and Achievement & 158
 Integration Plan
 Temporary Data and Testing Administrator Ford Rolfsrud and
 Central Family Center Principal and District Equity Supervisor Kristi

Ward will present the World's Best Workforce and Achievement & Integration report.

Presenter: Temporary Data and Testing Administrator Ford Rolfsrud and Central Family Center Principal and District Equity Supervisor Kristi Ward

Time: 20 minutes

10. 2. 2019-20 Course and Program Proposals 187
Director of Teaching & Learning Nancy Thul will preview the 2019-20 course and program proposals for the Board.
Presenter: Director of Teaching & Learning Nancy Thul
Time: 10 minutes
11. NEW BUSINESS ACTION ITEMS
12. OTHER
13. COMMITTEE REPORTS
14. RECOGNITION OF VISITORS TO BOARD MEETING
15. UPCOMING MEETINGS AND IMPORTANT DATES 202
December 10, 2018 Finance Committee Meeting 5:00PM
December 12, 2018 BOC 5:00PM
January 9, 2019 Academies of Shakopee Ford Next Generation Learning Community
Designation & Shakopee Showcase 3:00-7:00PM
January 14, 2019 School Board ReOrganization and Business Meeting 6:00PM
January 15-18, 2019 MSBA Winter Leadership Conference All Day
January 28, 2019 Finance Committee Meeting 5:00PM
January 28, 2019 School Board Work Session 6:00PM
January 30, 2019 Facilities Committee Meeting 5:00PM
16. ADJOURNMENT



Shakopee Public Schools

Final Levy Approval

**Taxes Payable 2019-
Funding for the 2019-20 school year**

December 10, 2018

Prior to adopting the final levy, MN Public School Districts are required to:

Provide FY19 Budget information

Discuss the Payable 2019 levy

Provide for public comment

MS 275.07 subdv. 3

Overview

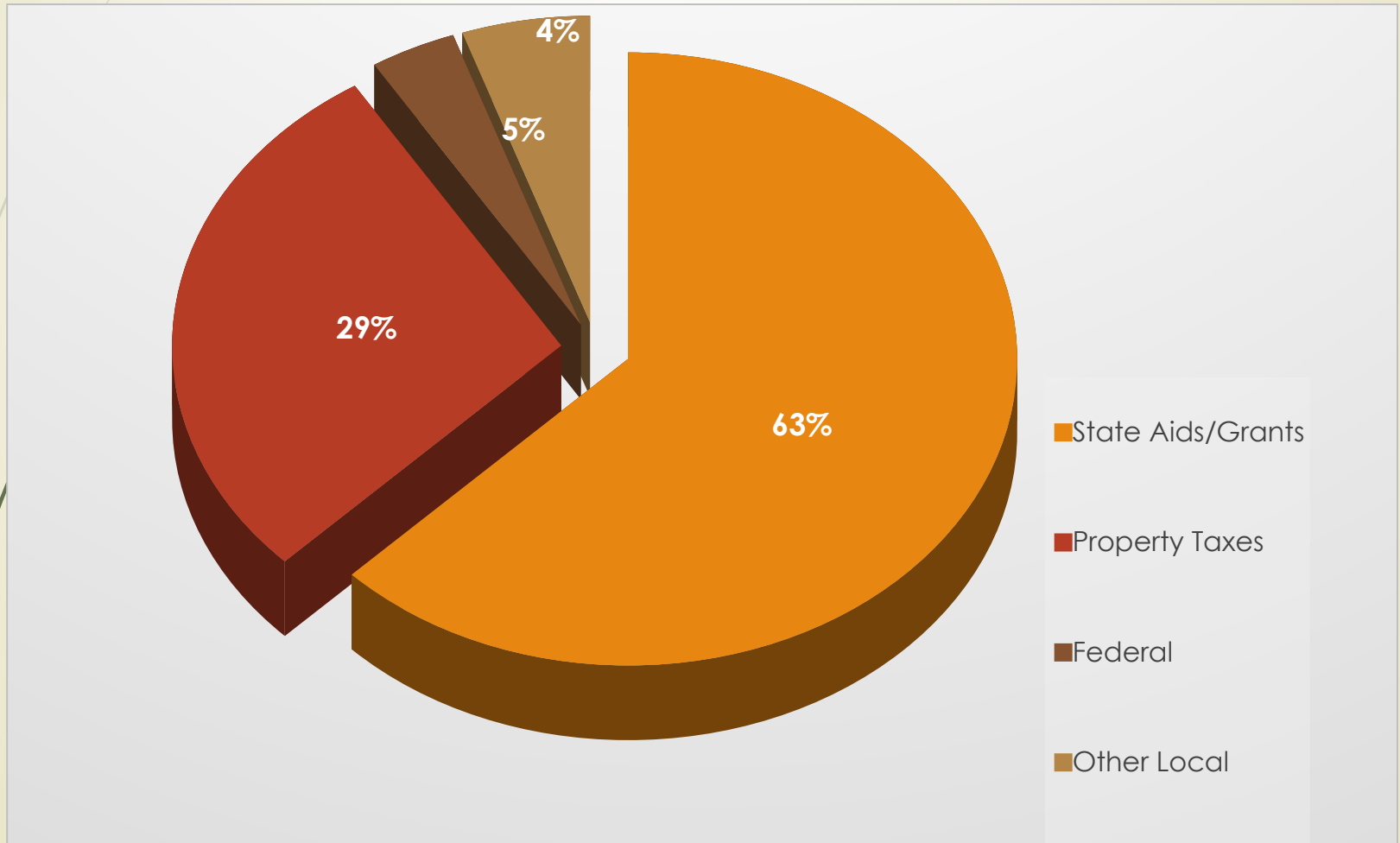
Financing of public education in MN comes from a combination of state aid, federal allocations, locally generated fees

➤ *and:*

property taxes

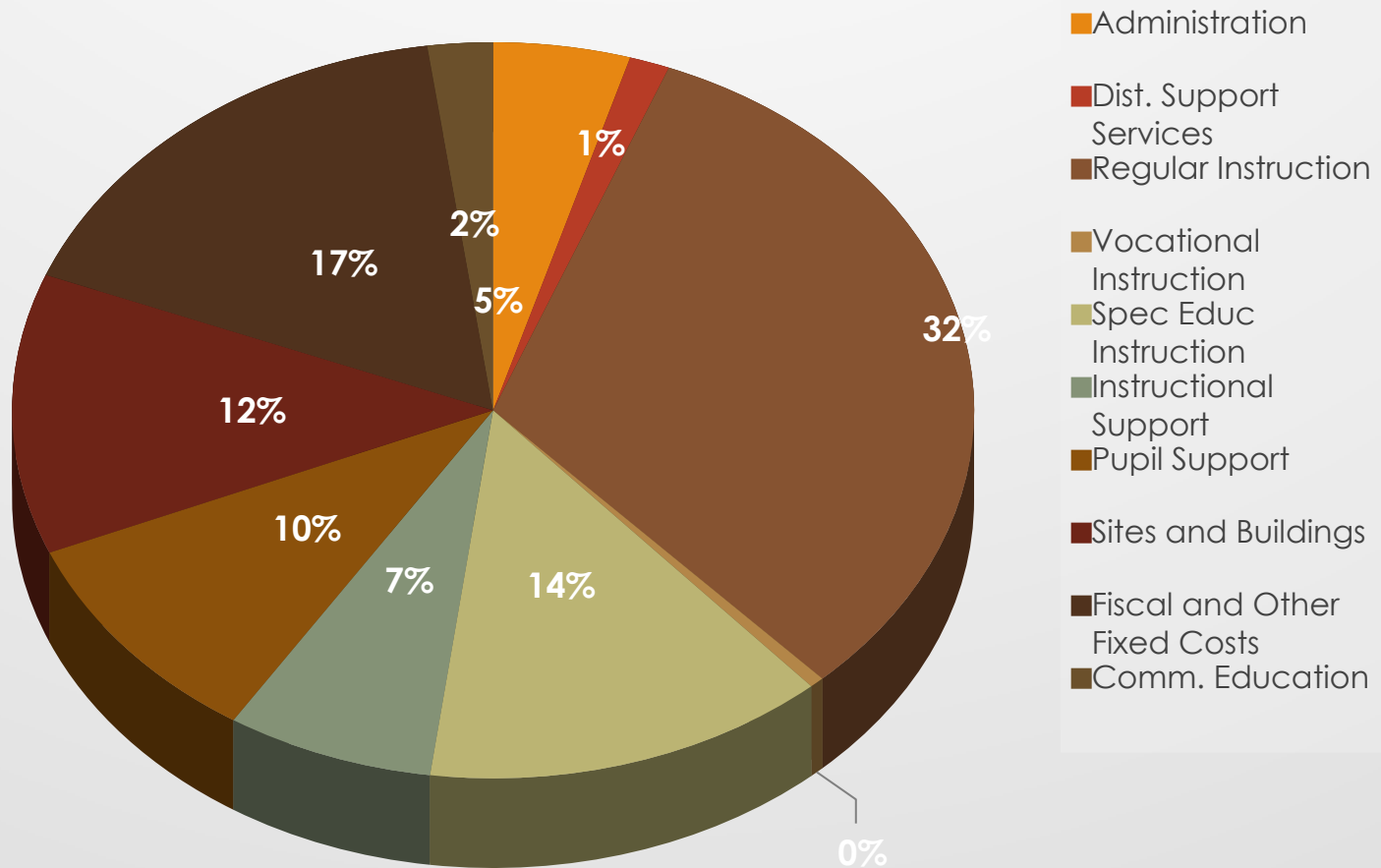
REVENUE BUDGET

Governmental Funds 2018-19

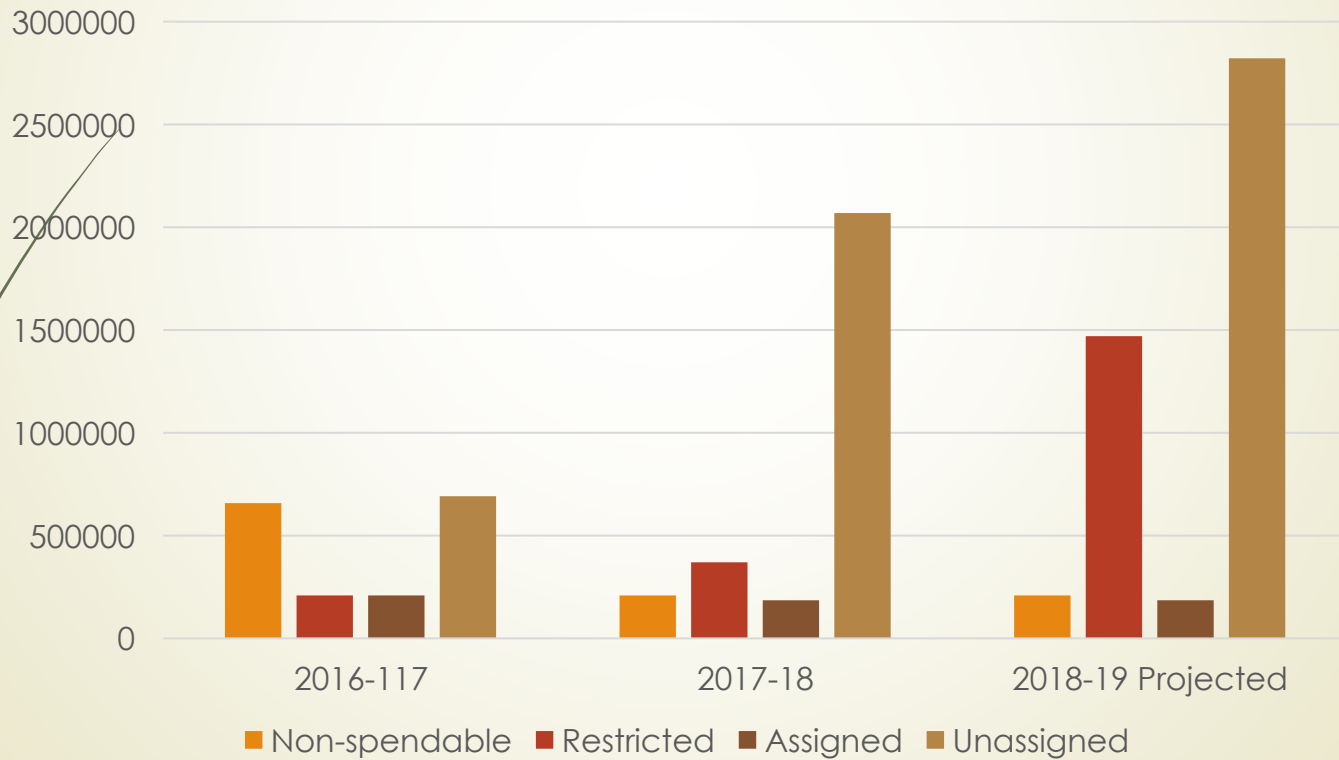


EXPENDITURE BUDGET

Governmental Funds 2018-19



General Fund Equity



School District Property Taxes

Made up of voter approved levies:

Operating Referendum, Capital Projects and Building Bond
Issues

or

Discretionary Levies:

For expenditures or levy limits in categories authorized in law-

LTFM

Safe schools

Building Lease

Proposed Levy Change

Fund	Final Pay 2018 Levy	Proposed Pay 2019 Levy	Levy Change
General Fund	\$15,639,199.92	\$15,320,662.91	(\$318,537.01)
Community Education Fund	\$590,824.18	\$591,469.02	\$644.84
Debt Service Fund	\$20,341,203.43	\$22,576,015.51	\$2,234,812.08
Total	<u>\$36,571,227.53</u>	<u>\$38,488,147.44</u>	<u>\$1,916,919.91</u>

Tax Levies-General Fund

Category	Revenue Component(s)	Proposed Amount	% Total
Voter approved:	Capital Projects	\$3,329,346.42	21.8
Legislative Formula Driven:	LTFM Ref/Loc. Equity Transition Safe Schools Abatements Career Tech	\$10,289,868.04	67.1
Expenditure Limits:	Building Lease Reemployment	\$1,701,448.45	11.1
Total		<u>\$15,320,662.91</u>	<u>100.00</u>

Tax Levies-Community Ed

Category	Revenue Component(s)	Proposed Amount	% Total
Voter approved:	NA	\$0	
Legislative Formula Driven:	Basic Community Education/ECFE	\$525,466.80	88.8
Expenditure Limits:	Childcare Home Visiting Abatements Adult Disabled	\$66,002.22	11.2
Total		<u>\$591,469.02</u>	<u>100.00</u>

Tax Levies-Debt Service

Category	Revenue Component(s)	Proposed Amount	% Total
Voter approved:	Building Bonds	\$22,576,015.51	100.00
Legislative Formula Driven:	NA	\$0	
Expenditure Limits:	Bonded Debt: Alternative Facilities (LTFMR)/OPEB	\$0	
Total		\$22,576,015.51	100.00

Residential Homestead (School Tax Examples)

Assume no increase in Market Value

ESTIMATE

Taxes Payable 2018

Tax Capacity Rate	52.14%
Ref Mkt Value Rate	0.13%

Taxes Payable 2019

Tax Capacity Rate	52.27%
Ref Mkt Value Rate	0.11%

Value	Tax Cap	Tax Amt	Value	Tax Cap	Tax Amt	\$Tax Incr	% Tax Incr
250,000	2,500	1,628	250,000	2,500	1,581	-47	-2.857%
375,000	3,750	2,442	375,000	3,750	2,372	-70	-2.857%
500,000	5,000	3,256	500,000	5,000	3,163	-93	-2.857%

Board Action

It is recommended that the School Board approve the Payable 2019 Property Tax Levy in the amount of \$38,488,147.44

Minutes of School Board Regular Business Meeting

School Board Shakopee Public Schools

A School Board Regular Business Meeting of the School Board of Shakopee Public Schools was held Monday, November 26, 2018, beginning at 6:00 PM in the District Office Board Room, 1200 Town Square, Shakopee, MN 55379.

1. CALL TO ORDER AND ROLL CALL - CHAIR SWANSON

PRESENT: Bowerman, Hallett, McKeand, Pass, Tomczik, Tucker and Swanson

ABSENT: None

2. PLEDGE OF ALLEGIANCE

3. WE ARE SHAKOPEE SCHOOLS - GOOD NEWS ITEMS

3. 1. 2018 General Election Kids Voting Update

Kids Voting Steering Committee:

Jenny Ames

Autumn Warden

Bob Greeley

Drew Kothenbeutel

Lynn Schemel

Deb Admundson

Mark Bury

Paulette Rislund

Nicole Clifton

Michele Hanlon

Our Teacher Leads:

Mary Kornder, Eagle Creek

Tim Olene, Jackson

Teri Oscarson, Red Oak

Shauna McCauley, Sun Path

Heather Henricksen, Sweeney

Kristin Gonyea, East Middle School

Tara Schneider, West Middle School

Connie Mendez, SACS

Our Volunteers:

Breana & Tom Mercer

Presenter: Youth Development/Service Coordinator Autumn Warden

3. 2. Celebration of College in the Schools (CIS) Program

Our CIS teachers:

Ryan Douds

Rachel Beran

Kathryn Tabke

Brenda Kostelac

Carmen Barbone

Wade Laughlin

Anna Bonderson

Brendan McNally

Josh Thom

Jon Miller

Ed Loiselle

Emily Bruzda

Director of Teaching & Learning Nancy Thul

High Potential & Innovative Programs Coordinator Erin Heilman

3. 3. , Recognition of All-State Honor Choir for 7th & 8th Graders

Carter Schook

Ashlynn Davis

Stellan Joyce

Jonas Gerold

Brayden Knutson

Breck Knutson

Teachers Karen Van Sickle and Gary Butler

4. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

Bowerman/McKeand moved to approve the agenda with 6.1 District Update moved to 7.2 District Update as presented; motion passed unanimously.

5. CONSENT ITEMS

Tucker/Hallett moved to approve the consent agenda as presented; motion passed unanimously.

5. 1. Personnel Items

5.1.1 Acceptance of Resignations

Last Name, First Name, Position, Location, Effective Date

Bauder, Cynthia, Teacher, Building Substitute, Jackson Elementary School, 11/19/2018

Cox, Edward, Assistant Principal, High School, 11/30/2018

Gilliland, Emily, Health Assistant, High School, 11/30/2018

Nielsen, Charleen, Custodian, High School, 11/15/2018

Recommended Action

Accepted the resignations and thanked them for their service to the district as presented.

5.1.2 Approval of Certified Contracts for the 2018-19 School Year

Last Name, First Name, Position, Location, Grade, Step, FTE, Effective, Salary Annual
Parizek, Amy, Teacher, Early Childhood, Central Family Center, MA + 10, Step 17, .137 FTE,
1/07/2019, \$9,526.30

Recommended Action

Approved certified contracts as presented.

5.1.3 Approval of Non-Certified Contracts for the 2018-19 School Year

Last Name, First Name, Position, Location, Salary, Effective
Walberg, William, Technology Assistant, Jackson Elementary School, \$18.30/hr, 11/12/18
Tong, Julie, Program Support Assistant, Red Oak Elementary School, \$15.47/hr, 11/26/18
Foss, Taylor, Custodian, High School, \$16.41/hr, 11/26/18

Recommended Action

Approved the non-certified contracts as presented.

5.1.4 Approval of Long Term Substitute Contract

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, Approx. Days, FTE, Salary
Johannes, Laura, Carlson, Cassandra, Teacher, Grade 2, Eagle Creek Elementary School,
11/30/2018 through approx. 2/28/2019, MA Step 3, 1.0, \$256.86/day

Recommended Action

Approved the Long Term Substitute contract as presented.

5.1.5 Approval of Co-Curricular Assignments

Last Name, First Name, Position Title
Brown, Andrew, One Act Play
Bell-Fleming, Liesl, Knowledge Bowl

Recommended Action

Approved the Co-Curricular Assignments as presented.

5. 2. Approval of Minutes of the School Board Business Meeting

Recommended Action

Approved the minutes of the November 13, 2018 School Board Business Meeting.

5. 3. Consideration of Bills and Authorization to Pay Same

Recommended Action

Approved the bills and authorized to pay same as presented.

5. 4. Approval of Wires Report

Recommended Action

Approved the wires report as presented.

6. OLD BUSINESS DISCUSSION ITEMS

7. OLD BUSINESS ACTION ITEMS

7. 1. Acceptance of 1st Reading of School District Policy Updates

School Board Policy Committee Chair Reggie Bowerman presented the following School District Policies for 1st Reading.

205 Open Meetings and Closed Meetings

206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations

208 Development, Adoption, and Implementation of Policies

211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student

213 School Board Committees

306 Administrator Code of Ethics

404 Employment Background Checks

414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

415 Mandated Reporting of Maltreatment of Vulnerable Adults

416 Drug and Alcohol Testing

420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

421 Gifts to Employees and School Board Members

423 Employee-Student Relationships

424 License Status

613 Grad Requirements

Recommended Action

Bowerman/McKeand moved to accept the School District Policy updates for 1st Reading as presented; motion passed unanimously.

7. 2. District Update

Superintendent Mike Redmond presented a proposed new agreement between Building Systems Holdings/ICS Consulting and Shakopee Public Schools for board review and approval. The agreement serves to protect the interests of the school district and to bring the current projects being worked on by ICS to final and successful completion. This agreement may be brought back to the board for update once the figures included in this agreement are confirmed.

Recommended Action

Hallett/Bowerman moved to approve the 2018 agreement between Building Systems/Holdings/ICS Consulting and the Shakopee Public Schools as presented; motion passed unanimously.

8. NEW BUSINESS DISCUSSION ITEMS

9. NEW BUSINESS ACTION ITEMS

9. 1. Acceptance of 2017-18 School District Audit

Director of Finance Jeff Priess and a representative from Bergan KDV presented the 2017-18 school district audit will be presented for final acceptance.

Recommended Action

Tucker/Pass moved to accept the Fiscal Year 2017-18 audit as presented; motion passed unanimously.

10. OTHER

11. COMMITTEE REPORTS

12. RECOGNITION OF VISITORS TO BOARD MEETING

13. UPCOMING MEETINGS AND IMPORTANT DATES

November 26, 2018 Policy Committee Meeting 5:00PM

December 10, 2018 Finance Committee Meeting 5:00PM

December 10, 2018 Truth in Taxation Hearing & Business Meeting 6:00PM

December 12, 2018 BOC 5:00PM

January 14, 2019 School Board ReOrganization and Business Meeting 6:00PM

January 15-18, 2019 MSBA Winter Leadership Conference All Day

14. ADJOURNMENT

At 7:37PM, Pass/Tomczik moved to adjourn as presented; motion passed unanimously.



**General Fund -
Nov 30, 2018**

**REVENUE & EXPENDITURE
SUMMARY BY SOURCE,
OBJECT SERIES**

REVENUE

REVENUE CATEGORIES	June 30, 2017	6/30/2018	FY 19 Adopted Budget	FY19 Received YTD	Budget Remaining
STATE	74,409,199	76,908,387	78,185,014	17,525,663	60,659,351
FEDERAL	2,608,594	2,279,034	2,258,755	102,822	2,155,933
A PROPERTY TAXES	13,303,807	13,957,451	15,769,200	14,563,118	1,206,082
LOCAL (FEES, INTEREST, ETC.)	2,010,115	2,854,954	3,048,812	707,161	2,415,348
TOTALS	92,331,715	95,999,826	99,261,781	32,898,764	66,436,714

11/30/2018 11/30/2017 11/30/2016

% Budget Received	% Actuals Received	% Actuals Received
22.42%	23.86%	23.41%
4.55%	2.95%	15.67%
92.35%	41.25%	32.18%
22.65%	39.03%	45.12%
33.12%	26.34%	24.92%

EXPENDITURES

OBJECT SERIES	June 30, 2017	30-Jun-18	Adopted Budget	Expended YTD	Budget Remaining
SALARIES & WAGES	56,814,018	56,092,989	57,823,013	16,948,770	40,874,243
EMPLOYEE BENEFITS	16,535,540	16,557,655	17,288,291	5,361,545	11,926,746
PURCHASED SERVICES	12,421,607	12,287,716	12,843,228	3,155,242	9,687,986
B SUPPLIES	3,097,134	2,734,909	2,940,392	1,321,911	1,618,481
EQUIPMENT	4,296,160	5,822,578	5,716,431	2,189,867	3,526,564
DEBT SERVICE	-	-	-	-	-
OTHER EXPENDITURES	621,008	737,601	797,858	143,441	654,417
TOTALS	93,785,468	94,233,448	97,409,213	29,120,776	68,288,437

29.31%	29.67%	30.97%
31.01%	31.28%	28.89%
24.57%	30.16%	30.00%
44.96%	48.50%	76.75%
38.31%	64.07%	48.00%
17.98%	29.21%	36.23%
29.90%	32.69%	32.80%

Revenue over (under) Expenditures: 1,766,379 1,852,568

	Actual June 30, 2017	Actual 6/30/2018	Projected June 30, 2019
Non Spendable Fund Balance	657,884	208,934	208,934
Restricted Fund Balance	(303,080)	370,113	1,470,113
Assigned Fund Balance	20,882	185,388	185,388
Unassigned Fund Balance	691,569	2,069,198	2,821,766
Total Fund Balance	1,067,255	2,833,633	4,686,201

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2018 10:14:32 AM	EDG	105252057	739217	ADVANCED IMAGING SOLUTIONS	220.00	Yes	No
11/1/2018 10:14:32 AM	EDG	105252057	739218	AG IREPAIR	1,060.00	Yes	No
11/1/2018 10:14:32 AM	EDG	105252057	739219	AM PEST CONTROL LLC	960.00	Yes	No
11/1/2018 10:14:32 AM	EDG	105252057	739220	ANCHOR PAPER	2,700.00	Yes	No
11/1/2018 10:14:32 AM	EDG	105252057	739221	ANCOM COMMUNICATIONS INC	80.00	Yes	No
11/1/2018 10:14:32 AM	EDG	105252057	739222	ART BY ASI	6,180.00	Yes	No
11/1/2018 10:14:32 AM	EDG	105252057	739223	ATLAS STAFFING	776.80	Yes	No
11/1/2018 10:14:32 AM	EDG	105252057	739224	BERANAK, MARI	100.00	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739225	BIX PRODUCE CO.	4,822.38	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739226	BOCK, FRED	67.00	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739227	BROADWAY AWARDS INC	107.50	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739228	CAMACHO RUIZ, JESUS	100.00	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739229	SCHOOL SPECIALTY	34.86	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739230	CUB FOODS	259.47	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739231	DELL MARKETING LP	251.37	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739232	DIVERSIFIED SNACK DISTRIBUTORS	3,949.97	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739233	EARTHGRAINS	1,202.74	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739234	EDUCATORS BENEFIT CONSULTANTS	443.70	Yes	No
11/1/2018 10:14:33 AM	EDG	105252057	739235	FERRIS HOMESCHOOL	434.70	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739236	FRAUZWA, BRIAN	87.00	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739237	GAILFUS TRAILER MARKETING	400.00	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739238	GARVEY, STACI	20.00	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739239	GEIS, FLAVIAN	30.00	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739240	GENERAL PARTS , INC	3,001.19	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739241	GRAINGER, INC.	124.23	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739242	GROTH MUSIC	58.37	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739243	GUIDE K-12, LLC	15,084.00	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739244	HASTINGS, TONI	81.00	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739245	HEARTLAND BUSINESS SYSTEMS	792.14	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739246	HILLYARD / HUTCHINSON	1,141.74	Yes	No
11/1/2018 10:14:34 AM	EDG	105252057	739247	HOERNING, CODY	87.00	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739248	HOUGHTON MIFFLIN HARCOURT	88.00	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739249	HOULE, TOM	87.00	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739250	INNOVATIVE OFFICE SOLUTIONS	136.46	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2018 10:14:35 AM	EDG	105252057	739251	INSIGHT PUBLIC SECTOR, INC	79.35	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739252	INTEREUM, INC.	1,018,700.89	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739253	JAGUAR COMMUNICATIONS INC	4,590.00	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739254	JW PEPPER	133.79	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739255	LAERDAL MEDICAL CORPORATION	12,480.00	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739256	LAURSEN PIANO SERVICE	1,473.00	Yes	No
11/1/2018 10:14:35 AM	EDG	105252057	739257	LIEBL, MICHELLE	100.00	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739258	LINCOLN NATIONAL LIFE INS CO	23,779.50	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739259	LUNCH LADY U, LLC	80.00	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739260	LUNDQUIST, DAVID A	87.00	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739261	MASA/MASE	1,285.00	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739262	MN DEPT OF HEALTH	7,635.00	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739263	MN HARVEST, LLC	1,155.00	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739264	MORGAN, AMY E	69.00	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739265	MUSIC MART	14.78	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739266	PATRY, JEFFREY	312.50	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739267	PERFORMANCE FOOD GROUP	2,381.45	Yes	No
11/1/2018 10:14:36 AM	EDG	105252057	739268	PERRONE, JAMES EDWARD	67.00	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739269	RELIABLE MEDICAL SUPPLY	200.00	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739270	SCHOOL SPECIALTY	695.16	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739271	SHAKOPEE PUBLIC UTILITY COMMIS	127,654.75	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739272	SHAMROCK GROUP	1,124.60	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739273	SHAW LUNDQUIST ASSOCIATES INC	492,730.93	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739274	SNDM	100.00	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739275	STEPHANIE PLONSKI	100.00	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739276	TAYLOR MUSIC	390.00	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739277	THE LOONEY LUTHERANS	700.00	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739278	TRANG, KRIS	140.00	Yes	No
11/1/2018 10:14:37 AM	EDG	105252057	739279	TRIMARK HOCKENBERGS	17,886.24	Yes	No
11/1/2018 10:14:38 AM	EDG	105252057	739280	TRIO SUPPLY COMPANY	1,370.52	Yes	No
11/1/2018 10:14:38 AM	EDG	105252057	739281	TWIN CITIES DOTS & POP	1,425.60	Yes	No
11/1/2018 10:14:38 AM	EDG	105252057	739282	UPPER LAKES FOODS	607.18	Yes	No
11/1/2018 10:14:38 AM	EDG	105252057	739283	US FOODS, INC.	25,631.68	Yes	No
11/1/2018 10:14:38 AM	EDG	105252057	739284	VERIZON WIRELESS	1,901.09	Yes	No

**Ultimate EDGE Account's Payable
Check Register**

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/1/2018 10:14:38 AM	EDG	105252057	739285	WALTER, BRIAN MEINRAD	87.00	Yes	No
11/1/2018 10:14:38 AM	EDG	105252057	739286	WILLIAMS, AARON	67.00	Yes	No

*** Totals

Total Documents: 70

Total Amount: 1,792,203.63

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/8/2018 4:17:42 PM	EDG	105252057	739299	ADVANCED IMAGING SOLUTIONS	7,709.69	Yes	No
11/8/2018 4:17:42 PM	EDG	105252057	739300	AFFINITECH INC	2,819.64	Yes	No
11/8/2018 4:17:42 PM	EDG	105252057	739301	AG IREPAIR	1,748.00	Yes	No
11/8/2018 4:17:42 PM	EDG	105252057	739302	AMERICAN TIME & SIGNAL CO	23,895.00	Yes	No
11/8/2018 4:17:42 PM	EDG	105252057	739303	ANCHOR PAPER	1,350.00	Yes	No
11/8/2018 4:17:42 PM	EDG	105252057	739304	ANDREEN, DEBRA JOY	625.00	Yes	No
11/8/2018 4:17:42 PM	EDG	105252057	739305	ASSOCIATED MECHANICAL SERVICES	4,566.14	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739306	BAN-KOE SYSTEMS	2,292.68	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739307	BEARCOM WIRELESS WORLDWIDE	574.76	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739308	BERGANKDV LTD	20,000.00	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739309	BERRY COFFEE COMPANY	185.94	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739310	BIX PRODUCE CO.	3,506.97	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739311	BLACKBOARD INC	15,410.00	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739312	BRAD WOODWARD	4,500.00	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739313	BSN SPORTS	129.33	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739314	BUCKEYE CLEANING CENTER	546.24	Yes	No
11/8/2018 4:17:43 PM	EDG	105252057	739315	CHOICE ELECTRIC, INC	1,399.25	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739316	CHRISTENSEN GROUP INSURANCE	257,265.00	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739317	COFFEE MILL INC	136.00	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739318	COMPUTER EXPLORERS	528.00	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739319	CSTMN	85,012.46	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739320	CUB FOODS	173.28	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739321	DEARLY, JERRY M	1,000.00	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739322	DIVERSIFIED SNACK DISTRIBUTORS	3,889.92	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739323	DOOR WORKS	32.00	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739324	DUTT, SHILPA	186.25	Yes	No
11/8/2018 4:17:44 PM	EDG	105252057	739325	EARTHGRAINS	1,072.63	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739326	EDEN PRAIRIE HIGH SCHOOL	90.00	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739327	EDUCATORS BENEFIT CONSULTANTS	443.70	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739328	FASTENAL	35.57	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739329	GAILFUS TRAILER MARKETING	1,200.00	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739330	GENERAL PARTS , INC	3,299.32	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739331	GOPHER SPORT	243.00	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739332	GROTH MUSIC	217.53	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/8/2018 4:17:45 PM	EDG	105252057	739333	HASTINGS COOPERATIVE CREAMERY	16,689.18	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739334	HEARTLAND BUSINESS SYSTEMS	17,297.00	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739335	HECKEL RACHEL	45.50	Yes	No
11/8/2018 4:17:45 PM	EDG	105252057	739336	HILLYARD / HUTCHINSON	7,959.49	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739337	HOLIDAY STATION STORES LLC	1,760.75	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739338	HORIZON COMMERCIAL POOL SUPPLY	1,515.92	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739339	INNOVATIVE GRAPHICS	2,134.00	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739340	INNOVATIVE OFFICE SOLUTIONS	3,662.92	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739341	IXL LEARNING	135.00	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739342	JANESVILLE-WALDORF PEMBERTON P	1,030.21	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739343	JASPERS MORIARTY & WETHERILLE PA	396.00	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739344	JOHNSON CONTROLS	15,985.00	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739345	JW PEPPER	407.38	Yes	No
11/8/2018 4:17:46 PM	EDG	105252057	739346	K12 BUSINESS SERCES LLC	7,333.00	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739347	LA CROSSE TECHNOLOGY	187.01	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739348	LABLANC, CHASKE	3,500.00	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739349	LACH, THEAVY	50.00	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739350	LAURSEN PIANO SERVICE	98.00	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739351	LAVONNE WAGENER MUSIC	368.94	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739352	LEXIA LEARNING	227.20	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739353	LOFFLER	202.66	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739354	MARQUEZ, AMY MARIE	1,160.00	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739355	MARSH & MCLENNAN	8,016.00	Yes	No
11/8/2018 4:17:47 PM	EDG	105252057	739356	MN DEPT OF HEALTH	35.00	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739357	METRO SOUND & LIGHTING INC	1,508.45	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739358	MF IRRIGATION SERVICES	312.22	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739359	MIDWEST SPECIAL INSTRUMENTS	96.75	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739360	MINNESOTA CLAY	2,800.40	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739361	MINNESOTA WATER	235.00	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739362	MN HARVEST, LLC	1,260.00	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739363	MULLIN, THOMAS A	134.00	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739364	MUSIC MART	36,789.50	Yes	No
11/8/2018 4:17:48 PM	EDG	105252057	739365	NEOPOST	59.75	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739366	NEW PRAGUE PUBLIC SCHOOLS	200.00	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/8/2018 4:17:49 PM	EDG	105252057	739367	NIMCHUK, WILLIAM	180.00	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739368	PALMER BUS SERVICES	429,095.00	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739369	PAULSON, RACHEL - HS	64.97	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739370	PEARSON, ETHAN	452.40	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739371	PERFORMANCE FOOD GROUP	417.39	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739372	PLANSOURCE	2,057.80	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739373	PRAIRIE RIVER HOME CARE, INC	3,022.50	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739374	RECREONICS INC	877.52	Yes	No
11/8/2018 4:17:49 PM	EDG	105252057	739375	REICHLE, JOE	4,189.00	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739376	RIVER BOTTOM PRODUCTIONS	210.00	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739377	RIVERFRONT PRINTING	88.00	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739378	ROCHESTER 100	31.25	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739379	SAFELINE MANAGEMENTSERVICES	9,700.00	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739380	SCHMITT MUSIC COMPANY	21.25	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739381	SECURITY CONTROL SYSTEMS, INC	528.00	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739382	SHAKOPEE PUBLIC UTILITY COMMIS	14,744.92	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739383	Soulo Communications	4,360.85	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739384	SOUTHWEST METRO EDUCATIONAL CO	32,968.00	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739385	STARK, GRACE	188.50	Yes	No
11/8/2018 4:17:50 PM	EDG	105252057	739386	SUPREME SCHOOL SUPPLY	340.83	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739387	SWANSON MEATS INC	3,066.60	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739388	SWWC	84.00	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739389	TIES	259.00	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739390	TRI DIM FILTER CORPORATION	94.56	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739391	TRICOM COMMUNICATIONS	51,608.91	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739392	TRIO SUPPLY COMPANY	2,166.46	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739393	TWIN CITY HARDWARE	1,162.56	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739394	UHL CO., INC	1,762.00	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739395	UNITED STATES POSTAL SERVICE	1,661.32	Yes	No
11/8/2018 4:17:51 PM	EDG	105252057	739396	UPPER LAKES FOODS	570.36	Yes	No
11/8/2018 4:17:52 PM	EDG	105252057	739397	US FOODS, INC.	19.00	Yes	No
11/8/2018 4:17:52 PM	EDG	105252057	739398	VAN CLEVE, MERCEDES	200.00	Yes	No
11/8/2018 4:17:52 PM	EDG	105252057	739399	VERIZON WIRELESS	2,555.59	Yes	No
11/8/2018 4:17:52 PM	EDG	105252057	739400	YI, BRIAN	185.25	Yes	No

*** Totals

Total Documents: 102

Total Amount: 1,148,609.32

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/16/2018 11:52:46 AM	EDG	105252057	739412	ADVANCED IMAGING SOLUTIONS	1,200.00	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739413	AIM ELECTRONICS	2,262.19	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739414	AIRGAS NATIONAL CARBONATION	137.57	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739415	AIRTECH THERMEX LLC	646.00	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739416	ANCHOR PAPER	3,940.60	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739417	APPLE FORD SHAKOPEE	54.14	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739418	BAUMGARTNER, SARAH	40.00	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739419	BEARCOM WIRELESS WORLDWIDE	20.00	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739420	BERNDT, NANCY	80.00	Yes	No
11/16/2018 11:52:46 AM	EDG	105252057	739421	BESTGE, MONICA	90.00	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739422	BIG FISH DIGITAL WORKS	20.00	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739423	SW NEWS MEDIA	1,193.24	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739424	BIX PRODUCE CO.	1,277.89	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739425	BLICK ART MATERIALS	349.22	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739426	BSN SPORTS	1,203.47	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739427	BURNSIDE, LOGAN	172.50	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739428	CAMP FIRE MINNESOTA	3,000.00	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739429	CDW GOVERNMENT	2,000.00	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739430	CENTER ICE CLUB	700.00	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739431	CESA5	2,100.00	Yes	No
11/16/2018 11:52:47 AM	EDG	105252057	739432	CHOICE ELECTRIC, INC	2,131.75	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739433	CHURCHILL, ADAM	67.00	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739434	CITY OF SHAKOPEE	592.27	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739435	COMMERCIAL KITCHEN SERVICES	2,945.00	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739436	CUB FOODS	236.01	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739437	DICKS SANITATION INC.	4,506.47	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739438	DIVERSIFIED SNACK DISTRIBUTORS	2,254.63	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739439	DRAKE, PAUL	67.00	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739440	EARTHGRAINS	191.04	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739441	Education Associates	1,100.00	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739442	ELMI, FARTUN	50.00	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739443	GAILFUS TRAILER MARKETING	200.00	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739444	GRAINGER, INC.	490.86	Yes	No
11/16/2018 11:52:48 AM	EDG	105252057	739445	GRANDSTRAND, BRIAN	67.00	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/16/2018 11:52:49 AM	EDG	105252057	739446	GRILL, KELLY	517.50	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739447	GROTH MUSIC	1,584.20	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739448	HARTWELL, LEE	258.00	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739449	HILLSHIRE BRANDS CO	4,200.42	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739450	HILLYARD / HUTCHINSON	2,942.46	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739451	HORIZON COMMERCIAL POOL SUPPLY	619.75	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739452	HYVEE INC	772.47	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739453	IMPULLITTI, ALYSSA	300.00	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739454	INNOVATIVE OFFICE SOLUTIONS	150.96	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739455	JOHN'S SEWER & DRAIN	575.00	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739456	JOHNSON CONTROLS	2,571.50	Yes	No
11/16/2018 11:52:49 AM	EDG	105252057	739457	JUREWICZ, FRED	40.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739458	KROELLS KARATE CTR	957.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739459	LACH, THEAVY	50.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739460	LAGRO, APRIL	45.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739461	LAKEVILLE HIGH SCHOOL NORTH	58.32	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739462	LEININGER, ANDREW	45.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739463	LEININGER, CARRIE	90.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739464	LINCOLN NATIONAL LIFE INS CO	23,780.79	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739465	LINDBERG, SUSAN	345.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739466	LOWES	3,949.17	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739467	MCCULLUGH, SHARON	220.00	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739468	MEI TOTAL ELEVATOR SOLUTIONS	440.48	Yes	No
11/16/2018 11:52:50 AM	EDG	105252057	739469	MEYER, JACOB A	172.50	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739470	MF IRRIGATION SERVICES	1,875.00	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739471	MIDWEST SPECIAL INSTRUMENTS	294.00	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739472	MINNEAPOLIS OXYGEN	1.12	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739473	MESPA	770.00	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739474	MINNESOTA HIGHWAY SAFETY & RESE	378.00	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739475	MN HARVEST, LLC	1,050.00	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739476	MN STATE HIGH SCHOOL LEAGUE	50.00	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739477	MOHN, MONICA	30.00	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739478	MONOPRICE.COM	11.49	Yes	No
11/16/2018 11:52:51 AM	EDG	105252057	739479	NELSON, DENISE	140.00	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/16/2018 11:52:51 AM	EDG	105252057	739480	NEOFUNDS - POSTAGE	1,961.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739481	NEW PRAGUE PUBLIC SCHOOLS	75.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739482	PALMER BUS SERVICES	14,890.68	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739483	PARK NICOLLET HEALTH SERVICES	1,425.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739484	PARK NICOLLET HEALTH SERVICES	405.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739485	PERFORMANCE FOOD GROUP	5,820.67	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739486	PRAIRIE RIVER HOME CARE, INC	2,518.75	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739487	PUGLEASA	2,385.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739488	RAMACHER, THUY	70.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739489	REGION 2AA	2,850.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739490	RIVERFRONT PRINTING	298.00	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739491	ROBERT B. HILL CO	971.92	Yes	No
11/16/2018 11:52:52 AM	EDG	105252057	739492	Robert Bosch Tool Corporation	51,992.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739493	ROCK, KEITH A	127.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739494	SCHMITT MUSIC COMPANY	16,044.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739495	SCHWICKERT'S, INC	805.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739496	SCOTT COUNTY HISTORICAL SOCIETY	16.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739497	SHRED-N-GO, INC.	1,038.90	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739498	SMITH, KIMBERLY	90.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739499	Soulo Communications	2,320.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739500	SOUTHWEST METRO EDUCATIONAL CO	36,724.45	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739501	MINNEAPOLIS PUBLIC SCHOOLS	8,927.80	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739502	SWANSON MEATS INC	1,076.00	Yes	No
11/16/2018 11:52:53 AM	EDG	105252057	739503	THOUSAND HILLS CATTLE CO	3,244.80	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739504	TRIO SUPPLY COMPANY	1,908.06	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739505	TWIN CITIES DOTS & POP	1,419.63	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739506	TWIN CITY HARDWARE	512.87	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739507	UNIVERSAL ATHLETIC SERVICE	3,587.75	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739508	US FOODS, INC.	53,797.94	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739509	VAN CLEVE, MERCEDES	2,500.00	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739510	WARDEN, AUTUMN	31.35	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739511	WATER TO YOU	33.00	Yes	No
11/16/2018 11:52:54 AM	EDG	105252057	739512	WILTS, SCOTT	80.00	Yes	No

*** Totals

Total Documents: 101

Total Amount: 304,618.55

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/29/2018 11:44:36 AM	EDG	105252057	739524	ADVANCED IMAGING SOLUTIONS	1,412.55	Yes	No
11/29/2018 11:44:36 AM	EDG	105252057	739525	ALICE TRAINING INSTITUTE	2,967.25	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739526	AMERICAN RED CROSS	56.00	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739527	ANCHOR PAPER	5,432.69	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739528	ARCH LANGUAGE NETWORK INC	930.00	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739529	BAN-KOE SYSTEMS	375.00	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739530	BERNARD FOOD INDUSTRIES, INC	1,557.60	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739531	BERRY COFFEE COMPANY	94.51	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739532	BESTGE, MONICA	45.00	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739533	BIFFS INC	1,518.91	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739534	BIX PRODUCE CO.	7,265.07	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739535	BLICK ART MATERIALS	36.73	Yes	No
11/29/2018 11:44:37 AM	EDG	105252057	739536	BROHOLM, SUE	2,069.00	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739537	CAMACHO RUIZ, JESUS	200.00	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739538	CANON FINANCIAL SERVICES	220.22	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739539	CATALYST SOURCING SOLUTIONS	4,336.99	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739540	CDW GOVERNMENT	5,332.50	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739541	CENTERPOINT ENERGY MINNEGASCO	3,246.70	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739542	CENTURYLINK	93.98	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739543	CHOICE ELECTRIC, INC	1,279.75	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739544	CHURCHILL, ADAM	67.00	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739545	COFFEE MILL INC	69.00	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739546	COMPUTER EXPLORERS	693.00	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739547	CONRAD, PETER	45.00	Yes	No
11/29/2018 11:44:38 AM	EDG	105252057	739548	CUB FOODS	591.87	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739549	DELL MARKETING LP	6,510.00	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739550	DELUXE FOR BUSINESS	1,374.81	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739551	DIVERSIFIED SNACK DISTRIBUTORS	9,664.83	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739552	EARTHGRAINS	1,919.44	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739553	ELMI, FARTUN	293.75	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739554	FARMINGTON HIGH SCHOOL	150.00	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739555	FROUNFELTER, RAYMOND CLARK	45.00	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739556	GAGNE, RYAN J	155.00	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739557	GRAINGER, INC.	21.90	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/29/2018 11:44:39 AM	EDG	105252057	739558	HASTINGS HIGH SCHOOL	225.00	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739559	HENNEN-JOHNSON, DENISE	45.00	Yes	No
11/29/2018 11:44:39 AM	EDG	105252057	739560	HILLYARD / HUTCHINSON	2,579.52	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739561	HOLTHAUS-MONROE, WANDA SUE	45.00	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739562	HORIZON COMMERCIAL POOL SUPPLY	284.90	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739563	HOUGHTON MIFFLIN	3,122.05	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739564	HOUSE OF PRINT	6,043.09	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739565	HUTH, GREG	52.00	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739566	HYVEE INC	48.07	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739567	INNOVATIVE OFFICE SOLUTIONS	679.32	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739568	INSTITUTE FOR ENVIRON ASSESS	1,550.00	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739569	INTERNAL TRAINING SERVICES LLC	612.06	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739570	JAGUAR COMMUNICATIONS INC	4,590.00	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739571	KLEINDL, CHRISTOPHER DAVID	45.00	Yes	No
11/29/2018 11:44:40 AM	EDG	105252057	739572	KOHLHOF, LUANNE LEE	45.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739573	KRAFT, KELBY	67.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739574	KULLY SUPPLY CO	585.96	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739575	LACH, THEAVY	50.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739576	LAKEVILLE HIGH SCHOOL NORTH	400.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739577	LANO EQUIPMENT INC	3,950.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739578	LEININGER, CARRIE	100.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739579	LIEBL, MICHELLE	200.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739580	LOFFLER	7,567.85	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739581	MAILFINANCE - NEOPOST LEASE	421.77	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739582	MANKATO EAST HIGH SCHOOL	125.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739583	MCEA/MINNESOTA COMNTY ED ASSN	1,144.00	Yes	No
11/29/2018 11:44:41 AM	EDG	105252057	739584	MEDCO SUPPLY COMPANY	145.47	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739585	MF IRRIGATION SERVICES	896.90	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739586	MIDWEST EDUCATIONAL CONSULTANT	3,250.00	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739587	MINNESOTA HIGH SCHOOL QUIZ BOWL	780.00	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739588	MINNESOTA HIGHWAY SAFETY & RESE	306.00	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739589	MINNESOTA HISTORICAL SOCIETY	404.95	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739590	MINNESOTA SCHOOL OF BUSINESS	43,086.42	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739591	MINNESOTA TIMBERWOLVES BOX OFFI	627.54	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/29/2018 11:44:42 AM	EDG	105252057	739592	MINNESOTA TRACK COACHES ASSOC.	190.00	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739593	MISSLING, NEIL	155.00	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739594	MN HARVEST, LLC	1,085.00	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739595	MN STATE HIGH SCHOOL LEAGUE	16,361.00	Yes	No
11/29/2018 11:44:42 AM	EDG	105252057	739596	NORCOSTCO	282.91	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739597	NORTHERN BALANCE & SCALE INC	234.00	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739598	NORTHERN SALT INC	2,690.00	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739599	PALMER BUS SERVICES	13,977.29	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739600	PARALLEL TECHNOLOGIES INC	1,617.50	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739601	PEARSON EDUCATION	80.50	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739602	PEARSON EDUCATION	137.95	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739603	PERFORMANCE FOOD GROUP	1,676.61	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739604	PHUNG, HUNG	70.00	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739605	PITNEY BOWES PURCHASE POWER	500.00	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739606	PRAIRIE RIVER HOME CARE, INC	4,030.00	Yes	No
11/29/2018 11:44:43 AM	EDG	105252057	739607	PREMIUM WATER CO	42.00	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739608	PROVISION MEDIA INC.	6,174.00	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739609	QUESTYME USA	4,235.96	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739610	RAMACHER, THUY	525.00	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739611	REGION 2AA	4,218.00	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739612	RIVERFRONT PRINTING	252.00	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739613	ROUNDS RECYCLING AND WASTE LLC	274.91	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739614	SCHMITT MUSIC COMPANY	1,360.00	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739615	SCHOLASTIC , INC	50.60	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739616	SCHROEDER, BRYON	44.99	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739617	SHAMROCK GROUP	1,502.80	Yes	No
11/29/2018 11:44:44 AM	EDG	105252057	739618	SHEPHERD, BRONSON	68.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739619	SJOBORG, SUSAN	300.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739620	SLARKS, GARY	115.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739621	SMITH, KIMBERLY	45.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739622	Soulo Communications	1,580.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739623	STEPHANIE PLONSKI	93.75	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739624	SUCCESS BEYOND THE CLASSROOM	980.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739625	SWANSON MEATS INC	2,797.60	Yes	No

Ultimate EDGE Account's Payable Check Register

Account: CASH

Print Date/Time	Oper	Account Number	Check Number	Payee	Amount	Imaged	Reprint
11/29/2018 11:44:45 AM	EDG	105252057	739626	Tanner, Ross Eerett	377.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739627	TDS METROCOM	3,704.58	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739628	TIES	3,761.00	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739629	TRIARCO ARTS & CRAFTS	112.13	Yes	No
11/29/2018 11:44:45 AM	EDG	105252057	739630	TRIO SUPPLY COMPANY	1,107.50	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739631	TWIN CITY HARDWARE	278.27	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739632	UHL CO., INC	487.00	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739633	UNITED STATES POSTAL SERVICE	223.94	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739634	UPPER LAKES FOODS	3,752.77	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739635	US FOODS, INC.	44,629.74	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739636	VERIZON WIRELESS	1,438.66	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739637	VIZENOR, JEFF A	80.00	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739638	WANKE, SANDRA	100.00	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739639	WARMKA, MOLLY	24.00	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739640	WATCH ME DRAW LLC	308.00	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739641	WHITING, JAY	26.00	Yes	No
11/29/2018 11:44:46 AM	EDG	105252057	739642	YOUNGBLOOD LUMBER COMPANY	1,165.00	Yes	No
11/29/2018 11:44:47 AM	EDG	105252057	739643	YOUNGER, CHRISTINE	200.00	Yes	No
11/29/2018 11:44:47 AM	EDG	105252057	739644	YOUTH ENRICHMENT LEAGUE	1,008.00	Yes	No


*** Totals

Total Documents: 121

Total Amount: 274,676.88

Bank Account - Wires Out

Date	Description	Amount
11/1/2018	Payroll Vouluntary Deductions	61,726.35
11/1/2018	Health Partners Premium	3,804.00
11/1/2018	Misc Bank Fees Chgs	52.00
11/2/2018	Misc Bank Fees Chgs	17.00
11/5/2018	Teachers Retirement Association (TRA) ACH	264,769.16
11/5/2018	Public Employee Retirement Association (PERA) ACH	66,435.56
11/5/2018	Teachers Retirement Association (TRA) ACH	55,579.00
11/6/2018	Payroll Vouluntary Deductions	14,321.36
11/9/2018	Payroll Direct Deposit	1,444,088.83
11/13/2018	403b Wire	131,149.80
11/13/2018	IRS Federal Tax ACH	505,914.96
11/13/2018	Payroll Vouluntary Deductions	7,478.38
11/14/2018	State of MN Taxes ACH	87,990.00
11/14/2018	Teachers Retirement Association (TRA) ACH	1,393.28
11/15/2018	Payroll Vouluntary Deductions	62,399.18
11/16/2018	Teachers Retirement Association (TRA) ACH	265,879.98
11/16/2018	Public Employee Retirement Association (PERA) ACH	72,984.96
11/20/2018	Payroll Vouluntary Deductions	22,185.94
11/23/2018	Payroll Direct Deposit	1,461,754.76
11/23/2018	Payroll Vouluntary Deductions	3,563.80
11/26/2018	IRS Federal Tax ACH	505,476.36
11/27/2018	State of MN Taxes ACH	88,013.00
11/28/2018	Payroll Vouluntary Deductions	8,126.54
11/29/2018	Teachers Retirement Association (TRA) ACH	268,122.28
11/29/2018	Public Employee Retirement Association (PERA) ACH	71,690.34
11/29/2018	Payroll Vouluntary Deductions	61,956.13
11/30/2018	403b Wire	130,357.50
11/30/2018	Select Account Administrative Fee	1,382.65
		5,668,613.10

	Community Education 1500 Highway 36 West Roseville, MN 55113-4266	COMMUNITY EDUCATION ANNUAL REPORT	ED-00226-26
			DUE: 11/01

GENERAL INFORMATION AND INSTRUCTIONS: Under the statutory authority of M.S. Section 124D.18, Minnesota Rules, part 3530.6200 require an annual report to the Minnesota Department of Education (MDE) from each school district having a community education levy. Please note that all information requested in this report relates to the period of July 1 to June 30 of the previous fiscal year. Return the completed report to Michelle Kamenov at the above address by **November 1** and retain a copy for your files.

IDENTIFICATION INFORMATION		
School District Name <i>SHAKOPEE</i>	Reporting year: <i>2017-2018</i>	
District Number <i>720</i>	School District Type <i>01</i>	
Community Education Director or Designee name <i>ROBERT W. GREELEY</i>	File Folder Number <i>311926</i>	
Community Education Office Address <i>1200 TOWN SQUARE</i>		
City <i>SHAKOPEE</i>	State <i>MN</i>	Zip Code <i>55379</i>
E-Mail <i>bgreeley@shakopee.k12.mn.us</i>	Telephone Number <i>(952) 496-5025</i>	Fax Number <i>(952) 496-5098</i>
Name of Person Completing This Report <i>ROBERT W. GREELEY</i>	Title <i>DIRECTOR</i>	

GENERAL PROGRAM INFORMATION	
<i>100</i>	% of Director's time devoted to Community Education
<i>NO</i>	Do you share community education director services with, or purchase director services from, another district? If so, district number.
<i>5</i>	Estimated % of General Community Education aid/levy allocated to youth programs.
<i>18</i>	If the district utilizes the Extended Day Levy/Aid indicate the unduplicated count of the number of children served.
Dates of Community Education Advisory Council meetings during the reporting year (minimum four):	
<i>AUGUST 8, NOVEMBER 7, FEBRUARY 13, MAY 8</i>	
Chair of the Community Education Advisory Council	
Name <i>KARA HUMMEL</i>	Telephone Number <i>(701) 388-9884</i>

District Name

SHAKOPEE

District Number

720

STATEMENT OF ASSURANCES

By submitting this Annual Report, I affirm the following.

General:

- The district utilizes an appropriately licensed community education director unless the district population is less than 2000 or approval has been granted by the Minnesota Board of School Administrators (M.S. 124D.19, Subd. 3)
- The district utilizes a community education advisory council with representation from various service organizations, churches, public and nonpublic schools, local government, public and private nonprofit agencies, parents, youth, park, recreation or forestry services and other appropriate groups (M.S. 124D.19, Subd. 2)
- The community education advisory council meets at least four times each year (M.R. 3530.5900)
- The community education advisory council has adopted a policy to reduce and eliminate program duplication within the district (M.S. 124D.19, Subd. 5)

Youth Service:

- If youth service revenue is received by the district, the district has implemented a youth service plan and youth service program (M.S. 124D.20, Subd. 4)
- A district's youth service projects utilize community sponsors (M.S. 124D.19, Subd. 10(d))

Youth After School Enrichment:

- If youth after-school enrichment revenue is received by the district, activities support development of social, mental, physical and creative abilities of school-age youth; the district provides structured activities during high-risk times; and the district promotes youth leadership development and improved academic performance (M.S. 124D.19, Subd. 12)

School-Age Care:

- If the district operates a school-age care program, it includes: adult supervised programs while school is not in session; parental involvement in program design and direction; partnership with the district's K-12 programs and other public, private or nonprofit entities; opportunities for trained secondary school pupils to work with younger children; and access to school facilities including the gymnasium, sports equipment, computer labs, and media centers when not otherwise in use (M.S. 124D.19, Subd. 11(b))
- School-age care revenue is maintained in a separate account within the community services fund (M.S. 124D.19, Subd. 11(d))

Adults With Disabilities:

- If the district receives Adults With Disabilities revenue, it has received approval from MDE for its Adults With Disabilities program, adults with disabilities have been involved in program design and development, an assessment of the needs of adults with disabilities has been conducted, and programs are operated in cooperation with community organizations (M.S. 124D.19, Subd. 8)

Adult Enrichment:

- The direct activity costs (direct activity costs include the cost of the instructor, materials and transportation) of the district's Adult Enrichment program are not subsidized by the General Community Education aid or levy.

I have read the Statement of Assurances and am in compliance

Yes () No ()

COMMUNITY EDUCATION ANNUAL REPORT

PROGRAM SERVICE AND PARTICIPANTS

INSTRUCTIONS: Provide community education participant data in this section. Do not include participant data for Adult Basic Education, School Readiness, Preschool Screening or Early Childhood Family Education (that data is collected in other state reports). Enter data as whole numbers only. If comments are necessary, they should be entered on page 4.

	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE	GRADE	GRADE	GRADE	AGE	AGE
		0-5	K-5	6-8	9-12	19-54	55+
Pre-K	Academic						
	Childcare	253				75	
	Enrichment						
	Health/Safety	67				75	
	Recreation						
	Service						
	Sports						

	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE	GRADE	GRADE	GRADE	AGE	AGE
		0-5	K-5	6-8	9-12	19-54	55+
Youth	Academic	18	79	22	42		
	Childcare	63	1011	65	2		
	Enrichment	549	1761	181	110	1280	154
	Health/Safety	36	99	8	7		
	Recreation	170	336	44	2000	108	4
	Service						
	Sports						

	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE	GRADE	GRADE	GRADE	AGE	AGE
		0-5	K-5	6-8	9-12	19-54	55+
Adult	Academic					63	285
	Enrichment					54	153
	Health/Safety					41	17
	Recreation					339	20
	Service					69	6
	Sports						

	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE	GRADE	GRADE	GRADE	AGE	AGE
		0-5	K-5	6-8	9-12	19-54	55+
Adults With Disabilities	Academic						
	Enrichment					10	15
	Health/Safety					15	13
	Recreation						
	Service					26	14
	Sports						

	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE	GRADE	GRADE	GRADE	AGE	AGE
		0-5	K-5	6-8	9-12	19-54	55+
Community	Community Concerns	250	550	100	136	700	250

	SERVICE	NUMBER OF GROUPS	PARTICIPANTS
		(Do not include regular school activities)	
Community	Facility Use	159	59,760

COMMUNITY EDUCATION ANNUAL REPORT

District Name

SHAKOPEE

District Number

720

Comments:

SIGNATURES

I hereby certify that all of the information contained in this report is true and accurate to the best of my knowledge and belief.

Karaline Hummel

Signature - Advisory Council Chairperson

11-27-18

Date

Robert W. Smiley

Signature - Community Education Director

11/21/18

Date

Dane Delaney

Signature - District Superintendent / Responsible Authority

11/21/2018

Date

From: Scott County Elections
To: [Amy Jirik](#); [Dawn Meyer](#); [Ellen Classen](#); [Heidi Emerson](#); [Heidi Voels \(hvoels@jordanmn.gov\)](#); [Janet Ringberg](#); [Leah Stender \(lstender@ci.new-prague.mn.us\)](#); [Lori Hensen](#); [Patty Solheid](#); [Sandra Green](#); [Terri Valiant](#); [Belle Plaine Twp Clerk](#); [Blakeley Township Clerk](#); [Cedar Lake Township Clerk](#); [Credit River Township Clerk](#); [Helena Township Clerk](#); [Jackson Township Clerk](#); [Louisville Township Clerk](#); [New Market Township Clerk](#); [Sand Creek Township Clerk](#); [Spring Lake Township Clerk](#); [St Lawrence Township Clerk](#); [Hope Mack](#); [Jackie Fahey](#); [Jami Kenney](#); [Janelle Sasse](#); [Jonathan Jackson](#); [Kris Davis](#); [Martha Walz](#); [Koehn Sarah](#)
Cc: [Scott County Elections](#)
Subject: FW: [External]Polling Place Designations
Date: Tuesday, December 04, 2018 1:18:17 PM
Importance: High

Please take a look at the info below – thank you!

Julie

From: Hegg, Stella (OSS) [mailto:stella.hegg@state.mn.us]
Sent: Tuesday, December 04, 2018 12:49 PM
To: Department, Elections (OSS)
Subject: [External]Polling Place Designations
Importance: High

Office of the Minnesota Secretary of State
Elections Division

December 4, 2018

To: County Auditors and Election Administrators:

Just want to send out a reminder about the 2017 legislative changes to M.S. 204B.16, subd. 1 (Municipal and County-Unorganized Territory Polling Place Designations) and 205A.11, subd. 2 (School District Combined Polling Places Designations). See statutory language changes below.

Please share this e-mail with your city, town and school district election officials so they are reminded of the 2017 changes.

OSS believes that the legislature was seeking to lessen voter confusion and frustration as it relates to voters' perceptions of "ever changing" poll places from one election to the next by:

- A. Requiring all municipalities (and counties with unorganized territories) to designate polling places for each precinct by December 31st each year for the next calendar year.
- B. Requiring school districts using combined polling places for standalone elections to designate polling places for the combination(s) by December 31st each year for the next calendar year. A school district may only use a polling place for a combination if that location has been designated as a polling place by a municipality (or a county for unorganized territory).

We offer a few clarifying thoughts:

1. Municipalities (and counties with unorganized territories) designate their polling places for

each precinct each year *regardless* if there is an election scheduled for the next year or not (in the event of a special election that is called).

2. Municipalities (and counties with unorganized territories) designate their polling places for each precinct each year even if *no change* is noted for the next calendar year.
3. Municipalities (and counties with unorganized territories) must designate their polling places each year by ordinance or resolution.
4. School districts designate their combined polling places for each precinct each year regardless if there is an election scheduled for the next year or not (in the event of a special election that is called).
5. School Districts designate their combined polling places for each precinct each year even if *no change* is noted for the next calendar year.
6. School districts must designate their combined polling places each year by resolution.
7. A polling place may only be designated for a school district combination if that location has been designated as a polling place by a municipality (or a county for unorganized territory).
 - a. If a school building has not been designated for use as a polling place by a municipality (or county with unorganized territory), the school building cannot be designated as a combined location by the school district.
 - b. Counties only have authority to designate polling places for unorganized territories. A county cannot designate a polling place on behalf of a school district.
8. A school district that does not pass a resolution designating combined polling places by December 31st could be putting itself in the position of having to use the regular polling places for all individual precincts in the school district for any standalone elections in the following year.

As OSS cannot provide legal opinions, each jurisdiction should consult with their legal advisor for their advice on the interpretation and effect of the new statutory language.

204B.16 POLLING PLACES; DESIGNATION.

Subd. 1 changes effective January 1, 2018, and applies to any special election held on or after that date.

Subd. 1a changes effective July 1, 2017

Subdivision 1. **Authority; location.** By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory ~~shall~~ **must** designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

(1) pursuant to section 204B.175;

(2) because a polling place has become unavailable; or

(3) because a township designates one location for all state and federal elections and one location for all township only elections.

Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located

outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

205A.11 PRECINCTS; POLLING PLACES.

Changes effective January 1, 2018, and applies to any special election held on or after that date.

Subd. 2. **Combined polling place.** (a) When no other election is being held in two or more precincts on the day of a school district election, the school board may designate one or more combined polling places at which the voters in those precincts may vote in the school district election.

(b) By December 31 of each year, the school board must designate, by resolution, combined polling places. The combined polling places designated in the resolution are the polling places for the following calendar year, unless a change is made:

(1) pursuant to section 204B.175; or

(2) because a polling place has become unavailable.

(c) If the school board designates combined polling places pursuant to this subdivision, polling places must be designated throughout the district, taking into account both geographical distribution and population distribution. A combined polling place must be at a location designated for use as a polling place by a county or municipality.

(d) In school districts that have organized into separate board member election districts under section 205A.12, a combined polling place for a school general election must be arranged so that it does not include more than one board member election district.

Best,

Stella Mary Hegg, MPA

Senior State Program Administrator

Office of Minnesota Secretary of State, Steve Simon

180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd.

St. Paul, MN 55155

Phone: 651-556-0646

E-mail: stella.hegg@state.mn.us

Website: <https://www.sos.state.mn.us/>

NOTICE: E-mail correspondence to and from the Office of the Secretary of State of Minnesota may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties

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.720, 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 (Shakopee P-1):

Shakopee West Middle School, 200 10th Avenue East, Shakopee, MN 55379

"This combined polling place serves all territory in Independent School District No. 720 located in Jackson Township; Louisville Township; Sand Creek Township; the City of Shakopee; the City of Prior Lake, and the City of Savage; Scott 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 7:00 o'clock a.m. and 8:00 o'clock p.m.

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.

Note: A resolution similar to this model resolution must be adopted by December 31 of each year, and the combined polling places specified shall be the combined polling places for the following calendar year.

The motion for the adoption of the foregoing resolution was made by _____ and duly seconded by _____ and upon roll call vote the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF SCOTT)

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 720 (Shakopee Public Schools), State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of the District held on the 10th day of December, 2018, with the original thereof on file in the school business office, and the same is a full, true and complete transcript insofar as the same relates to the adoption of this resolution.

WITNESS MY HAND officially as such Clerk this 10th day of December, 2018.

Board Clerk
Shawn Hallett



5.1 Student Clubs Request Form

Name of Proposed Club: VALLEY FAIR CULINARY CLUB

Name of Proposed Advisor: HEATHER BAUMBACH / SKYE SPICER

Statement of Purpose:
Students will have an opportunity to ~~experience~~ ^{gain an} authentic experience of the culinary world by partnering with Valley Fair

Description of club goals:
learn: basic cooking skills • culinary math • serv safe
• meal prep • event planning •

Description of the leadership structure:
Valley Fair will be our sponsor
Skye Spicer will be our point person.

Description of the decision-making process:
Gradual release model: VF will determine structure and will adjust to student needs.

Description of anticipated activities to be sponsored by the club:
• Year end showcase of gained skills by students.
TBD, but ideas: sit down dinner, buffet, booths, etc.

Description of any anticipated need for funds or fundraising:
NONE- this will be covered by Valley Fair HR dept.



5.1 Student Clubs Request Form

Name of Proposed Club: Wizards of the Midwest

Name of Proposed Advisor: TJ Hendrickson

Statement of Purpose:

A place for students to gather and play Magic the Gathering, a card game and have fun with friends

Description of club goals:

Have fun, & help students find more people interested in the same activities as them, and to introduce new people to a fun activity.

Description of the leadership structure:

We have a club President: Andrew Kirure and Vice President: Cole Kicker. ~~The President of the~~
Above all, our Advisor is in charge

Description of the decision-making process:

We try to compromise, but in the case of a dispute, we defer to the highest ranking member: the President and in the case that he is not available, the VP.

Description of anticipated activities to be sponsored by the club:

Mostly free-play on Wednesday nights but with the occasional tournament and learn-to-play event to introduce new players to the game.

Description of any anticipated need for funds or fundraising:

Most or all materials will be provided by founding members and partnership with the company that makes the game.

Shakopee High School
Japanese Club 2018-2019 Proposal

1. State of purpose
 - a. The intended purpose for Japanese Club is for students to continue their learning of the Japanese language and culture outside of the classroom.
2. Description of club goals
 - a. Increase knowledge of Japanese language and culture in the community.
 - b. Give students experiences otherwise unobtainable during the school hours.
 - c. Have fun and enjoy learning Japanese with other students.
3. Description of leadership structure
 - a. The club advisors are Naomi Satoh and Sanae Tomita, SHS Japanese teachers
 - b. A committee of four students to help make decisions
 - President: Help coordinate activities of the club, head spokesperson for the club at school on the announcements, and manage the other officers and make sure they are doing their job
 - Vice President: Exercises power of president if he/she is absent, help coordinate activities for the club, keep records of attendance and meeting notes, give notes to social media director
 - Social Media Director: Create surveys for the club, manage social media, send announcements and reminders to club members
 - Treasurer: Decide what purchases need to be made for club activities, price out necessary purchases, help to create and assist the club advisors in the management of documents regarding expense
4. Description of the decision making process
 - a. The ideas brought to the club would be voted upon by the student committee
 - b. Elections for the student leadership committee would be at the end of the school year for the upcoming school year
5. Description of anticipated activities to be sponsored by the club

Freshman Bash, Onigiri event, by-weekly club meetings and activities, Valentine's Day decoration, dance at the SHS Culture Fest and local elementary schools, welcome event for Japanese exchange students, farewell party for seniors, etc.
6. Description of any anticipated need for funds or fundraising
 - a. Students would each pay \$5 to be in the club and the money would be used throughout the year for variety of things
 - Supplies for the Onigiri-rice ball event; Table for Two
 - Supplies to make Valentine's Day decoration
 - Supplies for Culture Fest activities



5.1 Student Clubs Request Form

Name of Proposed Club: GLomies After School Club

Name of Proposed Advisor: Suzi Pierce Fish

Statement of Purpose:

The purpose of the GLomies after school club is, to increase opportunity for special education students to participate in after-school, extra-curricular activities w/ their general education peers... to increase inclusion!

Description of club goals:

-members will participate in athletic-based activities together with guidance from Special Olympics MN... basketball, soccer, floor hockey
-members will participate in social & arts & crafts activities together

Description of the leadership structure:

-I would lead the group while assigning leadership roles to high school students (3-4) who have expressed a desire to assist in running a Unified Club.

Description of the decision-making process:

This would be a coach-down process; decisions would be made by the advisor/coach

Description of anticipated activities to be sponsored by the club:

-Unified Athletics: general & special education students will participate
-Unified Arts & Crafts: general & special education students will participate in arts/crafts and social games together

Description of any anticipated need for funds or fundraising:

We will be able to use our GLomies funds (which are housed/managed with Special Olympics MN) to purchase athletic equipment & arts/crafts materials. The only funds/cost I foresee needing would be a stipend for the staff leading it (I anticipate I will need at least one other adult to help me since the interest level of students was pretty high). The ~~stipend~~ stipend could/would be split among whoever is leading it with me.

UNIFIED ACTIVITIES
TOGETHER (basketball, floor hockey, etc.)



Shakopee Public Schools

Final Levy Approval

**Taxes Payable 2019-
Funding for the 2019-20 school year**

December 10, 2018

Prior to adopting the final levy, MN Public School Districts are required to:

Provide FY19 Budget information

Discuss the Payable 2019 levy

Provide for public comment

MS 275.07 subdv. 3

Overview

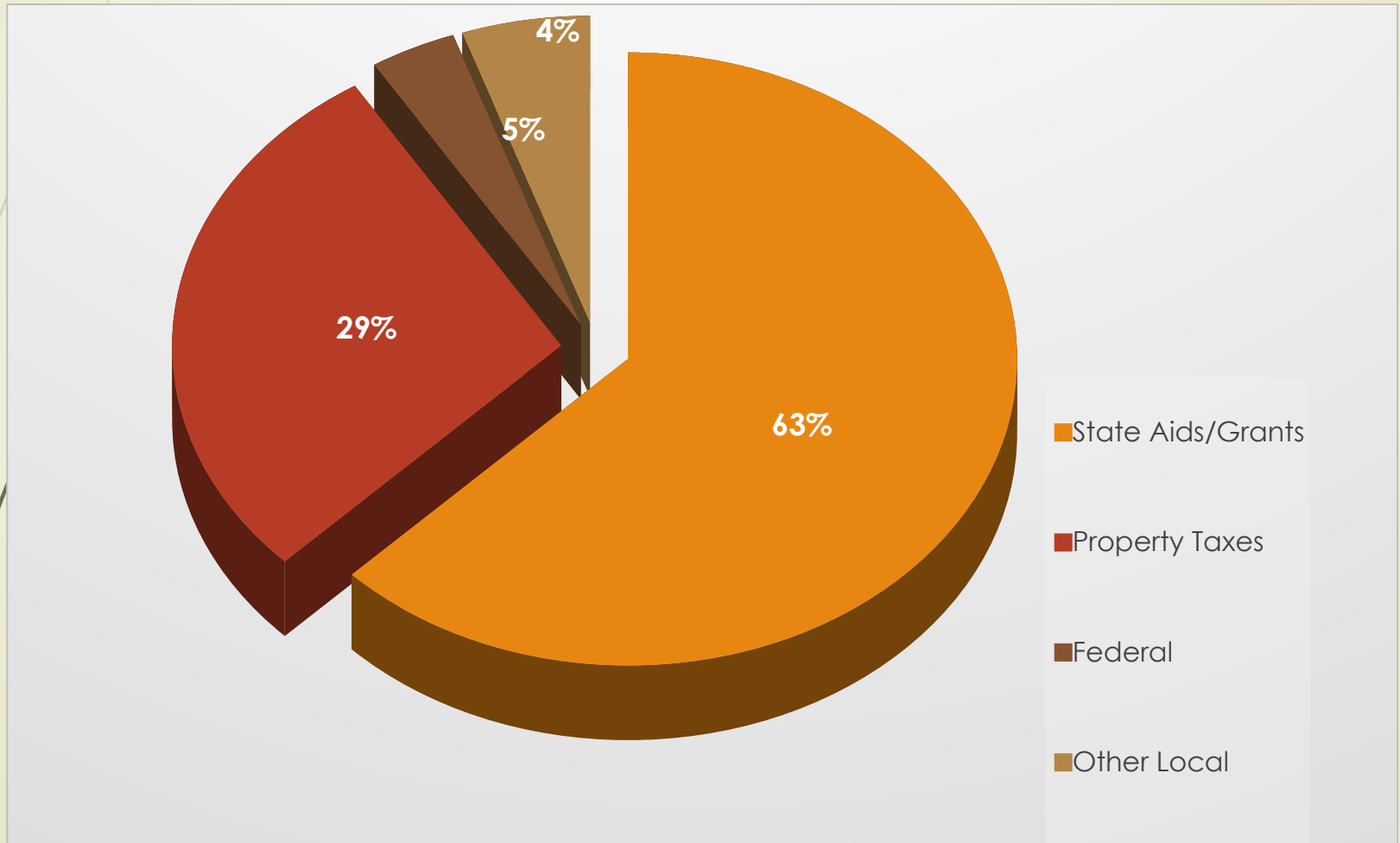
Financing of public education in MN comes from a combination of state aid, federal allocations, locally generated fees

➤ *and:*

property taxes

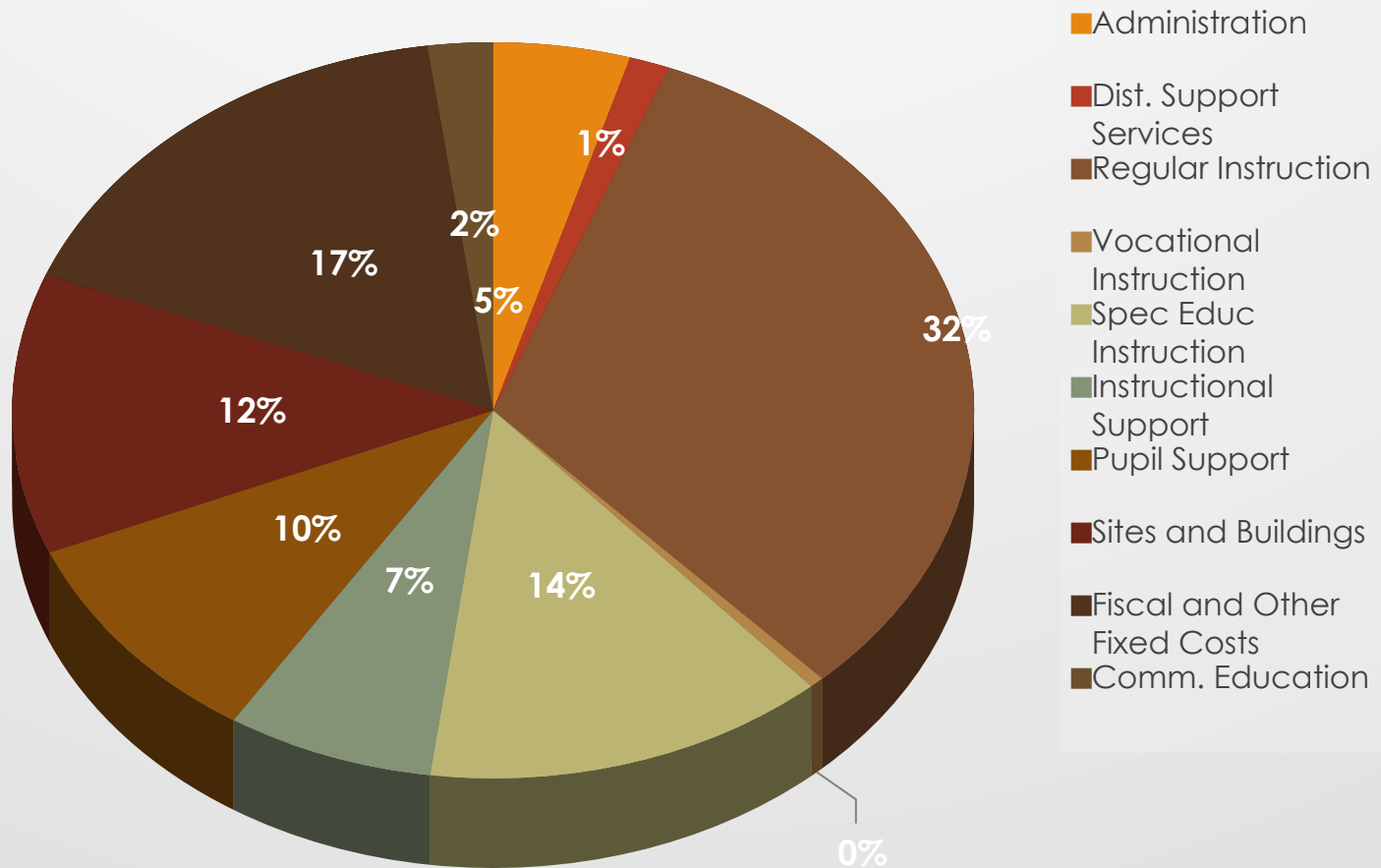
REVENUE BUDGET

Governmental Funds 2018-19

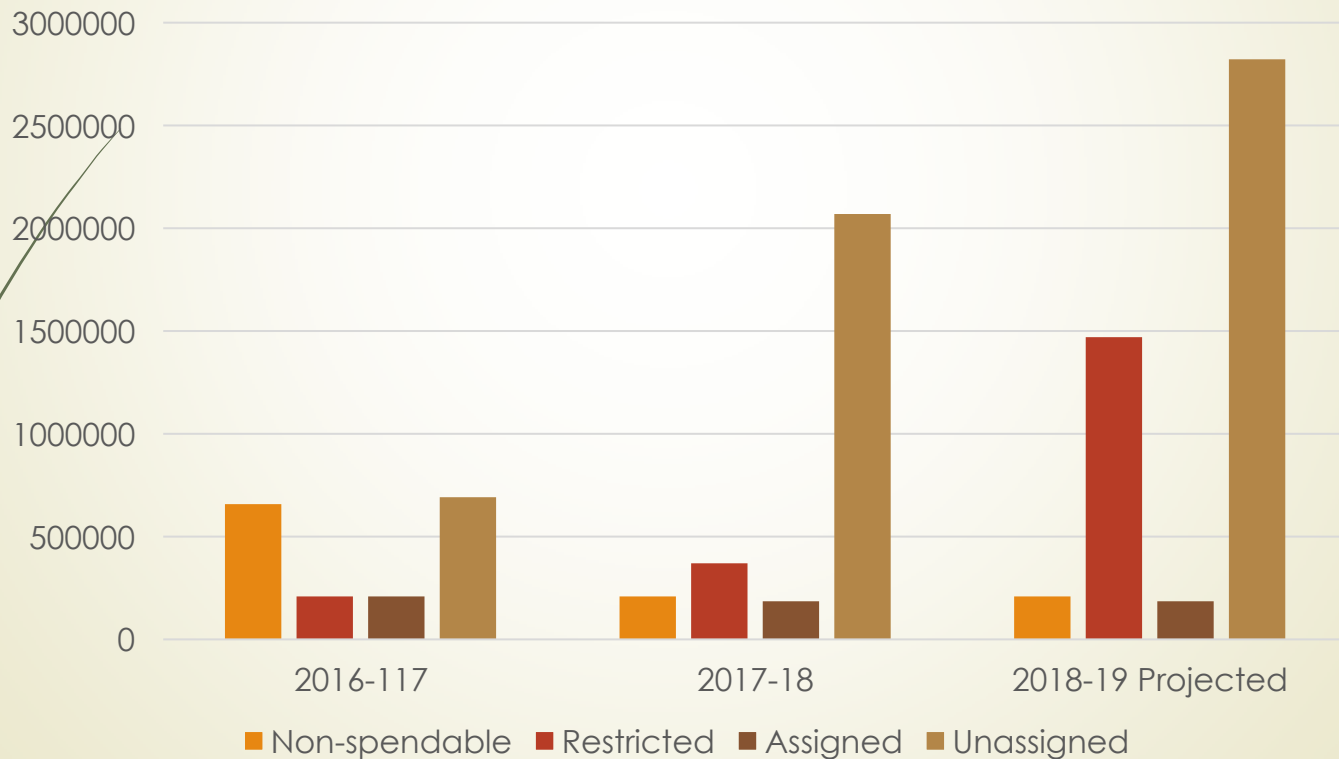


EXPENDITURE BUDGET

Governmental Funds 2018-19



General Fund Equity



School District Property Taxes

Made up of voter approved levies:

Operating Referendum, Capital Projects and Building Bond
Issues

or

Discretionary Levies:

For expenditures or levy limits in categories authorized in law-

LTFM

Safe schools

Building Lease

Proposed Levy Change

Fund	Final Pay 2018 Levy	Proposed Pay 2019 Levy	Levy Change
General Fund	\$15,639,199.92	\$15,320,662.91	(\$318,537.01)
Community Education Fund	\$590,824.18	\$591,469.02	\$644.84
Debt Service Fund	\$20,341,203.43	\$22,576,015.51	\$2,234,812.08
Total	<u>\$36,571,227.53</u>	<u>\$38,488,147.44</u>	<u>\$1,916,919.91</u>

Tax Levies-General Fund

Category	Revenue Component(s)	Proposed Amount	% Total
Voter approved:	Capital Projects	\$3,329,346.42	21.8
Legislative Formula Driven:	LTFM Ref/Loc. Equity Transition Safe Schools Abatements Career Tech	\$10,289,868.04	67.1
Expenditure Limits:	Building Lease Reemployment	\$1,701,448.45	11.1
Total		<u>\$15,320,662.91</u>	<u>100.00</u>

Tax Levies-Community Ed

Category	Revenue Component(s)	Proposed Amount	% Total
Voter approved:	NA	\$0	
Legislative Formula Driven:	Basic Community Education/ECFE	\$525,466.80	88.8
Expenditure Limits:	Childcare Home Visiting Abatements Adult Disabled	\$66,002.22	11.2
Total		<u>\$591,469.02</u>	<u>100.00</u>

Tax Levies-Debt Service

Category	Revenue Component(s)	Proposed Amount	% Total
Voter approved:	Building Bonds	\$22,576,015.51	100.00
Legislative Formula Driven:	NA	\$0	
Expenditure Limits:	Bonded Debt: Alternative Facilities (LTFMR)/OPEB	\$0	
Total		\$22,576,015.51	100.00

Residential Homestead (School Tax Examples)

Assume no increase in Market Value

ESTIMATE

Taxes Payable 2018			Taxes Payable 2019					
Tax Capacity Rate		52.14%	Tax Capacity Rate			52.27%		
Ref Mkt Value Rate		0.13%	Ref Mkt Value Rate			0.11%		
Value	Tax Cap	Tax Amt	Value	Tax Cap	Tax Amt	\$Tax Incr	% Tax Incr	
250,000	2,500	1,628	250,000	2,500	1,581	-47	-2.857%	
375,000	3,750	2,442	375,000	3,750	2,372	-70	-2.857%	
500,000	5,000	3,256	500,000	5,000	3,163	-93	-2.857%	

Board Action

It is recommended that the School Board approve the Payable 2019 Property Tax Levy in the amount of \$38,488,147.44



Superintendent: Dr. Mike Redmond
Finance Director: Jeffrey Priess

To: School Board

From: Jeff Priess

Date: December 10, 2018

Re: Final Levy Approval (Taxes Payable 2019)

Administration recommends that the School Board certify the Payable 2019 levy in the amount of \$38,488,147.44. This amount represents an increase of \$54,029.55 from the preliminary levy approved in September. As the Board approved a preliminary "Maximum" levy no formal Board action was required for this increase. The increase is attributable to final audited expenses reported in our Achievement and Integration program and final audited lease expenses. The increases were \$20,854.91 and \$33,174.64 respectively.

I have attached a power point that provides information relating to the current year budget and the Payable 2019 levy as required under current state law. Tax information presented pertains to (SCHOOL DISTRICT TAXES) only.

Addendum to Agreement Dated November 26, 2018

Between ICS and Shakopee Public Schools

November 27, 2018

Following is the updated project list:

Project Name	Project Mgr.	Total Fee	Billed JTD	Backlog	Reimbursables Billed JTD
Shakopee HS Referendum Project	Chris Ziemer	\$2,353,275.00	\$2,281,275.00	\$72,000.00	\$136,178.74
Shakopee HS Expansion Cx	Dana Fontaine	\$199,050.00	\$115,000.00	\$84,050.00	\$558.85
Eagle Creek Elementary Re-Cx	Dana Fontaine	\$35,000.00	\$8,500.00	\$26,500.00	\$263.26
Jackson Elementary Re-Cx	Dana Fontaine	\$35,000.00	\$8,500.00	\$26,500.00	\$349.35
Shakopee High School Re-Cx	Dana Fontaine	\$135,000.00	\$67,500.00	\$67,500.00	\$1,038.28
Shakopee HS – Low Voltage Project	Chris Ziemer	\$20,000.00	\$20,000.00	\$ -	\$24.18

ICS as per the original agreement will reduce its fees in the amount of \$218,725.00 to cover additional expenses incurred by the district.

Arif Quraishi
President – Building Systems Holding, Inc.
Principal – ICS Consulting

Date

Scott Swanson – School Board Chair

Date

Shawn Hallett – School Board Clerk

Date

Adopted: _____

MSBA/MASA Model Policy 205

Orig. 1995

Revised: 12/10/18

Rev. 2018

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITION

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

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on

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

2. Special Meetings

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

3. Emergency Meetings

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

[Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health

epidemics caused by an event such as an accident or terrorist attack.]

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

8. Meetings Conducted by Interactive Technology

A meeting may be conducted 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 a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

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

D. Data

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

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be

tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

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

3. Preliminary Consideration of Charges

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

4. Performance Evaluations

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

5. Attorney-Client Meeting

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

be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

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

7. Coaches; Opportunity to Respond

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

205-6

unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

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

8. Meetings to Discuss Certain Not Public Data

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

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

9. Purchase and Sale of Property

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

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

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

10. Security Matters

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

11. Other Meetings

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

F. Procedures for Closing a Meeting

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

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 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)

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Revised: 12/10/18

Rev. 2018

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific

reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

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

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

number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

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

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

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

VI. PROCEDURES

- A. Agenda Items
1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the

name of group represented (if any), and the subject to be covered or the issue to be addressed.

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

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's

supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

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

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 208

Orig. 1995

Revised: 12/10/18

Rev. 2018

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

[Note: These policies are found in the 200 Series of the MSBA/MASA Policy Reference Manual.]

- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis

Management Policy.

- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Adopted: _____

MSBA/MASA Model Policy 211

Orig. 1995

Revised: 12/10/18

Rev. 2018

211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreements and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The policy of the school district is that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified

from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The policy of the school district is to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. **STATEMENTS WHEN LITIGATION IS PENDING**

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers) Minn. Stat.
§466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dyppress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct.
1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal
of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District
Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect
or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)

Adopted: _____

MSBA/MASA Model Policy 213

Revised: 12/10/18

Orig. 1996

Rev. 2018

213 SCHOOL BOARD COMMITTEES

[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Audit. (*Shakopee School Board Finance Committee*)
 - 2. Policy. (*Shakopee School Board Policy Committee*)
 - 3. Building and Grounds. (*Shakopee School Board Facilities Committee*)
 - 4. Negotiations Committee(s) for various employee groups. (*Shakopee School Board Personnel Committee*)

[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The chair of the committee will report on committee discussions to the full board.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

Adopted: _____

MSBA/MASA Model Policy 306

Orig. 1995

Revised: 12/10/18

Rev. 2018

306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.

8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 404

Orig. 1995

Revised: 12/10/18

Rev. 2018

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check.

The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
 - F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
 - G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
 - H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
 - I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
 - J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
 - K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 414

Orig. 1995

Revised: 12/10/18

Rev. 2018

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors 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 child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, or medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child’s care in good faith has selected and depended on those means for treatment or care of disease, except where the lack

of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or

abuse, if known.

- I. “School personnel” means professional employee or professional’s delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. “Sexual abuse” means the subjection of a child by a person responsible for the child’s care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

[Note: The inclusion of sex trafficking becomes effective on May 29, 2017.]

- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, 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 has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly 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, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than

one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: _____

MSBA/MASA Model Policy 415

Orig. 1995

Revised: 12/10/18

Rev. 2018

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[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. DISSEMINATION 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)

Adopted: _____

MSBA/MASA Model Policy 416

Orig. 1995

Revised: 12/10/18

Rev. 2018

416 DRUG AND ALCOHOL TESTING

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, to provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not

medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, including medical cannabis, regardless of whether it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs which are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.

3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. “Commercial Motor Vehicle” (CMV) includes a vehicle which is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means a designated school district representative authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent or occasional drivers, leased drivers, and independent owner-operator contractors.
8. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
9. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
10. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the

certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

11. "Safety-sensitive functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[Note: The federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers. 49 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.

2. The school district shall provide to each driver information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or drug problem; and available methods of intervening when an alcohol or drug problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that he or she has received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[Note: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she has received a copy of these materials. 49 C.F.R. § 382.601(d). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[Note: School districts are required by the federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation. 49 C.F.R. § 382.601(b)(1).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[Note: The specific prohibitions for drivers are contained, in large part, in 49 C.F.R. §§ 382.201-382.215.]

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.

2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district which prohibit the possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[Note: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations. 49 C.F.R. § 382.505.]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely

on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and policy of the school district.

G. Prescription Drugs

A driver shall inform his or her supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry.

H. Testing Requirements

1. Pre-Employment Testing

[Note: 49 C.F.R. § 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.

[Note: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]

- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. In order to be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-

up tests), within the preceding two (2) years.

[Note: The federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible. 49 C.F.R. § 382.413 and 49 C.F.R. § 40.25. If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

2. Post-Accident Testing

[Note: 49 C.F.R. § 382.303 governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record

stating the reasons for not administering the test.

3. Random Testing

[Note: 49 C.F.R. § 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.

[Note: The Federal Highway Administration (FHWA) lowered the random alcohol selection and testing rate from 25% of the average number of driver positions to 10% in 1998 and evaluates this minimum percentage each year. School districts can elect to stay at 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]

- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[Note: 49 C.F.R. § 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty or within four (4) hours before coming on duty. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[Note: 49 C.F.R. §§ 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

- 5. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances.

[Note: 49 C.F.R. §§ 382.311, 40.307, and 40.309 govern follow-up testing.]

- 6. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

[Note: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501-382.507 and in 49 U.S.C. § 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 U.S.C. § 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

[Note: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program. 49 C.F.R. § 40.45.]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated

collection site. The collection site personnel will then pour the sample into two sample bottles, labeled “primary” and “split,” seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor’s inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor’s expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor’s failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test

result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 C.F.R. § 40.225]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.

- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[Note: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minn. Stat. § 221.031, Subd. 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district's legal counsel is recommended.]

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minn. Stat. Ch. 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[Note: The federal recordkeeping requirements for school districts are detailed in the federal regulations 49 C.F.R. §§ 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
---------------	---------

“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
Collection records	2 years
Negative and cancelled drug tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and

performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[Note: Subparagraphs b. and c., below, are based on the provisions of 49 C.F.R. § 40.289.]

b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[Note: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.

d. Drivers who engage in prohibited conduct also are required to

comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[Note: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minn. Stat. §§ 181.950-181.957. See Minn. Stat. § 221.031, Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

IV. DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the

employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;

- c. has sustained a personal injury, as that term is defined in Minn. Stat. § 176.011, Subd. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

- 1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
- 2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of

drugs, alcohol, or their metabolites in the sample tested.

3. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”
4. “Job applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III.).
5. “Positive test result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
6. “Random selection basis” means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
7. “Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
8. “Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of this Section D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.
- d. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide him or her with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same

drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform him or her of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the

same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in his or her personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view

of, or must be placed in a secure area by a person authorized to handle the sample;

3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non- affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: _____

MSBA/MASA Model Policy 420

Orig. 1995

Revised: 12/10/18

Rev. 2018

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to

the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and

9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 421

Orig. 1995

Revised: 12/10/18

Rev. 2018

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept from publisher’s free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Adopted: _____

MSBA/MASA Model Policy 423

Orig. 1999

Revised: 12/10/18

Rev. 2018

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee- student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

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 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: 12/10/18

Rev. 2018

424 LICENSE STATUS

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

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will

take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References:

Adopted: 7-9-07

MSBA/MASA Model Policy 613

Orig. 1997

Revised: 12/10/18

Rev. 2018

613 GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students entering grade 8 in the 2012-2013 school year and later, must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. “Academic standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Program,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.
- E. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- F. “GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

IV. DISTRICT ASSESSMENT COORDINATOR

The Data and Testing Administrator shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

- A. For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:
1. Encouragement to participate on a nationally normed college entrance exam in grade 11 or grade 12;
 2. Achievement and career and college readiness tests in mathematics, reading, and writing. The tests must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:
 - a. monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and
 - b. based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
 - c. consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.

3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
4. Students not meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
5. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
6. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

- A. Students beginning 8th grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:
 1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
 2. Three credits of mathematics, including an algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
 3. Students in the graduation class of 2015 and beyond must complete an algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
 4. Three credits of science, including at least: (a) one credit of biology; (b) one credit of chemistry or physics; and (c) one elective credit of science. The combination of credits must be sufficient to satisfy (i) all of the academic standards in either chemistry or physics and (ii) all other academic standards in science;
 5. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship, world

history, and economics sufficient to satisfy all of the academic standards in social studies;

6. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
7. A minimum of seven elective credits.
8. Credit equivalencies allowed:
 - a. One-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
 - b. An agriculture science or career and technical education credit may fulfill the elective science credit required if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit.
 - c. A career and technical education credit may fulfill a mathematics or arts credit requirement
 - d. Computer science credit may fulfill a mathematics credit requirement if the credit meets state academic standards in mathematics.
 - e. A Project Lead the Way credit may fulfill a mathematics or science credit requirement, if the credit meets the state academic standards in mathematics or science.

B. Students beginning ninth grade in the 2019-20 school year and later must successfully complete 56 credits to graduate. (one quarter or term = one credit):

1. 8 credits of English;
2. 6 credits of mathematics;
3. 8 credits of social studies;
4. 6 credits of science;
5. 2 credits in fine arts;
6. 1 credit in health;

7. 2 credits in physical education;
8. 1 credit in Freshman Seminar;
9. 1 credit of Financial Literacy;
10. 3 credits in Program of Study (3 course sequence); and
11. 18 elective credits

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.021 (Required Academic Standards) Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits) Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science) Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)
(repealed Minn. L. 2013, Ch. 116, Art. 2, § 22) Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement) MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations,

Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Highlights of the Tentative Agreement with SEIU, Local 284 (Custodial/Maintenance)

(Additions to the contract are underlined and subtractions are ~~strike through~~)

Issue	Year One	Year Two
Wages	<p>All employees eligible for step increases shall receive step increases <u>retroactive to September 23, 2018.</u></p> <p>All employees who have spent at least one year at step 13, shall receive <u>1.6% retroactive to October 21, 2018.</u></p> <p><u>Section 15. Mail Delivery Stipend: The Mail Delivery position will receive a \$.45 stipend beginning September 23, 2018.</u></p> <p>No other wage adjustments</p>	<p>All employees eligible for step increases shall receive step increases effective July 1, 2019.</p> <p>All employees who have spent at least one year at step 13, shall receive <u>1.6%</u> effective July 1, 2019.</p> <p>No other wage adjustments</p>
Health Insurance	2018-2019: <u>8% increase, effective October 21, 2018.</u>	2019-2020: <u>An additional 8% increase, effective July 1, 2019.</u>
Total Settlement		4.23%
		MSBA Calculation

The MSBA Method is used by the majority of school districts.



World's Best Workforce (WBWF) AND Achievement & Integration (A&I)

2017-2018 Reports



**DEPARTMENT
OF EDUCATION**

Components of WBWF/A&I Progress Report

- Part A: World's Best Work Force
 - Equitable Access to Excellent Teachers
 - All Students Ready for School
 - All Students in Third Grade Achieving Grade-Level Literacy
 - Close the Achievement Gap(s) Between Student Groups
 - All Students Career- and College-Ready by Graduation
 - All Students Graduate
- Part B: Achievement and Integration
 - Achievement and Integration Goal 1
 - Achievement and Integration Goal 2
 - Integration (Summary)

Equitable Access to Excellent Teachers

- 42% Diversity Among Students (MDE Report Card)
- Equity Team
- Hiring Practices

All Students Ready for School

- Goal: 80% of our Kindergarten Students Meet 3 out of 4 Kindergarten Readiness Measures
- Result: **70% of our Kindergarten Students Meet 3 out of 4 Kindergarten Readiness Measures**
 - Counting: 84% (487/581)
 - Number Identification: 67% (390/586)
 - Letter Identification: 77% (483/631)
 - Letter Sound Identification: 61% (363/600)

All Students in Third Grade Achieving Grade-Level Literacy

- Goal: The percentage of 3rd grade students enrolled in Shakopee Public Schools that are proficient on the MCA Reading test will increase from 6.8% above state rates in 2013-14 to at least 10% above state proficiency rates by 2017-2018.
- Result: **17-18: 62.4% (6.5% above state)**
 - 13-14: 65.9% (6.8% above state)
 - 14-15: 66.0% (6.3% above state)
 - 15-16: 65.8% (7.5% above state)
 - 16-17: 63.5% (5.9% above state)
 - 17-18: 62.4% (6.5% above state)

Close the Achievement Gap(s) Between Student Groups

- Goal: The weighted average achievement gap in reading (based on MCA results), including the student groups of FRP, SpEd, LEP, Asian, Black, Hispanic, Native American, Pacific Islander and Multi-Racial groups will improve from -28.7% in 2016-2017 to -25% in 2018-19.
- Trend:
 - 2016-2017: -28.7%
 - 2017-2018: -27.1%
- Result will be calculated at the end of this school year (multi-year goal).

All Students Career- and College-Ready by Graduation

- Goal: The percentage of students meeting all 4 Career and College readiness benchmarks on the ACT will increase from 29% for the 2017 graduating cohort to 31% for the 2018 graduating cohort.
- Result: **31% of students in the 2018 graduating cohort met all four benchmarks in 2018**

All Students Graduate

- The percentage of High School students that graduate in 4 years will increase from a baseline of 82.1% in 2012-13 to 90% in 2017-18.
- Trend:
 - 2012-13: 82.1%
 - 2013-14: 82.2%
 - 2014-15: 83.5%
 - 2015-16: 81.9%
 - 2016-17: 79.7%
- Result will be calculated later this school year (official results are available in February).
 - We are looking to adjust this goal to include 4-year and 7-year graduation rates.

Achievement and Integration Goal 1

- **Math:** Our overall achievement gap will decrease from 28.2% to 25.7% (2.5 percentage points) based on MCA results in all grades that take the MCA tests.
 - Math Trend:
 - 2015-2016: -29.2%
 - 2016-2017: -28.2%
 - Result: **2017-2018: -29.4%**
- **Reading:** Our overall achievement gap will decrease from 28.7% to 26.2% (2.5 percentage points) based on MCA results in all grades that take the MCA tests.
 - Reading Trend:
 - 2015-2016: -28.4%
 - 2016-2017: -28.7%
 - Result: **2017-2018: -27.1%**

Achievement and Integration Goal 2

- Total Consistent Attendance Rate for students in grades 10-12 that identify as Black, Native American, and Hispanic/Latino will increase from 66.9% in 2017-2018 to 70% in 2018-2019.
- Trend:
 - 2015-2016: 64.5%
 - 2016-2017: 63.0%
 - 2017-2018: 66.9%
- Result will be calculated at the end of this school year.

Integration (Summary)

- In January of 2018, we held a Multi-Cultural Student Roundtable using the format of the World Café, which highlighted student voices in the decision-making efforts of our district.
- In the spring of 2018, we held an annual Opportunity fair in conjunction with the Collaborative Districts for all high school students. It highlighted post-secondary schools in the 5-state area and provided additional assistance/opportunity to multi-cultural students. This Fair also provided resources and access to trade unions and local/regional companies that are hiring.

Conclusion/Questions

- This report will be submitted later this week to MDE
- Requirement for all school districts in the state of Minnesota
- [Helpful explanation of WBWF](#)
- [WBWF site on Shakopee Schools website](#)



2017-18 Combined WBWF Summary and Achievement and Integration Progress Report

District or Charter Name: Shakopee Public Schools #720

Grades Served: PreK-12

WBWF Contact: Nancy Thul
Title: Director of Teaching and Learning
Phone: (952) 496-5095
Email: nthul@shakopee.k12.mn.us

A and I Contact: Kristi Ward
Title: Equity Programming Specialist
Phone: (952) 496-5092
Email: kward@shakopee.k12.mn.us

New this year! This is MDE's first attempt at asking districts/charters to submit one combined report to address two needs: The Annual WBWF Summary Report and the Annual Achievement and Integration (A&I) Progress Report. Hopefully this will help districts build connections between the work in both of these areas and simplify the reporting process with this integrated report.

This report has two parts:

- Part A:** Required for all districts/charters
- Part B:** Required for districts in the A&I program

All districts/charters must submit this completed template between **October 15 and December 15, 2018**, to MDE.WorldsBestWorkForce@state.mn.us.

If you have questions while completing the WBWF portion of the summary, please feel free to email MDE.WorldsBestWorkforce@state.mn.us or contact [Susan Burris](mailto:susan.burris@state.mn.us), (susan.burris@state.mn.us) program manager for District Support.

If you have any questions regarding the A&I portion of this report, please email MDE.Integration@state.mn.us.

Part A: Required for All Districts

Annual Report

WBWF Requirement: For each school year, the school board must publish a report in the local newspaper, by mail or by electronic means on the district website.

A & I Requirement: Districts must post a copy of their A & I plan, a preliminary analysis on goal progress, and related data on student achievement on their website 30 days prior to the annual public meeting.

- *Direct website link to the district’s WBWF annual report:*
<https://www.shakopee.k12.mn.us/domain/1664>

- *Provide the direct website link to the A & I materials:*
<https://www.shakopee.k12.mn.us/domain/1834>

Annual Public Meeting

WBWF Requirement: School boards are to hold an annual public meeting to communicate plans for the upcoming school year based on a review of goals, outcomes and strategies from the previous year. Stakeholders should be meaningfully involved, and this meeting is to occur separately from a regularly scheduled school board meeting.

A&I Requirement: The public meeting for A & I is to be held at the same time as the WBWF annual public meeting.

- *Date of the school board annual public meeting to review progress on the WBWF plan (and A&I plan for participating districts) for the 2017-18 school year: **December 10, 2018***

District Advisory Committee

WBWF Requirement: The district advisory committee must reflect the diversity of the district and its school sites. It must include teachers, parents, support staff, students, and other community residents. Parents and other community residents are to comprise at least two-thirds of advisory committee members, when possible. The district advisory committee makes recommendations to the school board.

Complete the list of your district advisory committee members for the 2017-18 school year. Expand the table to include all committee members. Ensure roles are clear (teachers, parents, support staff, students, and other community residents).

District Advisory Committee Members	Role in District	Are they part of the Achievement and Integration leadership team? (Mark X if Yes)
Nika Summer	Teaching & Learning Supervisor Group Facilitator	
Kristi Ward	Equity Programming Principal & parent	X
Ray Betton	Equity Supervisor	X
Bryan Drozd	Director of Instructional Technology	
Craig Smith	Parent	
Hannah Woosley	Parent	
Lana Krosch	Parent	
Aline Condon	Parent	
Sinouane Chanthraphone	Parent	
Jeremy Casper	Parent	
Bill Schleper	Parent	
Nancy Thul	Director of Teaching & Learning	
Bob Romansky	Community Member	
Nicole Randall	Parent	
Alison Rahn	Parent	
Sheila Peterson	Parent	
Matthew Peris	Parent	
Jeff Pawlicki	Principal & parent	
Dave Orlowsky	Interim Superintendent	
Dofa Mohamed	Parent	
Kim Loughlin	Parent	
Josie Koivisto	Principal & parent	
Katie Johnson	District staff member & parent	
Shawn Hallett	School Board member & parent	
Ford Rolfsrud	Temporary Data and Testing Supervisor	

Equitable Access to Excellent Teachers

WBWF Requirement: WBWF requires districts to have a process in place to ensure low-income students, students of color, and American Indian students are not taught at disproportionate rates by ineffective, inexperienced, and out-of-field teachers. The legislation also requires that districts have strategies to increase equitable access to effective and diverse teachers.

While districts may have their own local definitions, please note the definitions developed by Minnesota stakeholders during the Every Student Succeeds Act (ESSA) state plan development process:

- An **ineffective teacher** is defined as a teacher who is not meeting professional teaching standards as defined in local teacher development and evaluation (TDE) systems.
- An **inexperienced teacher** is defined as a licensed teacher who has been employed for three or less years.
- An **out-of-field teacher** is defined as a licensed teacher who is providing instruction in an area which he or she is not licensed.

Respond to the questions below. Limit response to 400 words. Bulleted points are welcome and appreciated.

- *Equitable Access to Experienced, Effective, and In-Field Teachers*
 - *Who is included in the conversations to review equitable access data and when do these occur?*
HR, Building Admin, Data and Testing Team; January – May of each year
 - *What gaps, if any, has the district found related to equitable access for low-income students, students of color or American Indian students? What data did the district use?*
 - *What are the root causes contributing to your gaps?*
 - *What strategies has the district put in place to improve access for low-income students, students of color, and American Indian students to experienced, effective, and in-field teachers?*
- *Access to Diverse Teachers*
 - *What has the district discovered related to student access to teachers who reflect the diversity of enrolled students in the district?*
 - *What efforts are in place to increase the diversity of the teachers in the district?*

When new or reconfigured buildings are staffed, the experience level is monitored to insure all buildings have a solid mix of new and experienced teachers. When new boundary lines are drawn, demographic balance is factored in to decisions with a goal of having all our buildings reflect our community as a whole. Additionally, building administrators monitor the effectiveness of teacher teams and Professional Learning Communities, making assignment adjustments as needed to balance teacher performance and experience throughout each individual school. We use our MCA and local assessment data along with HR files to determine experience and effectiveness quality of each individual teacher and teacher team.

The Equity team continues to develop an equity focus as a foundation for Shakopee schools. The Equity team continues to work with individual students, families, and all staff members. There has been a shift in focus to prioritizing what Excellence in Equity looks like and how equity is embedded in every facet of the Shakopee Public Schools.

Our staff recruiting practices have shifted to seek out and encourage applicants with varying backgrounds. Professional development practices including our Instructional Coaches, book studies, and culturally responsive professional development in the district also reflect our commitment to give all students access to equitable education to set them up for successful futures.

While students of color make up 42% of our student community, less than 5% of our staff reflect the diversity in our Shakopee community. As a result, we are continuing to work on adjusting hiring practices in an effort to recruit a more culturally diverse staff across the district.

Local Reporting of Teacher Equity Data

Please check the box below to confirm that you have publicly reported your data as described below.

Districts are required to publicly report data on an annual basis related to equitable teacher distribution, including data on access for low-income students, students of color, and American Indian students to effective, experienced, and in-field teachers. Beginning with the December 2019 WBWF summary report submission, districts will be required to provide an assurance that this data is being publicly reported.

For this 2017-18 WBWF summary report submission, please check the box if your district publicly reported this data.

District/charter publicly reports data on an annual basis related to equitable teacher distribution, including data on access for low-income students, students of color, and American Indian students to effective, experienced, and in-field teachers.

Assurance Required Only for Districts/Charters with Comprehensive or Targeted Support (TSI or CSI) Schools

Districts or charters with schools identified as *comprehensive* or *targeted* support and improvement (CSI or TSI) under the new Minnesota North Star Accountability System are required to provide the assurance below.

My district has a CSI or TSI school and support for required school improvement activities for each identified school in progress during the 2018-19 school year.

District/charter requirements can be found in the checklists posted [on the MDE website](#).

Goals and Results

SMART goals are: specific and strategic, measurable, attainable (yet rigorous), results-based and time-based. Districts may choose to use the data profiles provided by MDE in reporting goals and results or other locally-determined measures.

All Students Ready for School

<input checked="" type="checkbox"/> WBWF Goal Only <input type="checkbox"/> WBWF/A & I Goal	Result	Goal Status
<p>By the fall of 2018-19 School Year, greater than 80% of our incoming kindergarten students will demonstrate academic readiness on 3 of the 4 local measures of school readiness.</p> <p>Measurements</p> <p>Basic numeracy skills: number identification and counting</p> <p>Basic literacy skills: letter identification & letter sound identification</p> <p>Future Goal: We will increase the number of our incoming kindergarten students demonstrating academic readiness on 3 of the 4 local measures of school readiness from 70% in 2018-2019 to 73% in 2019-2020.</p>	<p>Counting: 84% (487/581) Number Identification: 67% (390/586) Letter Identification: 77% (483/631) Letter Sound Identification: 61% (363/600)</p> <p>Percent of students meeting 3 out of 4 measurements: 70% (405/580)</p> <p>Baseline kindergarten data benchmarks Letter Identification (UC & LC combined 10+) Letter Sound Identification (2+) Counting (12+) Number ID/Numerical Recognition (10+)</p>	<p><i>Check one of the following:</i></p> <p>Multi-Year Goal:</p> <p><input type="checkbox"/> On Track <input type="checkbox"/> Not On Track</p> <p>One-Year Goal</p> <p><input type="checkbox"/> Goal Met <input checked="" type="checkbox"/> Goal Not Met</p> <p><input type="checkbox"/> District/charter does not enroll students in kindergarten</p>

Bullethead narrative is appreciated. 200-word limit.

- *What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?*

We are using counting, number identification, letter identification, and letter sound identification in the fall of each student's kindergarten year to determine their readiness for kindergarten. We consider any student meeting the benchmark in at least 3 out of the 4 data points to be ready for school.

- *What strategies are in place to support this goal area?*

In order to meet this goal area, we currently pull representative teachers from our preschool programs and our kindergarten classrooms together to align benchmarks.

- *How well are you implementing your strategies?*

While we currently do this once per year, we are looking to increase our collaboration throughout the school year.

- *How do you know whether it is or is not helping you make progress toward your goal?*

Feedback from teachers helps us determine current effectiveness of collaboration and how often we may need to meet as a team in the future.

All Students in Third Grade Achieving Grade-Level Literacy

<input checked="" type="checkbox"/> WBWF Goal Only <input type="checkbox"/> WBWF/A & I Goal	Result	Goal Status
<p>The percentage of 3rd grade students enrolled in Shakopee Public Schools that are proficient on the MCA Reading test will increase from 6.8% above state rates in 2013-14 to at least 10% above state proficiency rates by 2017-2018.</p> <p>Future Goal: The percentage of 3rd grade students enrolled in Shakopee Public Schools that are proficient on the MCA Reading test will increase from 6.5% above state rates in 2017-18 to 8% above state proficiency rates in 2018-2019.</p>	<p>Grade 3 MCA Reading Proficiency rate trend:</p> <p>13-14: 65.9% (6.8% above state) 14-15: 66.0% (6.3% above state) 15-16: 65.8% (7.5% above state) 16-17: 63.5% (5.9% above state) 17-18: 62.4% (6.5% above state)</p>	<p>Check one of the following:</p> <p>Multi-Year Goal:</p> <p><input type="checkbox"/> On Track <input type="checkbox"/> Not On Track</p> <p>One-Year Goal</p> <p><input type="checkbox"/> Goal Met <input checked="" type="checkbox"/> Goal Not Met</p> <p><input type="checkbox"/> District/charter does not enroll students in grade 3</p>
<p><i>Bulleted narrative is appreciated. 200-word limit.</i></p> <ul style="list-style-type: none"> <p><i>What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?</i></p> <p>We use 3rd grade MCA reading scores to determine achievement and growth of our overall student body. While we have not disaggregated by student groups in this goal, each of our schools and our district as a whole continue to set continuous improvement goals that include closing the achievement gap in math and reading for all traditionally under-represented groups of students.</p> <p><i>What strategies are in place to support this goal area?</i></p> <p>We have instructional coaches to work with teachers on improved reading instruction. We also utilize intervention teachers within each school to target students who are below grade level. Our PLCs use ongoing formative assessment data to insure teachers meet students where they are at with timely instruction.</p> <p><i>How well are you implementing your strategies?</i></p> <p>We have been fully implementing our strategies, but we are continuously looking for ways to improve and make our practices even more robust.</p> <p><i>How do you know whether it is or is not helping you make progress toward your goal?</i></p> <p>Progress monitoring data is consistently being reviewed and monitored in PLC meetings by all teachers.</p> 		

Close the Achievement Gap(s) Between Student Groups

<input type="checkbox"/> WBWF Goal Only <input checked="" type="checkbox"/> WBWF /A & I Goal	Result	Goal Status
<p>The weighted average achievement gap in reading (based on MCA results), including the student groups of FRP, SpEd, LEP, Asian, Black, Hispanic, Native American, Pacific Islander and Multi-Racial groups will improve from -28.7% in 2016-2017 to -25% in 2018-19.</p> <p>Future Goal: Current Goal has one year remaining.</p>	<p><i>The Weighted Achievement Gap in 2017-2018 was 27.1% below comparison groups.</i></p> <p>Reading 2016-2017: -28.7% 2017-2018: -27.1%</p>	<p>Check one of the following:</p> <p>Multi-Year Goal:</p> <p><input checked="" type="checkbox"/> On Track <input type="checkbox"/> Not On Track</p> <p>One-Year Goal</p> <p><input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met</p>

Bulleted narrative is appreciated. 200-word limit.

- What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?*

We used our MCA Reading results for all students in grades 3-8 and 10. Students are compared to their comparison group (i.e. FRP vs. non-FRP, Hispanic vs. White) to come up with the achievement gap for their group. We then average all of the achievement gaps to determine one weighted achievement gap for the district.
- What strategies are in place to support this goal area?*

Instructional coaches work with teachers and PLCs to purposefully identify instructional practices that will not only be culturally relevant but also engaging in an effort to better meet the needs of all students, especially those who have been traditionally underserved.
- How well are you implementing your strategies?*

We will be doing a comprehensive needs assessment and conducting an audit of programming to determine current effectiveness of programming and ultimately the next steps that will best prepare us to achieve this goal.
- How do you know whether it is or is not helping you make progress toward your goal?*

We are in the initial stages of evaluating the effectiveness of these strategies.

All Students Career- and College-Ready by Graduation

<input checked="" type="checkbox"/> WBWF Goal Only <input type="checkbox"/> WBWF / A & I Goal	Result			Goal Status											
<p>The percentage of students meeting all 4 Career and College readiness benchmarks on the ACT will increase from 29% for the 2017 graduating cohort to 31% for the 2018 graduating cohort.</p> <p>Future Goal: The percentage of students meeting all 4 Career and College readiness benchmarks on the ACT will increase from 31% to 33% for the 2019 graduating cohort.</p>	<table border="1"> <thead> <tr> <th><u>Cohort</u></th> <th><u>Students</u></th> <th><u>Met all 4</u></th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>466</td> <td>30%</td> </tr> <tr> <td>2017</td> <td>540</td> <td>29%</td> </tr> <tr> <td>2018</td> <td>577</td> <td>31%</td> </tr> </tbody> </table>	<u>Cohort</u>	<u>Students</u>	<u>Met all 4</u>	2016	466	30%	2017	540	29%	2018	577	31%		<p>Check one of the following:</p> <p>Multi-Year Goal:</p> <p><input type="checkbox"/> On Track <input type="checkbox"/> Not On Track</p> <p>One-Year Goal</p> <p><input checked="" type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met</p>
<u>Cohort</u>	<u>Students</u>	<u>Met all 4</u>													
2016	466	30%													
2017	540	29%													
2018	577	31%													
<p><i>Bulleted narrative is appreciated. 200-word limit.</i></p> <ul style="list-style-type: none"> <p><i>What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?</i></p> <p>We use the results from ACT tests from our most recent graduating class. Because we offer the ACT plus Writing to all students at our High Schools, we are able to disaggregate our data and compare students from year to year.</p> <p><i>What strategies are in place to support this goal area?</i></p> <p>We worked with teachers to revise curriculum in order to align to ACT and state standards. We offer a practice ACT to all students and adjust our schedule to make sure all students are available to participate in this opportunity.</p> <p><i>How well are you implementing your strategies?</i></p> <p>The increase in the percent of students meeting all four benchmarks gives us a strong indication that our strategies are making a difference in preparing our students to be college and career ready.</p> <p><i>How do you know whether it is or is not helping you make progress toward your goal?</i></p> <p>In looking at the data, we were able to make a gain of two percentage points in the past year, even as the number of our students taking the test continues to grow.</p> 															

All Students Graduate

<input checked="" type="checkbox"/> WBWF Goal Only <input type="checkbox"/> WBWF /A & I Goal	Result	Goal Status
<p>The percentage of High School students that graduate in 4 years will increase from a baseline of 82.1% in 2012-13 to 90% in 2017-18.</p> <p>Future Goals: <u>Shakopee Senior High School Goal</u> The percentage of students that graduate in 4 years will increase from 86.6% in 2017 to 89% in 2019 (2.4 percentage point increase).</p> <p><u>Tokata Area Learning Center Goal</u> The percentage of students that graduate in 7 years will increase from 77.5% in 2017 to 80% in 2019 (2.5 percentage point increase).</p>	<p><i>Graduation rate trend (District Level):</i></p> <p>2012-13: 82.1% 2013-14: 82.2% 2014-15: 83.5% 2015-16: 81.9% 2016-17: 79.7%</p> <p>2017-2018 data released in February</p>	<p>Check one of the following:</p> <p>Multi-Year Goal:</p> <p><input type="checkbox"/> On Track <input checked="" type="checkbox"/> Not On Track</p> <p>One-Year Goal</p> <p><input type="checkbox"/> Goal Met <input type="checkbox"/> Goal Not Met</p> <p><input type="checkbox"/> District/charter does not enroll students in grade 12</p>
<p><i>Bulleted narrative is appreciated. 200-word limit.</i></p> <ul style="list-style-type: none"> <p><i>What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?</i></p> <p>We use our graduation rate from the 2017 cohort as reported by the MN Department of Education. While we have not disaggregated by student groups in this particular goal, our district as a whole continue to set continuous improvement goals that include closing the achievement gap and increasing the graduation rate for all traditionally under-represented groups of students. As part of our continued work to increase graduation rates, we will be giving particular focus to our EL and Special Education populations (These groups were identified as part of our ESSA results reporting).</p> <p><i>What strategies are in place to support this goal area?</i></p> <p>We are employing a variety of strategies to address the decline in our graduation rate. These include a credit deficiency study broken down by grade to determine where students begin to fall behind, analysis of our credit recovery options to determine which are most effective in helping students get back on track, and an overall comprehensive needs assessment supported by the Centers of Excellence to ensure more students are graduating on time. We are also implementing an academy model at the high school, which is intended to support students by creating small learning communities that target specific student needs.</p> <p><i>How well are you implementing your strategies?</i></p> <p>We have initiated a new teaming process at the high school to increase the effectiveness of our credit recovery programs.</p> <p><i>How do you know whether it is or is not helping you make progress toward your goal?</i></p> <p>An analysis of failure rates and the number of students in need of credit recovery programs will help us determine the effectiveness of the strategies.</p> 		

Part B: Achievement and Integration Progress Report

This portion is only required for districts participating in the A&I program.

If one of your A&I goals is the same as your WBWF goals, please note that in the box below and do not feel a need to repeat the information already provided for that goal area.

Achievement and Integration Goal 1

Goal Statement	Achievement or Integration Goal?	Baseline	Year 1 (2017-18) Actual	On Track?
<p>Goals: Math: Our overall achievement gap will decrease from 28.2% to 25.7% (2.5 percentage points) based on MCA results in all grades that take the MCA tests.</p> <p>Reading: Our overall achievement gap will decrease from 28.7% to 26.2% (2.5 percentage points) based on MCA results in all grades that take the MCA tests.</p> <p>Aligns with WBWF area: All racial and economic achievement gaps between students are closed.</p>	<p><i>Check one of the following:</i></p> <p><input checked="" type="checkbox"/> <i>Achievement Goal</i></p> <p><input type="checkbox"/> <i>Integration Goal</i></p>	<p><i>Provide the baseline starting point here.</i></p> <p>Math 2015-2016: -29.2% 2016-2017: -28.2%</p> <p>Reading 2015-2016: -28.4% 2016-2017: -28.7%</p>	<p><i>Provide the result for the 2017-18 school year that directly ties back to the established goal.</i></p> <p>Math 2017-2018: -29.4%</p> <p>Reading 2017-2018: -27.1%</p>	<p><i>Check one of the following:</i></p> <p><input type="checkbox"/> <i>On Track</i></p> <p><input checked="" type="checkbox"/> <i>Not on Track</i></p>

Bulleted narrative is appreciated. 200-word limit.

- *What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?*
- *What strategies are in place to support this goal area?*
- *How well are you implementing your strategies?*
- *How do you know whether it is or is not helping you make progress toward your goal?*

Data used to Identify: We used our MCA Math and Reading results for all students in grades 3-8 and 10. Students are compared to their comparison group (i.e. FRP vs. non-FRP, Hispanic vs. White) to come up with the achievement gap for their group. We then average all of the achievement gaps to determine one weighted achievement gap for the district.

Strategies used to support the Goal:

To develop staff understanding of the learning styles and educational needs of the varied cultures and challenges our students represent, licensed staff will receive continued training in Culturally Responsive Teaching, offered over 3 years, beginning school year 2017-18.

An Equity staff member will be available to each building, and will work with students, Cultural Liaisons, School Counselors, School Social Workers, Building Administration, and Teachers to build Cultural Competency and connect families to the school district.

How well are we implementing strategies: As a district, we are currently working to develop a system to evaluate the effectiveness of our strategies.

How do you know whether it is or is not helping you make progress: Currently, our gap is holding steady, but we believe as our initiatives continue to become more rooted in our everyday practice, we will begin to consistently close our achievement gap.

Achievement and Integration Goal 2

Goal Statement	Achievement or Integration Goal?	Baseline (2015-2016 & 2016-2017)	Year 1 (2017-18) Actual	On Track?
<p>Goal: Total Consistent Attendance Rate for students in grades 10-12 that identify as Black, Native American, and Hispanic/Latino will increase from 66.9% in 2017-2018 to 70% in 2018-2019.</p> <p>Aligns with WBWF area: All racial and economic achievement gaps between students are closed.</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> Achievement Goal</p> <p><input checked="" type="checkbox"/> Integration Goal</p>	<p><i>Percent of Shakopee District Students in Grades 10-12 demonstrating consistent attendance based on ESSA's definition of each student attending 90% or more school days in a school year by student group.</i></p> <p>Black Students 2015-2016: 66.4% 2016-2017: 76.2%</p> <p>Native American Students 2015-2016: 38.5% 2016-2017: 23.8%</p> <p>Hispanic/Latino Students 2015-2016: 65.1% 2016-2017: 59.4%</p> <p>Total from Above Groups 2015-2016: 64.5% 2016-2017: 63.0%</p>	<p>Black Students 2017-2018: 79.5%</p> <p>Native American Students 2017-2018: 54.2%</p> <p>Hispanic/Latino Students 2017-2018: 60.0%</p> <p>Total from Above Groups 2017-2018: 66.9%</p>	<p>Check one of the following:</p> <p><input type="checkbox"/> On Track</p> <p><input checked="" type="checkbox"/> Not on Track</p>

Bulleed narrative is appreciated. 200-word limit.

- *What data have you used to identify needs in this goal area? How is this data disaggregated by student groups?*
- *What strategies are in place to support this goal area?*
- *How well are you implementing your strategies?*
- *How do you know whether it is or is not helping you make progress toward your goal?*

Data used to Identify:

Percent of Students in Grades 10-12 districtwide demonstrating consistent attendance based on ESSA's definition of each student attending 90% or more school days in a school year.

Strategies used to support the Goal:

Shakopee is implementing the Academy Model (9-12) at the High School to ensure a welcoming, inclusive environment within a large high school. In grades 6-12, we have also implemented a teaming approach that crosses content areas in order to give teachers more opportunities to connect with students and reflect on ways to engage and meet individual student needs. Additionally, in all grades K – 12, we are working to design more relevant and authentic learning experiences for students in an effort to engage all students in their own learning. In the future, we will implement a "Check and Connect" system. We have been researching this program and with full implementation, we are confident our consistent attendance will improve in the coming years.

How well are we implementing strategies:

These strategies have been researched and prepared and we are fully implementing them this year. We will evaluate the effectiveness at the end of this school year.

How do you know whether it is or is not helping you make progress: TBD

Integration

Please summarize the impact of the integration strategies you implemented with the A&I districts you partnered with during the 2017-18 school year. Also consider ways that your A&I plan strategies have increased integration within your district.

- In January of 2018, we held a Multi-Cultural Student Roundtable using the format of the World Café, which highlighted student voices in the decision-making efforts of our district.
- In the spring of 2018, we held an annual Opportunity fair in conjunction with the Collaborative Districts for all high school students. It highlighted post-secondary schools in the 5-state area and provided additional assistance/opportunity to multi-cultural students. This Fair also provided resources and access to trade unions and local/regional companies that are hiring.



2019-20 Elementary Program Update

K-5 Curriculum Design

The instructional focus on math, STEM, and writing will continue as a result of the implementation of all-day kindergarten. The curricular design work has focused on developing common instructional strategies and practices that ensure alignment within and across grade levels in Shakopee.

Specific recommendations for 2019-20 include:

- Designing integrated standards-based units of Reading, Writing, and Social Studies K-5
- Deepening our understanding of the new MN science standards
- Analysis of our current math programming to help identify next steps for math instruction

Fifth Grade

- Implementation of standards-based report card
- Implementation of STEM curriculum

Art

Elementary Art has created a new district wide mission:

CREATE:

Curiosity through
Risk taking and
Exploration in
Authentic learning, while teaching
Technique and creative
Expression

Specific recommendations for 2019-20 include:

- Elementary Art will phase in the new K-5 Elementary Art standards, with a roll down, helping to better prepare our 4th and 5th grade for Middle School and the Academies, then roll down to 2nd/3rd and Kindergarten/1st.
- Create Elementary Art stations to incorporate TAB practices in Elementary ART (Teaching Artistic Behavior - allows for more choice in medium and product to demonstrate mastery)
- Creation of standards-based report card to reflect the new 4th and 5th Elementary Art Standards



2019-20 Secondary Course Updates

New Courses (Grade level)	Revised Courses (Former Course Title - if any)	Eliminated Courses
English:	English:	English:
Mathematics:	Mathematics:	Mathematics:
Science:	Science:	Science: Physics A&B (Only need Physics 9)
Social Studies:	Social Studies:	Social Studies:
PE/Health:	PE/Health:	PE/Health:
World Language:	World Language:	World Language: German 1 and 2 (Middle School Only)
Arts & Communication: Event Production Music & Sound Recording Broadcast and Video Production Media Messaging and Design	Arts & Communication: CAPS Creative Media (CAPS Digital Design)	Arts & Communication:
Business & Entrepreneurship: Hospitality Management Social Media Marketing	Business & Entrepreneurship:	Business & Entrepreneurship: Law and Business Strategy
Engineering & Manufacturing: Welding and Metal Fabrication Construction Management and Development	Engineering & Manufacturing: Manufacturing and Construction (Intro to Manufacturing)	Engineering & Manufacturing: Welding 1 (Skills taught in Welding and Metal Fabrication)
Health Science: Community Health	Health Science:	Health Science:
Human Services: Generation Now: Young Adult Action Law and Legal Services More Than Social Media (MS)	Human Services:	Human Services: Stand Up For Shako (MS) Social Injustice and Political Action
Science & Technology: Energy and Power Generation AP Environmental Science	Science & Technology: Computer Hardware, Software, and Code (Principles of Computer Hardware)	Science & Technology: Computer Networking and Management
Global Electives:	Global Electives:	Global Electives:



Course Title: Event Production

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Recommended - Behind the Scenes: Production Design

Course Description: Students will demonstrate the basic principles of managing and creating a live production. Students will plan a production - speech, recital, theater performance, concert, etc. - by implementing a course of action for a designed live event. Students will plan all elements of the live event, including choice of venue, target audience, property and equipment management, stage design, setup and take-down procedures, and venue management. Students will leave the class having produced a live event.

Course Title: Music and Sound Recording

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Recommended - Elements of Media Production

Course Description: Using Protools, the industry standard of recording software, students will learn the history of sound recording and multitrack sound recording with a Digital Audio Workstation (DAW). Students will work with an audio mixing console and learn microphone use and placement related to instruments to achieve quality recordings. Students will also have the opportunity to compose and record their own original songs or reproduce a cover song of another artist. Students may also work with voice-over techniques.

Course Title: Broadcast and Video Production

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Elements of Media Production

Course Description: Do you like editing videos you have created? Do you want to learn more about all the areas of video production? Do you have a story to share? In this class, we will expand on the skills of visual storytelling and apply them to the creation of short video productions and live broadcasts. You will utilize storyboarding and scriptwriting, studio setup and camera operation, and post production editing to create short works and practice live broadcasts.

Course Title: Media Messaging and Design (Formerly Content Creation for Online Media)

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Writing for Media

Course Description: In this course, students will learn how to convey their messages and tell their stories more effectively by creating supporting materials to enhance their writing. Students will develop basic skills in photography, videography, visual design, infographics, and audio as they complete a variety of projects (social media campaign, blog, podcast, advertisements, etc.). Students will utilize the writing process and feedback cycles to revise and improve their work, learning to make choices and use appropriate techniques based on their target audience and intended purpose.



Course Title: CAPS Creative Media (Formerly CAPS Digital Design)

Grade Level: 11,12

Length of Course or Credit: 2 Terms / 4 Credits

College Credit: 3 Credits from Normandale Community College

Prerequisite: None

Course Description: Shakopee CAPS Digital Design is ideal for students who are interested in developing professional and technical skills required to forge forward in exploring areas of graphic design, web design, digital photography and video production. This program will educate students in design methods, theory and creative problem solving utilized in the industry today. Students will learn how to create visual concepts and how those concepts communicate, are perceived and are interpreted.

Students will be fully immersed with our leading business partner, SMSC Marketing, where they will create a wide array of digital assets in a profession-based learning environment. This will provide opportunities to collaborate, in teams and individually, with mentors and business clients on real digitally produced media projects. This program will be led by a creative educator, and supported by diverse professionals visiting the classroom as guest lecturers and mentors. By networking with guest speakers and business partners, students will deliver real products to their clients, create a professional portfolio that illustrates their creative talent and explore career opportunities in the area of digital art.

Course Title: CAPS Creative Media Internship (Formerly CAPS Digital Design Internship)

Grade Level: 11,12

Length of Course or Credit: 1 Term / 2 Credits

College Credit: 2 Credits from Normandale Community College

Prerequisites: CAPS Creative Media

Course Description: The Shakopee CAPS Creative Media Internship will give students direct experience working in the field of digital design. Students will gain invaluable professional skills working alongside graphic design and business professionals. A variety of internships are available; students will be able to pursue internships that most interest them. All students will apply and interview for these competitively placed positions. Students will create first-hand with design professionals. Students who have participated in internships show a higher chance of completing college and with less debt. Come get a start on your future and develop your competitive edge.



Course Title: Hospitality Management

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Business Dynamics or Culinary Arts 1

Course Description: The Hospitality Management course will introduce students to the world's largest industry that includes: lodging, travel and tourism, recreation, amusements, attractions, resorts, event planning and food beverage service. You will learn how geography, economics, and cultures affect this industry around the world. The course offers insights into the hospitality industry that will enhance the student's chances for gaining employment in hospitality and other service related industries through authentic projects, collaboration with businesses and other student-based projects.

Course Title: Social Media Marketing

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Marketing

Course Description: Do you love social media and digital communications? Did you know that social media management has become a sought-after skill in all industries? As of January 2018, there were thousands of job openings for social media and digital brand specialists.

Social Media Marketing, focuses on these skills – the tools, strategies, and processes companies use to communicate digitally with customers. It also focuses on the skills needed to personalize one's own digital brand – which are valued by colleges and employers. By the end of the course, you will have demonstrated an understanding of how social media and digital communication play a role in a company's bottom line, and have your own personal digital brand that will impress colleges, recruiters, and employers.

Enrollment in this course satisfies DECA membership requirements (to be enrolled in one Business Course during the school year)



Course Title: Welding and Metal Fabrication

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Manufacturing and Construction (Formerly Intro to Manufacturing)

Course Description: Did you enjoy Manufacturing and Construction? Can you see yourself working in the lucrative and high demand fields of Metalworking and Welding? If so Welding and Metal Fabrication is the course for you! Welding and Metal Fabrication introduces the students to careers in the welding and metalworking industries. Students will learn to safely operate welding and metalworking equipment while building a variety of projects.

Course Title: Construction Management and Development

Grade Level: 11,12

Length of Course or Credit: 2 Terms / 2 Credits

Prerequisites: CEA or Construction

Fee: \$25

Course Description: Construction Management and Development is the advanced course for the Architecture and Construction program of study in which students will be involved in a variety of construction related aspects. Students who take this course will see the entire building process for multiple construction projects. They will learn management skills such as: record keeping, job-site management, use of subcontractors and scheduling. Students' will learn soft skills for managing people through communication, critical thinking, collaboration ,and character. Specific computer software programs will be used for construction project scheduling that will allow students to obtain industry standard experiences. Finally Students will work on projects with business and industry professionals in order to gain real-world experience that are transferable to any of the construction related industries.

Revised Course Title: Manufacturing and Construction (Formerly Intro to Manufacturing)

Grade Level: 9,10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: None

Fee: \$25

Course Description: Do you like making and creating things? Do you want to learn how to do hands-on work with tools? If so, then Manufacturing and Construction is the course for you. In this course you will learn how to safely design and build fun projects with a variety of different materials and tools. This is the introductory course for the Manufacturing and Fabrication and Architecture and Construction program of studies; and is a great choice for students who are interested in woodworking, welding, plastics, construction, architecture or any of the other skilled trades. Begin your path to learning about the high-demand, hands-on careers of the future.



Course Title: Community Health

Grade Level: 11,12

Length of Course or Credit: 2 Terms / 2 Credits

Prerequisites: Global Health and Disease and Prevention

Course Description: Students will engage in learning and research about health at the community level. They develop, promote, and implement community health projects that address identified needs for SHS, Shakopee, and Scott County. Students will work directly with community partners and use real data to develop skills in research, presentation skills, and community outreach.



Course Title: Generation Now: Young Adult Action

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: Recommended - Human Relations

Course Description: There is no shortage of issues which young adults are confronting in the twenty-first century. Generation Now will focus on local challenges facing our community, put forth by our local business and community partners, while offering an opportunity to propose solutions and learn techniques for solving problems. Students will collaborate with each other, teachers and partners to select potential projects, ask thoughtful questions, identify, investigate and solve challenges. Students will partner with city and county officials—and, where appropriate, other community stakeholders such as local businesses, nonprofit organizations, and local residents—to develop their projects.

Course Title: Law and Legal Services

Grade Level: 11,12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: A Case For Justice

Course Description: Are you interested in shadowing a city police officer, working with an attorney that is preparing for trial or taking part in a presentence investigation with a probation officer? Law and Legal Services will offer immersion and project experiences for students interested in the criminal justice system. This course will allow students to focus on a field/career of choice, develop an understanding of what it takes to be a professional in this field, and be immersed in a field experience or project with a business or community partner.

Middle School Human Services Elective

Course Title: More Than Social Media

Grade Level: 7, 8

Length of Course or Credit: Semester

Prerequisites: None

Course Description: Did you know teens currently spend an average of 9 hours consuming media each day? This course will teach you the healthy and unhealthy approach to media use, and the impact that it has on your overall wellness. Explore how you can maximize your relationships, and how to use social media to build deeper connections with individuals and the community.



Course Title: Energy and Power Generation

Grade Level: 10,11,12

Length of Course or Credit: 1 Term / 1 Credit

Recommended Prerequisites: Electricity

Course Description: Students in Energy and Power Generation will investigate the energy grid, including production, transfer and consumption of electricity. Case studies will allow for exposure to types of energy production such as hydroelectric, nuclear, solar, coal, and natural gas. Students will then evaluate the ethical, monetary, and practical considerations within these topics. Students will study energy conservation and green initiatives in businesses and homes. Careers in energy, from installation and production to design and management, will also be explored.

Course Title: AP Environmental Science

Grade Level: 10,11,12

Length of Course or Credit: 2 Terms / 2 Credits

Recommended Prerequisites: Food, Energy, and The Outdoors or 2 years of HS Science

Course Description: The goal of the AP Environmental Science course is to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them.

Revised Course Title: Computer Hardware, Software, and Code (Formerly Computer Hardware Principles)

Grade Level: 9, 10, 11, 12

Length of Course or Credit: 1 Term / 1 Credit

Prerequisites: None

Course Description: With billions of unique connected computer devices in the world, it is shocking how little most of us know about how these powerful tools work. Computer systems deal with the digital automation of the algorithms that make this possible. This course is a hands-on study of computer repair/hardware and “tech knowledge.” This knowledge will be applied to problem-solving, using software tools. Students will leave the course with an understanding of how computers think, work, and communicate, and be ready to tackle real-world problems in computer science, cyber security, or other fields.

Arts & Communication Academy



Related Careers: Art Directors, Curator, Stage Manager, Museum and Exhibit Manager, Director, Performer (Musician, Actor), Music Directors and Composers, Audio and Video Technician, Sound Engineer, Producers and Directors, Editors, Writers and Authors, Public Relations and Fundraising Manager, News and Print Media, Journalist, Multimedia Artists and Animators, Interior Designers, Artist and Art Marketer, Graphic Designers

Course Title Key	<div style="display: inline-block; width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> Existing Courses	<div style="display: inline-block; width: 15px; height: 15px; background-color: blue; margin-right: 5px;"></div> Potential Courses (Subject to Change)
---------------------	--	---

MIDDLE SCHOOL	HIGH SCHOOL			
Area of Interest Courses (Grades 6-8)	Program of Study	Introductory Courses	Intermediate Courses	Advanced Courses
Area of Interest Gateway (Grade 6): Heroes Middle School Electives (Grades 7 & 8): Digital Art Draw It, Paint It, Print It Drop a Beat House of Style Digital Storytelling Sculpt It	Arts Production and Management	Behind the Scenes: Production and Technical Design	* Event Production	Live Production Experience
	Media Production and Recording	Elements of Media Production	* Music and Sound Recording * Broadcast and Video Production	Live Production Experience Creative Professional
	Mass Communications	Writing for Media	* Media Messaging and Design	
	Creative Design	Digital Design 1 Design Fundamentals	Digital Design 2 Drawing, Painting, Printmaking Photography	Creative Professional
	Additional Academy Elective Courses:	Acting Rock Band Essentials Interior Design	Public Speaking Fashion Merchandising and Design	
CAPS Program:	CAPS Creative Media (Can substitute for the Advanced Course in the Media Production and Recording, Mass Communication, or Creative Design Programs of Study)			

*Indicates new courses beginning in the 2019-20 school year.

Students in the Class of 2021 & Beyond will have to complete a 3 Course Program of Study

Business & Entrepreneurship Courses



Related Careers: Accountant, Bookkeeper, Actuary, Insurance Underwriters, Loan Officer, Financial Planner, Tax Preparer, Venture Capitalist, Small Business Owner, Entrepreneur, Business Analysts, Office Manager, Supply Chain Manager, Hotel Management, Event Planner, Tour Operator, Food and Beverage Manager, Executive Chef, Sous Chef, Restaurant Owner, Market Research Analysts, Recruiters, Social Media Marketing Manager, Sale Representatives & Retail Managers, Fundraiser, Media Buyer

Course Title Key	<div style="display: inline-block; width: 15px; height: 15px; background-color: black; margin-right: 5px;"></div> Existing Courses	<div style="display: inline-block; width: 15px; height: 15px; background-color: blue; margin-right: 5px;"></div> Potential Courses (Subject to Change)
---------------------	--	---

MIDDLE SCHOOL	HIGH SCHOOL			
Area of Interest Courses (Grades 6-8)	Program of Study	Introductory Courses	Intermediate Courses	Advanced Courses
Area of Interest Gateway (Grade 7): Think Tank Middle School Electives (Grades 7 & 8): Innovation Lab Money Doesn't Grow on Trees Teen Chef	Accounting and Finance	Business Dynamics	Accounting <i>Finance and Investments</i>	<i>Advanced Business Seminar</i>
	Entrepreneurship and Business Management		Management and Leadership Entrepreneurship	
	Marketing and Sales		Marketing	
	Hospitality and Restaurant Management	Business Dynamics OR Culinary Arts 1	*Hospitality Management Culinary Arts 2	
	Additional Academy Elective Courses:	Baking & Pastry Business Technology Culinary Arts 3	Sports & Entertainment Marketing *Social Media Marketing Personal Finance: Money Management & Wealth Building	
CAPS Program:	Business Administration and Management (Can substitute for the Advanced Course in all 4 Programs of Study)			

*Indicates new courses beginning in the 2019-20 school year.
Students in the Class of 2021 & Beyond will have to complete a 3 Course Program of Study

Engineering & Manufacturing



Related Careers: Aircraft Mechanic, Aeronautic Engineer, Architect, Building Engineer, Civil Engineer, CNC Machinist, Computer Control Programmer/Operator, Design Electrical Engineer, Engineer, Electrician, Entrepreneur, HVAC Controller, Industrial Engineer, Machinists, Manufacturing Mechanical Engineer, Process Engineer, Packaging Engineer, Process Engineer, Robot Technician, Quality Engineer, Structural Engineer, Tool and Die Maker, Welder

Course Title
Key



Existing Courses



Potential Courses
(Subject to Change)

MIDDLE SCHOOL	HIGH SCHOOL			
Area of Interest Courses (Grades 6-8)	Program of Study	Introductory Courses	Intermediate Courses	Advanced Courses
Area of Interest Gateway (Grade 7): Teen Engineer Middle School Electives (Grades 7 & 8): GTT: Architecture (PLTW) GTT: Design and Manufacturing (PLTW) GTT: Robotics (PLTW)	Architecture and Construction	Manufacturing and Construction	Construction Civil Engineering & Architecture (PLTW**)	*Construction Management and Development
	Manufacturing and Fabrication Technologies		*Welding and Metal Fabrication Wood Production Technologies	Manufacturing Design and Development
	Engineering and Design	Intro to Engineering Design (PLTW**)	Principles of Engineering (PLTW**)	Engineering Design & Development (PLTW**)
	Transportation Technologies	Small Gas Engines	Marine, Motorsport, and Outdoor Power Equipment	Super High Mileage Vehicle
	Additional Academy Elective Courses:	Computer Integrated Manufacturing (PLTW**) Welding 2 – Design & Fabrication Aerospace Engineering (PLTW**)		
	CAPS Program:	Future Programming To Be Determined		

*Indicates new courses beginning in the 2019-20 school year.

**Project Lead the Way © affiliated course | pltw.org

Students in the Class of 2021 & Beyond will have to complete a 3 Course Program of Study

Health Science



Related Careers: Medical Appliance Technician, Medical and Clinical Lab Technologist, Surgical Technologist, Medical Imaging Technologist, Biomedical Engineer, Forensic Science Technician, Dietetic Technician, Dietician and Nutritionist, Community Health Worker, Massage Therapist, Fitness Trainer and Aerobics Instructor, Athletic Trainer, Recreational Therapist, Physical Therapist, Occupational Therapist, Massage Therapist, Exercise Physiologist, Pharmacy Technician, Medical Assistant, Healthcare Social Worker, Physician, Physician Assistant, Licensed and Practical Nurse, Respiratory Therapist, Dentistry, Ophthalmology, Surgical and Medical Technician

Course Title
Key



Existing Courses



Potential Courses
(Subject to Change)

MIDDLE SCHOOL	HIGH SCHOOL			
Area of Interest Courses (Grades 6-8)	Program of Study	Introductory Courses	Intermediate Courses	Advanced Courses
Area of Interest Gateway (Grade 7): Snack Attack Middle School Electives (Grades 7 & 8): GTT: Medical Detectives (PLTW) 2 Fit 2 Quit Code Red	Biomedical	Human Body Systems	Principles of Biomedical Science (PLTW**)	Medical Interventions (PLTW**)
	Public Health		Global Health and Disease Prevention	*Community Health
	Exercise Science		Human Movement Sciences	Sports Medicine
	Healthcare		Principles of Biomedical Science (PLTW**) Nursing Assistant Emergency Medical Responders	Clinical Simulation
	Additional Academy Elective Courses:		CIS: Human Physiology, Technology, and Medical Devices Nutrition for the Human Body	
CAPS Program:	Healthcare and Medicine (Can substitute for the advanced course in the Public Health, Exercise Science, and Healthcare Programs of Study)			

*Indicates new courses beginning in the 2019-20 school year.

**Project Lead the Way © affiliated course | pltw.org

Students in the Class of 2021 & Beyond will have to complete a 3 Course Program of Study

Human Services



Related Careers: Early Childhood Educator, K-12 Teacher, Administrator, Educational Paraprofessional, Training and Development Manager/Supervisor, Police and Sheriff's Patrol Officers, Correction Officers and Jailers, Attorney, Court Reporters, Paralegal and Legal Assistants, Government Service, Labor Relations Specialist, Firefighter, Military Service, Non-Governmental Organization, Lobbyist, Social and Human Service Assistant, Mental Health Counselors, Health Educators, Clinical, Counseling, and School Psychologist

Course Title Key	■ Existing Courses	■ Potential Courses (Subject to Change)
---------------------	--------------------	--

MIDDLE SCHOOL	HIGH SCHOOL				
Area of Interest Courses (Grades 6-8)	Program of Study	Introductory Courses	Intermediate Courses	Advanced Courses	
Area of Interest Gateway (Grade 6): Be The Change Middle School Electives (Grades 7 & 8): Law and Order *More Than Social Media	Teaching and Educational Services	Intro to Human Development	Exploring Education	Multicultural Education	
	Social and Mental Health Services	OR Human Relations	Positive Psychology: Building People and Community	Social and Mental Health Services	
	Public Service	Human Relations	*Generation Now: Young Adult Action	Public Service	
	Law and Legal Services	Criminal Justice and the Court	A Case for Justice	*Law and Legal Services	
	Additional Academy Elective Courses:	Advanced Child Development		Sociology of the Family	
	CAPS Program:	Future Programming To Be Determined			


*Indicates new courses beginning in the 2019-20 school year.
 Students in the Class of 2021 & Beyond will have to complete a 3 Course Program of Study

Science & Technology



Related Careers: Electrician, Electrical Engineer, Electronics Technician, Electrical Power-Line Installers and Repairers, Power Plant Technician and Operator, Electrical Systems Designer and Drafter, Network and Computer Systems Administrators, Computer Network Architects, Computer Hardware Engineer, Computer Hardware Technician and Repairer, Computer Research Scientist, Software Developer, Computer Systems Analyst, Computer and Information Systems, Computer Programmers, Information Security Analysts, Database Administrators, Natural Sciences Managers, Environmental Engineer, Green Technology and Alternative Energy Designer, Geoscientist & Conservation Scientists, Mining and Geological Engineer

Course Title Key	■ Existing Courses	■ Potential Courses (Subject to Change)
---------------------	--------------------	--

MIDDLE SCHOOL	HIGH SCHOOL			
Area of Interest Courses (Grades 6-8)	Program of Study	Introductory Courses	Intermediate Courses	Advanced Courses
Area of Interest Gateway (Grade 6): Programming is Electric	Computer Science	*Computer Hardware, Software, and Code	Computer Science Principles (PLTW**)	Design and Development In Science and Technology OR Environmental Ethics and Ecology
	Information Technology Solutions		Cyber Security	
Middle School Electives (Grades 7 & 8): Invisible World of Science & Technology Apps Creation	Renewable Energy and Electrical Systems	Electricity	*Energy and Power Generation	
	Environmental Science	Energy, Food, and The Outdoors	*AP Environmental Science Environmental Sustainability	
	Additional Academy Elective Courses:	Mobile OS Development Web Development	Instructional Technology Solutions	
	CAPS Program:	 Future Programming To Be Determined		

*Indicates new courses beginning in the 2019-20 school year.

**Project Lead the Way © affiliated course | pltw.org

Students in the Class of 2021 & Beyond will have to complete a 3 Course Program of Study

**DRAFT 2019 Shakopee Public Schools
School Board Meeting Dates and other important dates**

Date	Time	Type of Meeting	Location
January 14, 2019	6:00PM	ReOrganization & Board Business Meeting	District Office Board Room, 1200 Town Square
January 15-18, 2019	All Day	MSBA Winter Leadership Conference	MPLS Convention Center
January 28, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
January 28, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
January 30, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
February 11, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
February 11, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
DRAFT Saturday, February 16, 2019	9:00AM-2:00PM	Winter Retreat	District Office Board Room, 1200 Town Square
February 25, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
February 25, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
February 27, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
March 11, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
March 11, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
March 25, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
March 25, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
March 27, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
April 8, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
April 8, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
April 22, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
April 22, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
April 24, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
May 6, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
May 6, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
May 20, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
May 20, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
May 22, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
June 10, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
June 10, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
June 24, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
June 24, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
June 26, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
DRAFT Monday, July 8, 2019	5:00-9:00PM	Summer Retreat	District Office Board Room, 1200 Town Square
July 22, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
July 22, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
July 24, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
August 12, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
August 12, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
August 26, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
August 26, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
August 28, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
September 9, 2019	5:00PM	School Board Policy Committee Meeting	District Office Room 202, 1200 Town Square
September 9, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
September 23, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
September 23, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
September 25, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
October 14, 2019	5:00PM	School Board Personnel Committee Meeting	District Office Room 202, 1200 Town Square
October 14, 2019	6:00PM	School Board Work Session	District Office Board Room, 1200 Town Square
October 28, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
October 28, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
October 30, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
November 18, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
November 18, 2019	6:00PM	School Board Business Meeting	District Office Board Room, 1200 Town Square
November 20, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square
December 16, 2019	5:00PM	School Board Finance Committee Meeting	District Office Room 202, 1200 Town Square
December 16, 2019	6:00PM	Truth in Taxation Hearing & School Board Business Meeting	District Office Board Room, 1200 Town Square
December 18, 2019	5:00PM	School Board Facilities Committee	District Office Board Room, 1200 Town Square