

**John Bergs**  
Activities Director  
**Margot Hansen**  
Director of Teaching & Learning  
**Jeff Heine**  
Buildings & Grounds Director



**Chuck Keller**  
Business Director  
**Angie Kahle**  
Student Support Services Director  
**Dorothy Koller**  
Community Education Director

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**SCHOOL BOARD WORK SESSION**  
**District Office, 130 South Willow Street, Belle Plaine, MN 56011**  
**6:00 PM Monday, October 8, 2018**

***Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. Fostering a culture of kindness, inclusion, and pride in ourselves, our school, and our community.***

**1. Call to Order:**

**Time:** \_\_\_\_\_

**Members Absent:** \_\_\_\_\_

**2. Action Item:**

**1. Transportation:**

**1. Type A-I School Bus:** Dr. Laager/Mr. Keller **3**

**3. Discussion:**

**1. Drivers' Education/District Vehicle:** Dr. Laager/Mr. Keller

**2. Assurance of Compliance:** Mr. Keller **26**

**3. Academic:** Dr. Laager

**4. State Update:** Dr. Laager

**1. Safety and Security Grant:** Dr. Laager/Mr. Keller

**2. Property Tax Inequities:** Dr. Laager **28**

**5. District Paper and Toner Savings:** Dr. Laager/Mr. Keller

**6. Policy Review:** Dr. Laager/Mr. Keller **37**

**4. Adjourn:**








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Board Clerk

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Date

**Vehicle Classifications Summary Table<sup>1</sup>**

Vehicle	Type	Description
	A	Smallest of the traditional yellow school buses, built on a cutaway front-section chassis, with a passenger entrance door behind the front wheels and a separate left-side driver's door. They are divided based on vehicle weight between type A-I buses and type A-II buses.
	B	Moderate-sized bus built on a stripped chassis, with a passenger door located behind the front wheels.
	C	Large, conventional school bus common throughout Minnesota. The engine is located in front of the driver and the entrance door is behind the front wheels. It can be built on a chassis with a hood assembly, or on a cutaway truck chassis or truck chassis with a cab having a gross vehicle weight greater than 21,500 pounds.
	D	Large, transit-style bus with the engine located behind the windshield and an entrance door in front of the front wheels. The engine is often located in the rear.
	III	A passenger automobile (including minivans, SUVs, and station wagons), van, or in some cases a vehicle commonly considered a school bus. It must have (1) capacity for ten or fewer people including the driver, and (2) a maximum weight of 10,000 pounds. See page 6.
	MFSAB	A "multifunction school activity bus" (MFSAB) is a school bus that lacks certain features specific to other school buses. See page 6.
	Motor coach	A motor coach is not a school bus and is not specifically defined in state statute. It is recognizable by its entrance door located in front of the front wheels, storage capacity underneath the passenger seating area, separate seats, and generally upgraded interior.

House Research Department

<sup>1</sup> Images sources: <http://busspecifications.com>; <http://www.vanandcardesks.com>; <http://online.wsj.com>; <http://www.coachne.com>; <http://www.schoolbusfleet.com>; <http://www.ford.com>

## **Type A-I and MFSAB Activity Bus Quotes Summary**

- **Telin Transportation Group, LLC-** 2019 Chevy Collins Type A-I Yellow 14-passenger + driver
  - Price \$50,330
  - In-Stock
  - V-8, 6.0 L Gas Engine
  - Dual Rear Tires
  - No engine block heater
  - In-dash A/C
  - Standard Package with seat belts
  
- **Hoglund Bus Co-** 2019 Chevrolet Collins- Type A-1 Yellow 14 passenger + driver
  - Price \$54,900- Price is dependent on steel prices at time of order
  - Not in stock- Lead time is 6-8 weeks
  - V-8, 6.0 L Gas Engine
  - Dual Rear Tires
  - No engine block heater
  - In-dash A/C
  - Standard package with seat belts
  
- **Hoglund Bus Co-** 2017 Collins Ford Transit Type A-I Yellow 14 passenger + driver
  - Price \$51,000
  - In Stock
  - 4 Cylinder, 3.7 L Gas Engine
  - Single Rear Tire
  - Engine Block Heater
  - No A/C
  - Standard package with seat belts
  
- **Hoglund Bus Co-** 2019 Ford Transit MFSAB, Non-Yellow 14 passenger + driver
  - Price \$58,000
  - 4 Cylinder, 3.7 L Gas Engine
  - Single Rear Tire
  - No Engine Block Heater
  - A/C
  - Standard package with seat belts

- **North Central Bus Sales-** 2019 Chevy Collins Type A-I Yellow 14-passenger + driver
  - Price \$52,000, Price is dependent on steel prices at time of order
  - Not in stock- lead time 6-8 weeks
  - V-8, 6.0 L Gas Engine
  - Dual Rear Tires
  - No engine block heater
  - In-dash A/C
  - Standard package with seat belts



# Customer Quotation

Prepared For:  
Chuck Keller  
Belle Plaine Public Schools  
ckeller@belleplaine.k12.mn.us

Prepared By :  
Brian Hanson  
Telin Transportation  
bhanson@telingroup.com

Quote Number:  
334362

Quote Date:  
9/6//2018

Customer Order No:  
18048T

## Model Profile: Minotour DRW 041MS

Product Type:	School Transportation
Year:	2019 Model Year
Chassis Model:	CG33503
Chassis MFG:	CHEV
GVWR:	GVWR
Passenger Capacity:	14
Headroom:	73
Wheelbase:	139
Brake Type:	HYDRAULIC
Engine Type:	GM V8 GASOLINE, 8 Cyl, 342 HP, 5400 RPM
Fuel Type:	GASOLINE
Fuel Tank Capacity:	33
Transmission Type:	AUTOMATIC
Axle, Front:	4300-lb Capacity
Axle, Rear:	8600-lb Capacity
Tires, Front:	LT225/75R16E
Tires, Rear:	LT225/75R16E

*\$50,330*

*In-stock  
in Lakoville*

*Brian Hanson*

### Includes the Following Equipment:

#### BODY

##### ACCESSORIES

- 1 SIGN - REAR IDENTIFICATION HINGED SCHOOL BUS/CHARTER
- 1 IDENTIFICATION SIGN, FRONT-"SCHOOL BUS" LETTERED ON MASONITE

##### CERTIFICATION/SAFETY

- 1 FIRE EXTINGUISHER - 5 LB.
- 1 KIT - FIRST AID, 24 UNIT, COMPLIES WITH MINNESOTA STATE SPEC
- 1 KIT - BODY FLUID CLEAN-UP, COMPLIES W/NAT MINIMUM STANDARDS
- 1 REFLECTORIZED TRIANGLES-(3) ON DRIVER'S COMPARTMENT FLOOR
- 1 INTERIOR REAR SURVEILLANCE MIRROR
- 1 GM-DRW, HEATED, MANUAL, OPEN VIEW ES
- 1 GM-SRW/DRW, HEATED, HAWKEYE
- 1 SIGN-STOP,ELECTRIC LED FRONT SE1-7980
- 1 ROOF ESCAPE HATCH - TRANSPEC, LOW PROFILE ECONO,WHITE (1)
- 1 LABEL - U.S. CERTIFICATION
- 1 CROSSING CONTROL ARM, ELECTRIC 7-SERIES KIT #78800
- 1 APPLICATION - SCHOOL

##### DOORS

- 1 MANUAL DOOR CONTROL - MINOTOUR
- 1 MANUAL ENTRANCE DOOR-NO VANDALOCK
- 1 3-POINT LATCH - REAR EMERGENCY DOOR
- 1 STRAP HINGES REAR EMERGENCY DOOR
- 1 CORROSION RESISTANT SEALER, REAR DOOR

##### ELECTRICAL - BODY

- 1 PASSENGER ADVISORY SYSTEM - HORN ACTIVATION
- 1 DEFROSTER FAN-MOUNTED ON ENTRANCE DOOR CONTROL BASE

- 1 GPS-ZONAR SYSTEM, DRW
- 1 PREMIUM SPEAKERS - FOUR (4)
- 1 BREAKERS - MANUAL RESET
- 1 LIGHTS - DOME, ADDITIONAL, LOCATED IN 1ST WINDOW SECTION
- 1 LIGHTS - DOME, ADDITIONAL, LOCATED IN 2ND WINDOW SECTION
- 1 DOME LIGHT SWITCH
- 1 STEP LIGHT SWITCH
- 1 ENTRANCE DOOR LIGHT - SKIRT MOUNTED
- 1 DIRECTIONAL LIGHTS - SIDE, AMBER, ARROW
- 1 LIGHT-SIDE DIRECTIONAL,PIN LIGHT
- 1 STROBE LGT(S) OPERATIONS W/IGNITION&SWITCH
- 1 HALOGEN 8-LIGHT WARNING SYSTEM
- 1 MARKER/ID LAMPS - LED PIN TYPE
- 1 STROBE LIGHT CLEAR, 2ND SECTION FROM REAR, CENTERED
- 1 CROSSING ARM DEACTIVATION SWITCH - ELECTRIC
- 1 NOISE SUPPRESSION SWITCH
- 1 REAR DESTINATION SIGN ILLUMINATION

### **EXTERIOR**

- 1 EXTERNAL STEP DRIVER'S SIDE
- 1 BOTTOM RAIL
- 1 041 - UNDER FLOOR REINFORCEMENT
- 1 SEALING, EXTERIOR JOINT EDGE
- 1 MUD FLAPS - REAR (MINOTOUR) - WITHOUT LOGO
- 1 TOW HOOKS - TWO (2)
- 1 EXHAUST BELOW REAR BUMPER

### **HVAC**

- 1 HEATER SHUT-OFF VALVES - 1ST WINDOW SECTION,LS
- 1 50,000 BTU HEATER - 17TH SECTION RIGHT SIDE (MINOTOUR)
- 1 HEATER HOSE - HIGH-MILER, UNDER FLOOR, RR HTER,4TH SECT. RS
- 1 CONSTANT TORQUE CLAMPS - ONE (1) REAR UNDERSEAT HEATER

### **INTERIOR**

- 1 BLACK KOROSEAL FLOOR COVERING WITH 13" CENTER AISLE
- 1 PLYWOOD FLOOR - 5/8" THICKNESS
- 1 SPECIAL URETHANE FOAM INSULATION
- 1 POLYESTER INSULATION - RAFTER CAVITIES
- 1 ACOUSTIC HEADLINING - COMPLETE (28.5" HIGH ALUM SPLIT SASH)
- 1 SEALANT - PLYWOOD FLOOR EDGES

### **MISC**

- 1 PDI IDENTIFIER-DEALER PERFORMED
- 1 MINOT DRW 12,300 GVWR(GMC/CHEVY)6.0L GASOLINE 139"WB
- 1 BODY ADJUSTMENT - MY2017 GM DRW- GAS
- 1 MINOTOUR DRW

### **PAINT/LETTERING**

- 1 DECAL-UNITED AUTO WORKERS
- 1 PAINT BLACK EYES - 3" MINIMUM
- 1 DECAL - REAR DOOR "UNLAWFUL TO PASS"
- 1 YELLOW REFLEXITE - 2", PERIMETER OF REAR BUS BODY
- 1 YELLOW REFLEXITE - PERIMETER OF REAR EMERGENCY DOOR
- 1 YELLOW REFLEXITE - 2", FLOOR LINE - BOTH SIDES OF BUS BODY
- 1 DECAL - TRADEMARK LOGO - MINOTOUR
- 1 PAINT-EXT WDO AREA SAME AS BODY
- 1 PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 PAINT-EXT BUMPER REAR BLACK
- 1 PAINT-SOLID COLOR YELLOW

### **SEATS**

- 1 SEALING - FLOOR COVERING
- 1 SEAT BELT CUTTER - TIE TECH
- 1 KICK PLATE/MODESTY PANEL-36"VERT, WALL-MTD BARRIER,RT SIDE
- 1 36" BARR-VERT,WALL MT 45"H RS 2009
- 1 36"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 SPANISH GRAY UPHOLSTERY-45"HIGH RECESSED BARRIER

- 7 42 OZ GREY UPHOLSTERY - S3C PASSENGER SEAT
- 3 S3C 36"LS 2-PASSENGER WALL MOUNT WITH LAP BELTS
- 4 S3C 36"RS 2-PASSENGER WALL MOUNT WITH LAP BELTS
- 7 S3C WALL MOUNT HARDWARE - MINOTOUR

### **WINDOWS/GLASS**

- 1 STANDARD SASH MILL FINISH
- 1 TINTED TEMPERED GLASS - COMPLETE
- 1 GLASS-ENTRANCE DOOR THERMO UPPER/CLEAR TEMPERED LOWER
- 6 TINT TEMP GLASS-COMP (28.5")
- 2 TINT TEMP GLASS-COMP(28.5")+10
- 1 WINDOW STOPS (12")

### **OTHER**

- 1 BACK-UP CAMERA SYSTEM – BLACK

## **CHASSIS**

- **STANDARD GM WARRANTY ON CUTAWAY CHASSIS:** 36 MONTHS/36,000 miles Bumper to Bumper (exclusions apply)
- 60 month / 60,000 mile Powertrain Warranty (exclusions apply)
- HIGH BACK VINYL BUCKET SEAT
- SCHOOL BUS PACKAGE
- 3.73 REAR AXLE RATIO (6.0L GAS ENGINES)
- FRONT AND REAR LT225/75R16E ALL SEASON BLACKWALL TIRES
- BLACK PAINTED BUMPER
- 220 AMP ALTERNATOR
- ISOLATED 2ND BATTERY
- 600 CCA BATTERY
- AUXILIARY TRANSMISSION COOLER
- IN DASH AIR CONDITIONING
- INSIDE REAR VIEW MIRROR
- TILT STEERING
- 50 STATE EMISSIONS
- 33 GALLON FUEL TANK
- ORANGE SEAT BELTS
- BLACK PAINTED WHEELS

**Meets all FMVSS requirements in effect at the time of manufacture.**



Aug. 16, 2018

Chuck Keller, Business Director  
Belle Plaine Public Schools  
130 S. Willow St.  
Belle Plaine, MN 56011

Mr. Keller,

I enjoyed meeting you, Ryan Laager and John Bergs in Monticello to discuss bus options for your school district. Please accept this letter as a sale proposal for a new **2017 Collins Ford Transit Type A, III school bus.**

The proposed stock bus is offered subject to availability but, presently available for immediate delivery and offers the flexibility to serve as an MFSAB or school bus route as future needs may arise.

The offered sale price is approved through NJPA which should meet your district's bid requirements.

NJPA Sale Price \$51,000.00

plus tax, title, plate and document fees – see Purchase Agreement attached.

Please let me know if you need additional information. I look forward to serving the student transportation needs of your school district.

Sincerely,

Kevin Schmidt



\_\_\_\_\_ Please acknowledge, by initialing, you have read & agree to the "Additional Terms and Conditions"

#### ADDITIONAL TERMS AND CONDITIONS OF THIS VEHICLE PURCHASE CONTRACT

1. **Definitions:** As used in this CONTRACT, "YOU" or "YOUR" means the buyer and co-buyer. "I", "ME", or "MY" means the seller or dealer. "VEHICLE" means the car, truck, or other vehicle described on the front of this CONTRACT including all the options listed. "Manufacturer" means the company which makes the VEHICLE. "Trade-In" means the vehicle that YOU trade to ME in partial payment for the VEHICLE.
2. **Purpose:** By signing the CONTRACT, YOU agree to buy the VEHICLE from ME. By accepting this CONTRACT, I agree to deliver the VEHICLE to YOU if the VEHICLE is in my inventory. If the VEHICLE is not in my inventory, I agree to order it from the Manufacturer. After receiving the VEHICLE from the Manufacturer, I agree to deliver the VEHICLE to YOU.
3. **Price Changes by the Manufacturer:** The VEHICLE price stated on the front of this CONTRACT is based on the current price the Manufacturer charges ME. At any time before I receive the VEHICLE, the Manufacturer has the right to raise the price it charges to ME. If the Manufacturer does raise the price, I may raise the price to YOU by the same amount. If I do raise MY price, YOU may cancel the CONTRACT and get back any down payment YOU have made. If I have not already sold the Trade-In (See Paragraph 4), YOU may have the Trade-In back by paying ME the reasonable cost of storage and any repair work or reconditioning I may have done.
4. **Trade-In:** If YOU are using a Trade-In to partially pay for the VEHICLE, YOU may deliver the Trade-In to ME either when YOU sign this CONTRACT or when the VEHICLE is delivered to YOU. If YOU do not deliver the Trade-In to ME when YOU sign this CONTRACT, YOU agree that at the time YOU deliver the Trade-In, I may reinspect the Trade-In and lower the allowance stated on the front of this CONTRACT. If I do lower the allowance, YOU may cancel this CONTRACT and get back your cash down payment. If YOU deliver the Trade-In when YOU sign this CONTRACT, I may sell the Trade-In at any time and at any price I think proper. If this CONTRACT is cancelled and I have already sold the Trade-In, I will pay YOU the price I received for the Trade-In minus 15% commission, minus any money I spent repairing, storing, insuring, or advertising the Trade-In, unless otherwise required by law.  
When YOU deliver the Trade-In to ME, YOU guarantee that YOU own the Trade-In free and clear and agree to furnish proper proof of ownership, including the Certificate of Title. If any outstanding security interests are attached to the Trade-In vehicle, YOU are obligated to satisfy the debt secured and to obtain a release of all liens. If I arrange payment of the debt, and the total amount is greater than the amount shown on this CONTRACT as the balance owing to lienholder, YOU agree to pay the difference to ME in cash immediately upon notice of the deficiency. If the debt is less than the amount shown, I will refund the surplus to YOU.
5. **YOUR Refusal to Take Delivery:** Unless YOU cancelled this CONTRACT under paragraphs 3 or 4, I will retain the cash down payment YOU gave ME as an offset to MY damages if YOU refuse to complete the purchase. YOU are also responsible for any other damages which I may incur as a result of YOUR failure to perform YOUR obligations under the terms of this CONTRACT. If YOU have delivered the Trade-In to ME when YOU signed this CONTRACT, I may retain the Trade-In and sell it to reimburse MYSELF for the expenses of repairing, storing, or reconditioning the Trade-In and for other expenses or losses I may incur as a result of YOU failed to perform YOUR obligations under this CONTRACT.
6. **Design Changes by the Manufacturer:** The Manufacturer has the right to change the design of the VEHICLE, its chassis, its parts or accessories at any time without notice to YOU or to ME. In the event of a change in design, I have no duty to YOU except to deliver the VEHICLE as made by the manufacturer.
7. **Delays in Delivery:** I am not responsible for delays in delivery caused by the Manufacturer, or by accidents, fires, or other causes beyond MY control. I do not control the Manufacturer and am not part of the Manufacturer and do not work for the Manufacturer.
8. **Taxes:** The price of the VEHICLE does not include federal or state taxes or any other tax or governmental fee. YOU must pay ME the proper amount of any tax or governmental fee which applies to this sale.
9. **Pollution Control Certification:** I certify to the best of MY knowledge that the pollution control system on the VEHICLE including the restricted gasoline pipe has not been revised, altered or rendered inoperative.
10. **New VEHICLE Disclaimer of Warranties:** If YOU are buying a new VEHICLE, the VEHICLE will come with a Manufacturer's warranty which is a promise from the Manufacturer directly to YOU. Unless otherwise agreed in a separate document (see Paragraph 12 below), I expressly disclaim all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose. I sell the VEHICLE "AS IS" and make no guarantees of any kind about the VEHICLES's quality or performance. YOU have complete responsibility and all the risk for any problems with the VEHICLE.
11. **Use VEHICLE Disclaimer of Warranties:** Except as may be provided in the Buyer's Guide Window Form and a separate warranty document (see Paragraph 12 below), if YOU are purchasing a used VEHICLE, I expressly disclaim all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose. I sell the VEHICLE "AS IS" and make no guarantees of any kind about the VEHICLE's quality of performance. YOU have complete responsibility and all the risk for any problems with the VEHICLE. I do not guarantee that the VEHICLE will pass an exhaust emissions inspection.
12. **Dealer Warranty Service Contract:** If I give a warranty on a used VEHICLE or YOU purchase an extended service contract on a new or used VEHICLE, I may not disclaim implied warranties of merchantability or fitness for a particular purpose.
13. **Used VEHICLE Window Sticker Form:** If YOU are purchasing a used VEHICLE or a demonstrator, the information YOU see on the window form for this VEHICLE is part of this CONTRACT. Information on the window form overrides any contrary provisions in the CONTRACT of sale. (La información que aparece en la ventanilla de este vehículo forma es parte de este contrato. La información contenida en el formulario de la ventanilla anula cualquier prevision que establezca lo contrario y que aparezca en el contrato de venta.)

Spec 1753

HW  
24651  
S



BConfig V2.01

CONFIG NUMBER 71454  
 CONFIG DESC TH400-F190G 14PAX  
 CONFIG REVISION COPY 69880  
 CONFIG REV DATE 1/13/2016  
 ORDER QTY 1  
 REQ DATE LATE 3/31/2016  
 DIST NAME HOGLUND  
 DIST CONTACT GLORIA LEHN  
 DIST PO NUMBER 24650  
 DIST PO DATE 10/1/2015  
 CUST NAME STOCK TRANSIT UNIT  
 CUST SHIP STATE MN  
 CHAS FIN/FAN FEDERAL BUS

2016  
 4-Cylinder  
 Ford  
 Single rear tire

	DESCRIPTION*****	QTY	PP	COND	TR
SRO-8501	^ ENGINE BLOCK HEATER-TRANSIT	1			
COL-20150112	PRICE SCHEDULE COL 01/12/15	1			
100-1-20-12	SPEC FMVSS SCHOOL BUS <=10K	1			
110-TH400-15	CORE SRW 76" STD FLR 4SEC	1			
12116I3G90Y314	FU/16/S138/3.7G/9000/Y/ACTC	1			
200-000615-15	AC 15K OEM TRANSIT GAS	1			
210-31-00-15	BATTERY OEM LOCATION TRANSIT	1			
230-100-15	BUMPER 8" GALV EXH UNDER/SD	1			
233-301-15	BRACE BUMPER TRANSIT 400	1			
238-3-400-0-15	CHASSIS MODEL PREP TRAN L/H400	1			
240-03-12	TOW EYES REAR	1			
250-213-12	DOOR ENTRANCE SH/DH 24" THERM	1			
260-4-15	DOOR ENTRANCE CONTROL TRA MECH	1			
265-212-13	DOOR REAR EGRESS ALUM RH HINGE	1			
270-01-12	DOOR REAR HINGE 1PC STAINLESS	1			
280-10-13	DOOR REAR LATCH 1PT	1			
294-22-15	ELEC FRAMEWRK TRANS SCHOOL BUS	1			
300-31-12	DOOR REAR BUZZER - ADDITIONAL	1			
300-43-12	CHILD ALERT CHILD-CHECKMATE	1			
300-51-12	BACK-UP ALARM	1			
300-72-12	SWITCH HTR/FAN SHUTDOWN W/CHAS	1			
320-400-312-15	EXHST TRANS 400 THRU/UNDR GAS	1			
330-106-15	ENDCAPS TH W/WARNING LIGHT	1			
332-133-15	EXT PANELS REAR TL/H STEEL	1			
334-400-11-12	EXT PANELS ROOF SRW 400 ALUM	1			
336-400-602-15	EXT PANELS SIDE TH 400 STL	1			
338-3400-23-15	SKIRT TL/H 400 STEEL	1			
339-311-20-15	EXT SKIRT TL/H 400 NOBOX STL	1			
340-01-12	MUD FLAPS REAR SL/SH	1			

345-32-15	DRIVER ENTRANCE STEP TRAN BLK	1
350-400-11-1-12	FLOOR COVER BLK SRW CENTER 400	1
355-01-11-12	STEP TREAD SL/H RIB BACKED BLK	1
360-400-31-15	FLOOR SUBFLOOR TL/H400 1/2 PLY	1
390-05-15	WHEEL WELL COVER TL/TH	1
400-26-15	HEATER 60K FLR MOUNT TRAN	1
410-07-13	HEATER SHUTOFF ON DASH FORD	1
420-400-40-15	INT PANELS LWR EMBOSS TL/H400	1
422-020-15	INT PANELS REAR SH/TH NO AC	1
430-400-001-13	INT PNLS UPPR SRW 400 PERF ALM	1
440-01-12	GRABRAIL LH ENTR 42IN BARR MNT	1
440-02-12	GRABRAIL RH ENTR 30IN	1
440-15-15	MIRROR INTERIOR 6X16 TRANSIT	1
440-21-12	VANDAL LOCK REAR DOOR W/BUZZER	1
450-01-12	STOP/TAIL/TURN 4IN FLUSH LED	1
460-01-12	STOP/TAIL 7IN RED	1
470-01-12	CLEARANCE LIGHTS LED	1
472-02-12	LIGHTS DOME BODY BAT+SWITCH	1
474-04-12	LIGHTS DOME DRIVER TRANSIT	1
480-03-12	TURN SIGNAL REAR 7IN AMBER	1
490-01-12	LIGHTS REVERSE 4IN FLUSH LED	1
494-03-12	LIGHTS STEPWELL HEADLTS+DOOR	1
500-01-01-12	STROBE HI-PROF IGN 1' FROM RR	1
510-02-12	WARNING LAMPS 8LT HALOGEN SURF	1
520-02-1-12	WARN SYS 8LT NONSEQ IGN	1
540-05-12	TURN SIGNAL MIDBODY AMBER LED	1
565-31-1010-15	MIRROR EXT TRANSIT MAN HT BL	1
580-08-202-15	PADDING PKG TH GRY FB	1
600-31-002-15	PAINT BODY EXT FORD TL/TH YELL	1
620-06-999-12	PAINT WHEELS BLACK OUTER ONLY	1
620-32-13	BLACK BORDER WARN LT 3IN VERT	1
630-34-3-15	RADIO AM/FM/BT 4SPK TRAN	1
650-40030999-15	RUBRAIL FLR LVL TL/TH400 BLK	1
652-40010999-12	RUBRAIL SEAT LVL SL/SH400 BLK	1
654-40010999-12	RUBRAIL WNDW LVL SL/SH400 BLK	1
656-40030999-15	RUBRAIL SKRT LVL TH400 BLK	1
660-12-12	TRIANGLE WARNING REFLECTORS 3	1
660-22-12	FIRE EXT 5LB 3A 40BC FRONT MNT	1
670-902-12	BODY FLUID KIT #FK200900 MULTI	1
680-045-12	FIRST AID KIT #203-045 MULTI	1
690-3-02-30-202	BARRIER LH 30S GRAY FB	1
691-2-12	BARRIER SPACING LH 2PAX FMVSS	1
700-3-02-30-202	BARRIER RH 30S GRAY FB	1
701-0-12	BARRIER SPACING RH NONE	1
710-3-06-30-202	SEAT LH 30S 3PT GRAY FB	2
710-3-07-30-202	SEAT LH 30S 3PT 1LATCH GRAY FB	1
711-28-12	SEAT SPACING LH 28IN HIP/KNEE	3
720-3-06-30-202	SEAT RH 30S 3PT GRAY FB	3
720-3-07-30-202	SEAT RH 30S 3PT 1LATCH GRAY FB	1
721-27-12	SEAT SPACING RH 27IN HIP/KNEE	4

730-01-14	INSTALL SEAT TO FLOOR BOLT/NUT	7
760-15-12	"UNLEADED FUEL" 2" DECAL	1
760-21-002-12	REFLECT TAPE 2IN REAR SL/SH Y	1
760-61-12	SIGN 2IN UNLAWFUL TO PASS MN	1
760-70-12	PANEL FOLD OVER TO COVER SB	1
770-02-12	SIGN ENDCAP "SCHOOL BUS" REFL	1
780-100-12	SIGNAGE ID COLLINS	1
800-07-12	EMERG DOOR INT & EXT BLK LETTR	1
830-21-15	CROSS ARM SPEC POLY BLD TRANS	1
840-02-12	STOP ARM FRNT INCND STEEL 7500	1
860-01-12	FAN AUX RH ABOVE WINDSHIELD	1
860-04-12	STATIC ROOF VENT NONCLOSEABLE	1
870-01-001-12	HATCH TRAN MODEL 1975 1IN W	1
925-03-15	WINDOW TRANSITION TRANSIT TEMP	1
950-112-12	WNDWS REAR BODY SL/SH TEMP CLR	1
960-12-12	WNDW REAR DOOR LOWER TEMP CLR	1
970-12-12	WNDW REAR DOOR UPPER TEMP CLR	1
980-213-12	WINDOW SASH H/E TEMP TINT	7
980-233-12	WINDOW SASH H/E TEMP THERM TNT	1
985-02-12	UNDERCOATING FULL UNDERBODY	1
986-01-14	WARRANTY BODY 5-2-1 YR STD LIM	1
990-01-12	EXHAUST FLUSH W\BUMPER OR SIDE	1
	TOTAL PRICE BEFORE ADJUSTMENTS	
	PRICE ADJUSTMENTS	
PADJ OTHER1	CBC ADDT'L DISCOUNT	1
	TOTAL PRICE AFTER ADJUSTMENTS	

^ Undefined item, compatibility in question

\*\*\*Errors found within unit\*\*\*

Qty in group 236 - Chassis Fuel System Prep = 0, must = 1

Qty in group VG6 - Check For Yellow Paint = 1, must = 2

Qty in group VGB - Count Of Switch Panel Slots = -4, must be at

Unit File Name: J:\OrderEnt\Units Folder\71000\71454\CurrentBCon

Option file name: J:\OrderEnt\BConfig\OptionDataV200\OptionData

Price schedule name: PRICE 20150112

Form EF-7.7.2 V2.01 generated on: 2/16/2016 by ROBIN MORRELL

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

If written approval is not received, Collins Bus Corporation  
accepts no responsibility for mis-built units.



Sept. 17, 2018

Chuck Keller, Business Director  
Belle Plaine Public Schools  
130 S. Willow St.  
Belle Plaine, MN 56011

Mr. Keller,

I enjoyed meeting you, Ryan Laager and John Bergs in Monticello to discuss bus options for your school district. Please accept this letter as a sale proposal for a new 2019 Chevrolet Collins.

The proposed stock bus offers the flexibility to serve as an MFSAB or for school bus route as future needs may arise.

Sale Price \$54,900.00  
plus tax, title, plate and document fees – see Purchase Agreement attached.

Please let me know if you need additional information. I look forward to serving the student transportation needs of your school district.

Sincerely,

Kevin Schmidt

*Price is dependant on  
steel prices at time  
of order.*

*6-8 week lead time*

Belle Plaine ISD  
Proposal: 2019 Chevrolet/Collins 14 passenger MFSAB/School Bus

Spec, FMVSS "School Bus" >10,000# GVWR, driver plus 14 passengers passengers, may be used to transport students to or from school. Core components, DRW high headroom model 4 section. Standard floor (with wheelwells), 76" interior headroom, 25"X78" entrance door, 96" overall width, all-galvanized-steel construction, 2014.

Chassis Chev-US/2018/DRW 139 G3500/6.0L Gas/12300/Yellow/AC/Tilt/No Cruise/Drivers Seat Standard/ALT.KW5/NO RADIO/Standard Differential/Black Wheels/Black Bumper/No Fast Idle/No Block Heater/No Spare Tire/No Speed Governor/Standard Battery

AC chassis in-dash

Battery tie-in for Chevy gas units with no battery box.

Bumper 10" x 3/16 galvanized steel channel DRW, wrap around extending forward at least 12" with protecting end caps, for use with exhaust pipe routed under the bumper or to the side.

Bumper Brace to attach to frame side, DH 400/500 and DE/DH 416 models, all Gas and Diesel exhaust systems.

Fuel system protection and preparation for Chevy gas chassis standard floor 139"WB

PARTS REQUIRED TO BUILD SPECIFIC BODY MODEL ON SPECIFIC CHASSIS BRAND (CHEVY STD 400)

Tow eyes rear only, installed on chassis frame

Engine Block Heater Installed in Gas Engine Block, for Chevy chassis. (Standard on Diesel Chassis).

Door, entrance, black aluminum frame with full-length thermopane AS2 glass for SH/DH units

Door entrance control, manual with positive over-center locking handle in both open and closed positions, for glass doors, driver control panel mounted on post above handle.

Rear egress door, RH (curbside) hinge, aluminum construction, select glass rear door upper/lower separately.

Rear door hinge continuous stainless steel

Rear Door Latch three point latch, one at top, center and bottom of door. Red interior handle and web style non-hitching exterior handle.

Core electrical items for all Chevy School buses including Elect. Board, switch panel, buzzer, domes, step lights, and main harness

Buzzer at rear emergency door that activates when the emergency exit buzzer in the drivers compartment is activated.

Backup camera safety system with 7" monitor mounted above window - additional option available

Switch for heater & fan shutdown, quickly limits interior noise, includes AM/FM radio, heater, defroster, and A/C.

Chevy 400/416 exhaust left exit gasoline

Endcaps fiberglass front and rear exterior for use with school bus warning lights on DH units

Exterior steel rear corner skins left and right, driprail and below emergency exit rear door for DH units

Exterior aluminum left and right roof skins for DRW 400 (4section) units

Exterior steel left and right side skins, behind and above driver skins for DH 400 (4section) units

Skirts, steel below body panels for std floor SL408

Storage/Battery Box, steel skirt - additional option

Mud Flaps Rear DH

Entrance step drivers side, Chevy, bright aluminum diamond tread, includes flat mud flap on passenger side.

Flooring gray rubber, 1/8" smooth rubber under seats, 3/16" ribbed center aisle rubber 15" wide.

Flooring step treads, DRW standard and elevated floor models, gray ribbed tread with integral white ribbed nosing.

Plywood subfloor for DH400 units, 5/8" thick, marine grade ONE PIECE PLYWOOD

Cover tops of interior wheel well with flooring material with a black elastomer side trim cover, fits dual rear wheel wheelwells

Heater 60K floor mount for Chevy units placed IN RIGHT HAND REAR CORNER OF BUS, includes 2 shutoff valves, BLEEDER VALVE

Heater shut off valve, cable operated with cable operator located on the dash, use on GM units only to relocate handle from under hood to

Heater hose, Hi-Miller from engine to isolation valve.

Interior panels below window, embossed aluminum, standard floor 400 units.

Interior Panels Rear Wall DRW with Exit Door, with NO AC cutout.

Interior panels upper, perforated noise suppression ceiling, aluminum painted white for DRW 400 units.

Grabrail 42" long 1 1/4 dia. stainless, mounted left of entry on RH barrier, designed to prevent entanglement (Passes NHSTA string and nut  
Mirror interior clear view back bonded glass, rounded corners and protected edges, 6 x 16 flat. Installed above drivers head on front  
bulkhead. Interior mirror providing the driver a clear view of interior and rear exit door.

Interior addition driver cup holder, mounted to center console at driver RH below switch panel.

Brake/tail lights LED with separate license plate light, (2) 4" flush mount

Brake/tail lights, 2- 7" Incandescent

Clearance lights LED type; row of three red lights on rear of bus and single reds on left & right rear, row of three amber lights on front of bus  
with single ambers on left and right front sides. Lights are low profile grommet mount.

Four domelights are powered through the battery, function when dome light switch is on.

Drivers dome light tied to OEM drivers door open circuit, comes on when drivers door is open, will time itself out when door is shut.

Lamps, turn signal amber LED rear 7"

Lamps, backup white (2) 4" flush mount LED

Lights, stepwell lights are illuminated by a DOD operated switch so as to light only when the headlights and clearance lights are on and the

Warning lights, four red & four amber halogen 7"

Warning light system, 8 light, non-sequential, wired through ignition, Master switch, Warning Start switch.

Lights, turn signal, amber LED 2" below side bodyrail and behind entrance doors. Mount with armor.

Dome light, rearmost drivers side, to work on separate switch independent of other dome lights.

Manual Heated Rearview and Crossview mirror system w/ black bracketry for GM DRW buses. ROSCO AccuStyle 8"x15" dual Rearview  
mirror incl. 7"x9.5" flat and 7"x4" convex mirror glass, with Heated EyeMax LP Crossview mirrors.

Headknockers to comply with FMVSS 222; foam pads covered with gray fire block upholstery.

Paint body exterior yellow, Chevy DH/DE buses.

Radio AM/FM/Bluetooth/Aux/clock, includes antenna and four speakers. For Chevy units.

Rubrills, floor level side rubrills that wrap around the rear of the bus to the emergency door, 4.6" tall X 16 ga steel.-BLACK

Rubrills, seat level side rubrills that wrap around the rear of the bus to the emergency door, 4.6" tall X 16 ga steel.-BLACK

Rubrills, window level side rubrills that wrap around the rear of the bus to the emergency door, 4.6" tall X 16 ga steel.-BLACK

Skirt level rubrills, for use with 400 models, skirt panels accommodate battery box - BLACK

Triangle warning reflectors (set of three).

Fire extinguisher, 5 lb., 3A 40BC with 10" hose and nozzle,, may only be mounted near entrance door.

Seat belt cutter, loaded loose in driver compartment.

Body fluids kit for AL, AR, CO, CT, KS, MA, MN, ND, PA, SD, TX, WI, WY, WV

First aid kit 24 Unit for AL, AK, AZ, ID, KS, KY, ME, MD, MA, MN, MS, MO, MT, ND, OK, PA, SD, TN, UT, VT, WA

Barrier, 36" left hand high back with medium gray fire block upholstery, leg at 27" position.

Barrier spacing LH to B-pillar, spacing provides energy absorption zone for 2 passengers per FMVSS222 with barrier placed behind B-pillar,  
must be selected when LH front seat accommodates 2 passengers.

Barrier, 36" right hand high back with medium gray fire block upholstery, no welting, leg at 27" position.

Barrier spacing RH to stepwell, none.

Seat, 36" left hand, two passenger with lap belts, with medium gray fire block vinyl upholstery, no welting. Orange and red belts. Leg at 27"

Seat spacing LH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).

Seat, 36" right hand, two passenger with lap belts, with medium gray fireblock vinyl upholstery, no welting. Orange and red belts. Leg at 27"

Seat spacing RH 25in hip/knee.

Seat mounting hardware floor mount seats, required for each non-track-mount seat

Decal "UNLEADED FUEL" 2in black

Tape, reflective two inch yellow, outline sides/rear of DH/DE units

Panel, fold-over, placed on endcaps to cover "SCHOOL BUS" lettering

Endcap signage "SCHOOL BUS" decals 8" high black letters with 1" stroke on yellow reflective background, includes front and rear.

Exterior decal 2" tall "EMERGENCY DOOR" in black/arrow in black. Interior decal 2" tall "EMERGENCY DOOR" in black/arrow red. (WA

Auxiliary fan two-speed, right side over windshield.

Roof vent, static with non-closeable control grille.

Roof Hatch Transpec Low Profile Standard Safety Vent II Model 1975, 1" White Tape on Ext. Perimeter, Activate Buzzer when Opened w/ Ignition on, Emergency Exit Decals, Operating Instructions, Interior & Exterior Handles, Not Approved for Canada

Window Transition Chevy glass, AS2 tempered clear glass

Windows Rear Body DH/DE with Rubber Mounted AS3 Tempered 32% Tinted Glass

Window Rear Door Lower Rubber Mounted AS3 Tempered 32% Tinted Glass

Window Rear Door Upper Rubber Mounted AS3 Tempered 32% Tinted Glass

Window Split Sash 36" with AS3 Tempered 26% Tinted Glass, providing an unobstructed 12 x 28 opening when upper sash is lowered.

Undercoat body components, chassis components such as driveline, brake lines, wiring, exhaust system are not undercoated NJ Spec.

Warranty, standard limited body, covers body shell, structure, seat structure for 5 YR/100K MI, manufacturer's components for 2 YR/24K MI, other components 1 YR/12K MI. Excludes corrosion due to road chemicals. See warranty policy for full details.

Exhaust pipe to be flush with bumper or side (+0.25"/-0.00"), otherwise exhaust pipe extends 1" to 1.5" from bumper or body

Install OEM hub caps at factory, Chevy and Transit units only, hub caps will NOT be included if not selected.

Hoglund

MFSAB Standard w/ A/C

\$58,000 + tax + fees

QUOTE  
TH500-F310G 14P MFSAB  
COPY 76758 OPTIONS  
8/16/18  
1  
9/30/2018  
HOGLUND  
BRENDA OTTO  
MN

6-8 week lead time

Non-yellow MFSAB

QTY DESCRIPTION\*\*\*\*\*

General Specs

- 1 MOUNT SAFETY EQUIP DRVR AREA
- 1 ENGINE BLOCK HTR TRANSIT
- 1 PRICE SCHEDULE COL 05/01/18
- 1 Spec, FMVSS "Multifunction School Activity Bus", meets all "School Bus" FMVSS except traffic control, >10,000# GVWR, driver plus 10 or more passengers (W/C counted as 4 pax), may be used to transport students between school and places other than home.
- 1 Core components, SRW high headroom model 5 section. Standard floor (with wheelwells), 76" interior headroom, 25"X78" entrance door, 83" overall width, all-galvanized-steel construction, 2015 Ford Transit
- 1 Chassis Ford-US/2018/DRW 156 TRANSIT/3.7 Gas/10360/White/AC/Tilt/Cruise/Drivers Seat Standard/ALT. STD/NO RADIO/Standard Differential/White Wheels/Black Bumper/Fast Idle/No Block Heater/No Spare Tire/No Speed Governor/Standard Battery
- 1 A/C Chassis with or with out front air only, no add on rear air.
- 1 Battery tie-in for Ford Transit gas units with no battery box.
- 1 Bumper 10" x 3/16 galvanneal steel channel Ford Transit, wrap around extending forward at least 12" with protecting end caps, for use with exhaust pipe routed under the bumper or to the side.
- 1 Bumper Brace to attach to frame side, Ford Transit 500 and 516 models.
- 1 Fuel system protection and preperation for Ford Transit. Gas
- 1 PARTS REQUIRED TO BUILD SPECIFIC BODY MODEL ON SPECIFIC CHASSIS BRAND (TRANSIT STD 500)
- 1 Tow eyes rear only, installed on chassis frame
- 1 Door, entrance, black aluminum frame with full-length thermopane AS2 glass for SH/DH units
- 1 Door entrance control, manual with positive over-center locking handle in both open and closed positions, for glass doors, driver control panel mounted on post above handle.
- 1 Rear egress door, RH (curbside) hinge, aluminum construction, select glass rear door upper/lower separately.
- 1 Rear door hinge continuous stainless steel
- 1 Rear Door Latch single latch at center of door, with interior red handle and exterior web style non-hitching handle.
- 1 Core electrical items for all Ford Transit buses including Elect. Board, switch panel, buzzer, domes, step lights, and main harness
- 1 Buzzer at rear emergency door that activates when the emergency exit buzzer in the drivers compartment is activated.

- 1 Backup camera Transit only safety system with 7" monitor mounted above window
- 1 Switch for heater & fan shutdown, quickly limits interior noise, includes AM/FM radio, heater, defroster, and A/C. Does not affect windshield wipers.
- 1 Ford Transit 500/516 exhaust left exit gasoline
- 1 Endcaps fiberglass front and rear exterior for use without warning lights on TH commercial/MFSAB units
- 1 Exterior steel rear corner skins left and right, driprail and below emergency exit rear door for TL and TH units
- 1 Exterior aluminum left and right roof skins for SRW 500 (5section) units
- 1 Exterior steel left and right side skins, behind and above driver skins for TH 500 (5section) units
- 1 Skirts, steel below body panels for Ford Transit TH500
- 1 Right-hand Front Steel skirt, without storage box, for Transit TH 500 and 516 bus models.
- 1 Mud Flaps Rear SL/SH
- 1 Entrance step drives side, Ford, bright aluminum diamond tread, includes flat mud flap on passenger side.
- 1 Flooring gray rubber, 1/8" smooth rubber under seats, 3/16" ribbed offset aisle rubber 15" wide.
- 1 Flooring step treads, SRW LoTop and HiTop models, gray ribbed tread with integral white ribbed nosing.
- 1 Plywood subfloor for TH500 units, 5/8" thick, marine grade
- 1 Cover tops of interior wheel well with flooring material with a black elastomer side trim cover, fits TRANSIT rear wheel wheelwells
- 1 Heater 60K floor mount for Ford units placed IN RIGHT HAND REAR CORNER OF BUS, for gas engines, includes 2 shutoff valves, BLEEDER VALVE
- 1 Heater shut off valve, cable operated with cable operator located on the dash, use with Ford units only.
- 1 Interior panels below window, embossed aluminum, Transit TH 500 units.
- 1 Interior Panels Rear Wall SRW or Transit High-Top with Exit Door, with NO AC cutout.
- 1 Interior panels upper, perforated noise suppression ceiling, aluminum, painted white for Ford Transit 500 units.
- 1 Grabrail 42" long 1 1/4 dia. stainless, mounted left of entry on RH barrier, designed to prevent entanglement (Passes NHSTA string and nut test)
- 1 Mirror interior clear view back bonded glass, rounded corners and protected edges, 6 x 16 flat. Installed above drivers head on front bulkhead to fit Ford Transit chassis. Interior mirror providing the driver a clear view of interior and rear exit door.
- 1 Brake/tail lights LED with separate license plate light, (2) 4" flush mount
- 1 brake/tail lights, 2- 7" LED type
- 1 Clearance lights LED type; row of three red lights on rear of bus and single reds on left & right rear, row of three amber lights on front of bus with single ambers on left and right front sides. Lights are low profile grommet mount.
- 1 Four domelights are powered through the battery, function when dome light switch is on.
- 1 Drivers dome light operated by separate switch on console and driver door. Transit does not have an OEM dash switch.
- 1 Lamps, turn signal amber LED rear 7"
- 1 Lamps, backup white (2) 4" flush mount LED
- 1 Lights, stepwell lights are illuminated by a DOD operated switch so as to light only when the headlights and clearance lights are on and the DOD is open.
- 1 Warning lamps, none
- 1 Electrical control panel for buses with no 4 or 8 light system.
- 1 Lights, turn signal, amber LED 2" below side bodyrail and behind entrance doors. Mount with armor.

- 1 Manual Heated Rearview and Crossview mirror system w/ black bracketry for Ford Transit buses. ROSCO AccuStyle 8"x15" dual Rearview mirror incl. 7"x9.5" flat and 7"x4" convex mirror glass, with Heated Safety Cross Crossview mirrors.
- 1 Headknockers to comply with FMVSS 222; foam pads covered with gray fire block upholstery.
- 1 Paint body exterior white, Ford TL/TH/COMM buses.
- 1 Radio AM/FM/Bluetooth/Aux/clock, includes antenna and four speakers. For Ford units.
- 1 Rubrails, floor level side rubrails, 4.6" tall X 16 ga steel.-BLACK
- 1 Rubrails, seat level side rubrails that wrap around the rear of the bus to the emergency door, 4.6" tall X 16 ga steel.-WHITE
- 1 Rubrails, window level side rubrails that wrap around the rear of the bus to the emergency door, 4.6" tall X 16 ga steel.-WHITE
- 1 Skirt level rubrails, for use with 500 models, skirt panels accommodate battery box - WHITE
- 1 Triangle warning reflectors (set of three).
- 1 Fire extinguisher, 5 lb., 3A 40BC with 10" hose and nozzle,, may only be mounted near entrance door.
- 1 Seat belt cutter, loaded loose in driver compartment.
- 1 Body fluids kit for AL, AR, CO, CT, KS, MA, MN, ND, PA, SD, TX, WI, WY, WV
- 1 First aid kit 24 Unit for AL, AK, AZ, ID, KS, KY, ME, MD, MA, MN, MS, MO, MT, ND, OK, PA, SD, TN, UT, VT, WA
- 1 Barrier, 30" left hand high back with medium gray fire block upholstery. Leg at 20.5" position.
- 1 Barrier spacing LH to B-pillar, spacing provides energy absorption zone for 2 passengers per FMVSS222 with barrier placed behind B-pillar, must be selected when LH front seat accommodates 2 passengers.
- 1 Barrier, 30" right hand high back with medium gray fire block upholstery, no welting, leg at 20.5" position.
- 1 Barrier spacing RH to stepwell, none.
- 3 Seat, 30" left hand, two passenger with lap belts, with medium gray fireblock upholstery, no welting. Orange and red belts. Leg at 20.5" position.
- 3 Seat spacing LH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
- 4 Seat, 30" right hand, two passenger with lap belts, with medium gray fire block vinyl upholstery, no welting. Orange and red belts. Leg at 20.5" position.
- 4 Seat spacing RH 26in hip/knee.
- 7 Seat mounting hardware floor mount seats, required for each non-track-mount seat
- 1 Decal "UNLEADED FUEL" 2in black
- 1 Tape, reflective two inch white, outline sides/rear of SL/SH units
- 1 Signage, identification, "Collins"
- 1 Exterior decal 2" tall "EMERGENCY DOOR" in black/arrow in black. Interior decal 2" tall "EMERGENCY DOOR" in black/arrow red. (WA Spec)
- 1 No Stop Arm
- 1 Auxiliary fan two-speed, right side over windshield.
- 1 Roof vent, static with non-closeable control grille.
- 1 Roof Hatch Transpec Low Profile Standard Safety Vent II Model 1975, 1" White Tape on Ext. Perimeter, Activate Buzzer when Opened w/ Ignition on, Emergency Exit Decals, Operating Instructions, Interior & Exterior Handles, Not Approved for Canada
- 1 Window Transition Ford Transit glass, AS2 tempered clear glass
- 1 Windows Rear Body SL/SH with Rubber Mounted AS3 Tempered 32% Tinted Glass
- 1 Window Rear Door Lower Rubber Mounted AS3 Tempered 32% Tinted Glass
- 1 Window Rear Door Upper Rubber Mounted AS3 Tempered 32% Tinted Glass
- 10 Window Split Sash 36" with AS3 Tempered 26% Tinted Glass, providing an unobstructed 12 x 28 opening when upper sash is lowered.

- 1 Undercoat body components, chassis components such as driveline, brake lines, wiring, exhaust system are not undercoated NJ Spec.
- 1 Warranty, standard limited body, covers body shell, structure, seat structure for 5 YR/100K MI, manufacturer's components for 2 YR/24K MI, other components 1 YR/12K MI. Excludes corrosion due to road chemicals. See warranty policy for full details.
- 1 Exhaust pipe to be flush with bumper or side (+0.25"/-0.00"), otherwise exhaust pipe extends 1" to 1.5" from bumper or body
- 1 Install OEM hub caps at factory, Chevy and Transit units only, hub caps will NOT be included if not selected.

Model Specifications for Type A-I Chevy School Bus

Sent to Telin Transportation Group, LLC, North Central Bus Sales and Hoglund Bus Co., Inc..

North Central Bus

\$52,000\*

Not in stock

8 week lead time

\* Price is dependant on steel prices at time of order.

Chris

320-260-8266

**Model Profile: Minotour DRW 041MS**

Product Type:	School Transportation
Year:	2019 Model Year
Chassis Model:	CG33503
Chassis MFG:	CHEV
GVWR:	GVWR
Passenger Capacity:	14
Headroom:	73
Wheelbase:	139
Brake Type:	HYDRAULIC
Engine Type:	GM V8 GASOLINE, 8 Cyl, 342 HP, 5400 RPM
Fuel Type:	GASOLINE
Fuel Tank Capacity:	33
Transmission Type:	AUTOMATIC
Axle, Front:	4300-lb Capacity
Axle, Rear:	8600-lb Capacity
Tires, Front:	LT225/75R16E
Tires, Rear:	LT225/75R16E

**Includes the Following Equipment:**

**BODY**

**ACCESSORIES**

- 1 SIGN - REAR IDENTIFICATION HINGED SCHOOL BUS/CHARTER
- 1 IDENTIFICATION SIGN, FRONT-"SCHOOL BUS" LETTERED ON MASONITE

**CERTIFICATION/SAFETY**

- 1 FIRE EXTINGUISHER - 5 LB.
- 1 KIT - FIRST AID, 24 UNIT, COMPLIES WITH MINNESOTA STATE SPEC
- 1 KIT - BODY FLUID CLEAN-UP, COMPLIES W/NAT MINIMUM STANDARDS
- 1 REFLECTORIZED TRIANGLES-(3) ON DRIVER'S COMPARTMENT FLOOR
- 1 INTERIOR REAR SURVEILLANCE MIRROR
- 1 GM-DRW, HEATED, MANUAL, OPEN VIEW ES
- 1 GM-SRW/DRW, HEATED, HAWKEYE
- 1 SIGN-STOP,ELECTRIC LED FRONT SE1-7980
- 1 ROOF ESCAPE HATCH - TRANSPEC, LOW PROFILE ECONO,WHITE (1)
- 1 LABEL - U.S. CERTIFICATION
- 1 CROSSING CONTROL ARM, ELECTRIC 7-SERIES KIT #78800
- 1 APPLICATION - SCHOOL

**DOORS**

- 1 MANUAL DOOR CONTROL - MINOTOUR
- 1 MANUAL ENTRANCE DOOR-NO VANDALOCK
- 1 3-POINT LATCH - REAR EMERGENCY DOOR
- 1 STRAP HINGES REAR EMERGENCY DOOR
- 1 CORROSION RESISTANT SEALER, REAR DOOR

**ELECTRICAL - BODY**

- 1 PASSENGER ADVISORY SYSTEM - HORN ACTIVATION
- 1 DEFROSTER FAN-MOUNTED ON ENTRANCE DOOR CONTROL BASE
- 1 GPS-ZONAR SYSTEM, DRW
- 1 PREMIUM SPEAKERS - FOUR (4)
- 1 BREAKERS - MANUAL RESET
- 1 LIGHTS - DOME, ADDITIONAL, LOCATED IN 1ST WINDOW SECTION
- 1 LIGHTS - DOME, ADDITIONAL, LOCATED IN 2ND WINDOW SECTION
- 1 DOME LIGHT SWITCH
- 1 STEP LIGHT SWITCH
- 1 ENTRANCE DOOR LIGHT - SKIRT MOUNTED
- 1 DIRECTIONAL LIGHTS - SIDE, AMBER, ARROW

- 1 LIGHT-SIDE DIRECTIONAL,PIN LIGHT
- 1 STROBE LGT(S) OPERATIONS W/IGNITION&SWITCH
- 1 HALOGEN 8-LIGHT WARNING SYSTEM
- 1 MARKER/ID LAMPS - LED PIN TYPE
- 1 STROBE LIGHT CLEAR, 2ND SECTION FROM REAR, CENTERED
- 1 CROSSING ARM DEACTIVATION SWITCH - ELECTRIC
- 1 NOISE SUPPRESSION SWITCH
- 1 REAR DESTINATION SIGN ILLUMINATION

### **EXTERIOR**

- 1 EXTERNAL STEP DRIVER'S SIDE
- 1 BOTTOM RAIL
- 1 041 - UNDER FLOOR REINFORCEMENT
- 1 SEALING, EXTERIOR JOINT EDGE
- 1 MUD FLAPS - REAR (MINOTOUR) - WITHOUT LOGO
- 1 TOW HOOKS - TWO (2)
- 1 EXHAUST BELOW REAR BUMPER

### **HVAC**

- 1 HEATER SHUT-OFF VALVES - 1ST WINDOW SECTION,LS
- 1 50,000 BTU HEATER - 17TH SECTION RIGHT SIDE (MINOTOUR)
- 1 HEATER HOSE - HIGH-MILER, UNDER FLOOR, RR HTER,4TH SECT. RS
- 1 CONSTANT TORQUE CLAMPS - ONE (1) REAR UNDERSEAT HEATER

### **INTERIOR**

- 1 BLACK KOROSEAL FLOOR COVERING WITH 13" CENTER AISLE
- 1 PLYWOOD FLOOR - 5/8" THICKNESS
- 1 SPECIAL URETHANE FOAM INSULATION
- 1 POLYESTER INSULATION - RAFTER CAVITIES
- 1 ACOUSTIC HEADLINING - COMPLETE (28.5" HIGH ALUM SPLIT SASH)
- 1 SEALANT - PLYWOOD FLOOR EDGES

### **MISC**

- 1 PDI IDENTIFIER-DEALER PERFORMED
- 1 MINOT DRW 12,300 GVWR(GMC/CHEVY)6.0L GASOLINE 139"WB
- 1 BODY ADJUSTMENT - MY2017 GM DRW- GAS
- 1 MINOTOUR DRW

### **PAINT/LETTERING**

- 1 DECAL-UNITED AUTO WORKERS
- 1 PAINT BLACK EYES - 3" MINIMUM
- 1 DECAL - REAR DOOR "UNLAWFUL TO PASS"
- 1 YELLOW REFLEXITE - 2", PERIMETER OF REAR BUS BODY
- 1 YELLOW REFLEXITE - PERIMETER OF REAR EMERGENCY DOOR
- 1 YELLOW REFLEXITE - 2", FLOOR LINE - BOTH SIDES OF BUS BODY
- 1 DECAL - TRADEMARK LOGO - MINOTOUR
- 1 PAINT-EXT WDO AREA SAME AS BODY
- 1 PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 PAINT-EXT BUMPER REAR BLACK
- 1 PAINT-SOLID COLOR YELLOW

### **SEATS**

- 1 SEALING - FLOOR COVERING
- 1 SEAT BELT CUTTER - TIE TECH
- 1 KICK PLATE/MODESTY PANEL-36"VERT, WALL-MTD BARRIER,RT SIDE
- 1 36" BARR-VERT,WALL MT 45"H RS 2009
- 1 36"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 SPANISH GRAY UPHOLSTERY-45"HIGH RECESSED BARRIER
- 7 42 OZ GREY UPHOLSTERY - S3C PASSENGER SEAT
- 3 S3C 36"LS 2-PASSENGER WALL MOUNT WITH LAP BELTS
- 4 S3C 36"RS 2-PASSENGER WALL MOUNT WITH LAP BELTS
- 7 S3C WALL MOUNT HARDWARE - MINOTOUR

### **WINDOWS/GLASS**

- 1 STANDARD SASH MILL FINISH
- 1 TINTED TEMPERED GLASS - COMPLETE
- 1 GLASS-ENTRANCE DOOR THERMO UPPER/CLEAR TEMPERED LOWER

- 6 TINT TEMP GLASS-COMP (28.5")
- 2 TINT TEMP GLASS-COMP(28.5")+10
- 1 WINDOW STOPS (12")

#### **OTHER**

- 1 BACK-UP CAMERA SYSTEM – BLACK

#### **CHASSIS**

- **STANDARD GM WARRANTY ON CUTAWAY CHASSIS:** 36 MONTHS/36,000 miles Bumper to Bumper (exclusions apply)
- 60 month / 60,000 mile Powertrain Warranty (exclusions apply)
- HIGH BACK VINYL BUCKET SEAT
- SCHOOL BUS PACKAGE
- 3.73 REAR AXLE RATIO (6.0L GAS ENGINES)
- FRONT AND REAR LT225/75R16E ALL SEASON BLACKWALL TIRES
- BLACK PAINTED BUMPER
- 220 AMP ALTERNATOR
- ISOLATED 2ND BATTERY
- 600 CCA BATTERY
- AUXILIARY TRANSMISSION COOLER
- IN DASH AIR CONDITIONING
- INSIDE REAR VIEW MIRROR
- TILT STEERING
- 50 STATE EMISSIONS
- 33 GALLON FUEL TANK
- ORANGE SEAT BELTS
- BLACK PAINTED WHEELS

Meets all FMVSS requirements in effect at the time of manufacture.

**Contact Us**

Virginia Davis  
E-mail:  
mde.compliance-assistance@state.mn.us  
Phone: 651-582-8338  
Address:  
1500 Highway 36 West, Roseville, MN  
55113

**Assurance of Compliance**

0716-01 Belle Plaine Public School District  
-INFORMATION NEEDED TO EVIDENCE COMPLIANCE-  
School Year: 18-19

\* - indicates required fields.

**Coordinator Identification Information**

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name*	John Bergs	Ryan Laager	Jessica Emerson
Telephone Number*	952-873-2403	952-873-2400	952-873-2400
Fax Number*	952-378-2420	952-873-6909	952-873-6909
E-Mail Address*	jbergs@belleplaine.k12.mn.us	rlaager@belleplaine.k12.mn.us	jemerson@belleplaine.k12.mn.us

**Mandated Reporter Training**

Minnesota Statutes, section 626.556, subd. 12. Districts must inform all mandated reporters of the duties.

I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

**Date of Verification**

10/03/2018

**Document Submittal Verification**

Does MDE have current and accurate copies of the following documents?  
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document
Harassment and Violence policy	10/04/2017	Select file: <input type="text"/> Browse...

**District Compliance Requirements Checklist**

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), in installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

**Federal Laws:**

Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

The Age Discrimination In Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).

Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.

The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.

Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).

The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).

The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).

Prohibition of Discrimination Based on Blindness (20 USC § 1684).

**State Laws:**

The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.

Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.

Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.

Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.

Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

**By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district.**

**NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.**

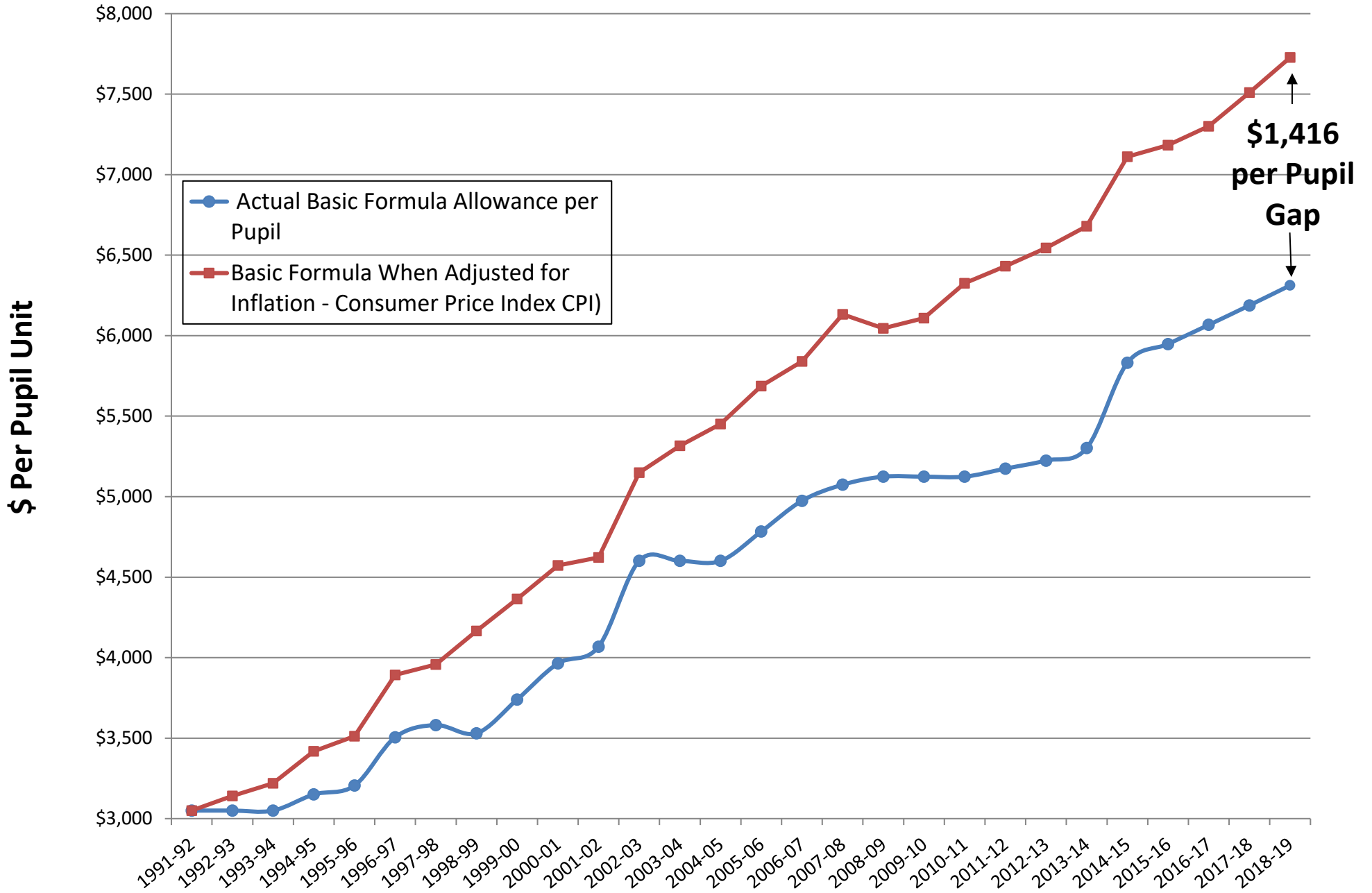
Submit

Cancel



# The Basic Formula Has Not Kept Up With Inflation

The critical per pupil funding revenue from the state.



## School Districts Rely on Operating Levy Revenue from Local Taxpayers to Make Up for Inadequate State Funding

(All amounts are per adjusted pupil unit)

Ref #	ISD	District	*Erosion of the Basic Formula Since 1991	**The Unfunded Cost of Special Education Services (cross subsidy)	Total Loss of Funding Due to the Erosion of the Basic Formula and Unfunded Special Education	***Amount of Operating Revenue Generated from Local Property Taxes	District's Net Gain or Loss of Revenue
1	356	Lancaster	\$1,416	\$672	\$2,088	\$4,137	\$2,049
2	2171	Kittson Central	\$1,416	\$848	\$2,264	\$3,846	\$1,582
3	2536	Granada Huntley	\$1,416	\$663	\$2,079	\$3,633	\$1,553
4	402	Hendricks	\$1,416	\$256	\$1,672	\$3,214	\$1,543
5	635	Milroy	\$1,416	\$1,090	\$2,506	\$3,954	\$1,448
6	264	Herman-Norcross	\$1,416	\$851	\$2,267	\$3,662	\$1,394
7	771	Chokio-Alberta	\$1,416	\$862	\$2,278	\$3,418	\$1,140
8	852	Campbell-Tintah	\$1,416	\$547	\$1,963	\$3,052	\$1,089
9	404	Lake Benton	\$1,416	\$295	\$1,711	\$2,553	\$842
10	2358	Tri-County	\$1,416	\$1,096	\$2,512	\$3,200	\$687
11	630	Red Lake Falls	\$1,416	\$354	\$1,770	\$2,424	\$654
12	2176	Warren-Alvarado-	\$1,416	\$713	\$2,129	\$2,624	\$495
13	505	Fulda	\$1,416	\$1,156	\$2,572	\$3,024	\$452
14	278	Orono	\$1,416	\$581	\$1,997	\$2,435	\$437
15	499	Leroy	\$1,416	\$232	\$1,648	\$2,062	\$414
16	323	Franconia	\$1,416	\$621	\$2,037	\$2,398	\$361
17	914	Ulen-Hitterdal	\$1,416	\$475	\$1,891	\$2,187	\$296
18	458	Truman	\$1,416	\$1,278	\$2,694	\$2,933	\$239
19	283	St. Louis Park	\$1,416	\$858	\$2,274	\$2,490	\$216
20	284	Wayzata	\$1,416	\$796	\$2,212	\$2,424	\$212
21	276	Minnetonka	\$1,416	\$480	\$1,896	\$2,074	\$177
22	561	Goodridge	\$1,416	\$771	\$2,187	\$2,352	\$165
23	330	Heron Lake-Okabe	\$1,416	\$481	\$1,897	\$2,027	\$131
24	2835	Janesville-Waldo	\$1,416	\$490	\$1,906	\$2,035	\$128
25	270	Hopkins	\$1,416	\$979	\$2,395	\$2,499	\$104
26	2342	West Central Area	\$1,416	\$778	\$2,194	\$2,275	\$82
27	273	Edina	\$1,416	\$798	\$2,214	\$2,281	\$68
28	271	Bloomington	\$1,416	\$939	\$2,355	\$2,419	\$64
29	<b>659</b>	<b>Northfield</b>	<b>\$1,416</b>	<b>\$945</b>	<b>\$2,361</b>	<b>\$2,391</b>	<b>\$31</b>
30	833	South Washington	\$1,416	\$816	\$2,232	\$2,261	\$28
31	2884	Red Rock Central	\$1,416	\$413	\$1,829	\$1,841	\$13
32	238	Mabel-Canton	\$1,416	\$519	\$1,935	\$1,936	\$1
33	676	Badger	\$1,416	\$492	\$1,908	\$1,894	-\$14
34	272	Eden Prairie	\$1,416	\$872	\$2,288	\$2,245	-\$43
35	2890	Renville Cty West	\$1,416	\$920	\$2,336	\$2,282	-\$54
36	2215	Norman County East	\$1,416	\$958	\$2,374	\$2,288	-\$86
37	500	Southland	\$1,416	\$719	\$2,135	\$2,032	-\$103
38	495	Grand Meadow	\$1,416	\$1	\$1,417	\$1,296	-\$120
39	592	Climax	\$1,416	\$330	\$1,746	\$1,622	-\$125
40	173	Mountain Lake	\$1,416	\$550	\$1,966	\$1,796	-\$171

Ref #	ISD	District	*Erosion of the Basic Formula Since 1991	**The Unfunded Cost of Special Education Services (cross subsidy)	Total Loss of Funding Due to the Erosion of the Basic Formula and Unfunded Special Education	***Amount of Operating Revenue Generated from Local Property Taxes	District's Net Gain or Loss of Revenue
41	836	Butterfield	\$1,416	\$675	\$2,091	\$1,874	-\$218
42	2180	Maccray	\$1,416	\$674	\$2,090	\$1,869	-\$221
43	2888	Clinton-Graceville-Beardsley	\$1,416	\$405	\$1,821	\$1,597	-\$224
44	2898	Westbrook-Walnut Grove	\$1,416	\$989	\$2,405	\$2,174	-\$230
45	391	Cleveland	\$1,416	\$160	\$1,576	\$1,305	-\$272
46	191	Burnsville	\$1,416	\$1,080	\$2,496	\$2,188	-\$308
47	2805	Zumbrota-Mazeppa	\$1,416	\$607	\$2,023	\$1,674	-\$349
48	2143	Waterville-Elysian-Morristown	\$1,416	\$797	\$2,213	\$1,851	-\$362
49	279	Osseo	\$1,416	\$1,071	\$2,487	\$2,117	-\$371
50	2527	Norman Cty West	\$1,416	\$664	\$2,080	\$1,686	-\$394
51	2886	Glenville-Emmons	\$1,416	\$1,021	\$2,437	\$2,030	-\$408
52	261	Ashby	\$1,416	\$323	\$1,739	\$1,327	-\$412
53	112	Eastern Carver Cty	\$1,416	\$743	\$2,159	\$1,735	-\$425
54	891	Canby	\$1,416	\$410	\$1,826	\$1,400	-\$426
55	197	West St. Paul	\$1,416	\$877	\$2,293	\$1,860	-\$432
56	514	Ellsworth	\$1,416	\$863	\$2,279	\$1,844	-\$435
57	81	Comfrey	\$1,416	\$830	\$2,246	\$1,804	-\$442
58	671	Hills-Beaver Cre	\$1,416	\$651	\$2,067	\$1,621	-\$446
59	415	Lynd	\$1,416	\$504	\$1,920	\$1,473	-\$448
60	403	Ivanhoe	\$1,416	\$884	\$2,300	\$1,846	-\$454
61	621	Mounds View	\$1,416	\$619	\$2,035	\$1,559	-\$476
62	<b>200</b>	<b>Hastings</b>	<b>\$1,416</b>	<b>\$1,063</b>	<b>\$2,479</b>	<b>\$1,999</b>	<b>-\$480</b>
63	441	Marshall Cty Central	\$1,416	\$502	\$1,918	\$1,431	-\$487
64	507	Nicollet	\$1,416	\$648	\$2,064	\$1,542	-\$522
65	<b>834</b>	<b>Stillwater</b>	<b>\$1,416</b>	<b>\$1,065</b>	<b>\$2,481</b>	<b>\$1,935</b>	<b>-\$547</b>
66	277	Westonka	\$1,416	\$954	\$2,370	\$1,801	-\$570
67	424	Lester Prairie	\$1,416	\$582	\$1,998	\$1,418	-\$580
68	297	Spring Grove	\$1,416	\$810	\$2,226	\$1,641	-\$585
69	801	Browns Valley	\$1,416	\$652	\$2,068	\$1,460	-\$608
70	837	Madelia	\$1,416	\$655	\$2,071	\$1,454	-\$617
71	282	St. Anthony-New	\$1,416	\$776	\$2,192	\$1,573	-\$619
72	<b>11</b>	<b>Anoka-Hennepin</b>	<b>\$1,416</b>	<b>\$901</b>	<b>\$2,317</b>	<b>\$1,691</b>	<b>-\$626</b>
73	447	Grygla	\$1,416	\$161	\$1,577	\$936	-\$641
74	<b>196</b>	<b>Rosemount-Apple Valley-Eagan</b>	<b>\$1,416</b>	<b>\$810</b>	<b>\$2,226</b>	<b>\$1,581</b>	<b>-\$645</b>
75	2448	Martin County	\$1,416	\$648	\$2,064	\$1,409	-\$655
76	227	Chatfield	\$1,416	\$447	\$1,863	\$1,200	-\$663
77	624	White Bear Lake	\$1,416	\$1,209	\$2,625	\$1,958	-\$668
78	2856	Stephen-Argyle	\$1,416	\$1,065	\$2,481	\$1,794	-\$687
79	2169	Murray County	\$1,416	\$620	\$2,036	\$1,350	-\$687
80	743	Sauk Centre	\$1,416	\$671	\$2,087	\$1,385	-\$702
81	2907	Round Lake-Brewster	\$1,416	\$775	\$2,191	\$1,489	-\$703
82	2906	Red Lake County Central	\$1,416	\$796	\$2,212	\$1,508	-\$703
83	846	Breckenridge	\$1,416	\$533	\$1,949	\$1,244	-\$706
84	861	Winona	\$1,416	\$1,241	\$2,657	\$1,952	-\$706
85	361	International Fa	\$1,416	\$552	\$1,968	\$1,258	-\$710
86	93	Carlton	\$1,416	\$842	\$2,258	\$1,537	-\$721
87	803	Wheaton	\$1,416	\$764	\$2,180	\$1,456	-\$724
88	777	Benson	\$1,416	\$582	\$1,998	\$1,254	-\$744

Ref #	ISD	District	*Erosion of the Basic Formula Since 1991	**The Unfunded Cost of Special Education Services (cross subsidy)	Total Loss of Funding Due to the Erosion of the Basic Formula and Unfunded Special Education	***Amount of Operating Revenue Generated from Local Property Taxes	District's Net Gain or Loss of Revenue
89	194	Lakeville	\$1,416	\$1,007	\$2,423	\$1,660	-\$763
90	<b>719</b>	<b>Prior Lake-Savage</b>	<b>\$1,416</b>	<b>\$702</b>	<b>\$2,118</b>	<b>\$1,348</b>	<b>-\$770</b>
91	281	Robbinsdale	\$1,416	\$1,250	\$2,666	\$1,896	-\$770
92	599	Fertile-Beltrami	\$1,416	\$569	\$1,985	\$1,216	-\$770
93	726	Becker	\$1,416	\$723	\$2,139	\$1,366	-\$773
94	2134	United South Central	\$1,416	\$1,177	\$2,593	\$1,818	-\$776
95	518	Worthington	\$1,416	\$592	\$2,008	\$1,224	-\$784
96	280	Richfield	\$1,416	\$1,210	\$2,626	\$1,839	-\$787
97	640	Wabasso	\$1,416	\$444	\$1,860	\$1,054	-\$806
98	<b>813</b>	<b>Lake City</b>	<b>\$1,416</b>	<b>\$426</b>	<b>\$1,842</b>	<b>\$1,024</b>	<b>-\$818</b>
99	511	Adrian	\$1,416	\$508	\$1,924	\$1,104	-\$820
100	581	Edgerton	\$1,416	\$442	\$1,858	\$1,033	-\$825
101	600	Fisher	\$1,416	\$297	\$1,713	\$885	-\$828
102	2190	Yellow Medicine East	\$1,416	\$1,150	\$2,566	\$1,737	-\$828
103	473	Isle	\$1,416	\$666	\$2,082	\$1,245	-\$837
104	486	Swanville	\$1,416	\$558	\$1,974	\$1,137	-\$837
105	2198	Fillmore Central	\$1,416	\$615	\$2,031	\$1,188	-\$843
106	622	North St. Paul-Maplewood	\$1,416	\$1,007	\$2,423	\$1,572	-\$851
107	75	St. Clair	\$1,416	\$172	\$1,588	\$724	-\$864
108	535	Rochester	\$1,416	\$914	\$2,330	\$1,459	-\$871
109	840	St. James	\$1,416	\$684	\$2,100	\$1,228	-\$872
110	177	Windom	\$1,416	\$794	\$2,210	\$1,337	-\$873
111	2908	Brandon-Evansville Public Schools	\$1,416	\$506	\$1,922	\$1,044	-\$878
112	487	Upsala	\$1,416	\$398	\$1,814	\$930	-\$884
113	696	Ely	\$1,416	\$453	\$1,869	\$983	-\$886
114	601	Fosston	\$1,416	\$632	\$2,048	\$1,160	-\$888
115	239	Rushford-Peterso	\$1,416	\$602	\$2,018	\$1,129	-\$889
116	203	Hayfield	\$1,416	\$751	\$2,167	\$1,276	-\$891
117	593	Crookston	\$1,416	\$810	\$2,226	\$1,328	-\$897
118	768	Hancock	\$1,416	\$591	\$2,007	\$1,108	-\$898
119	786	Bertha-Hewitt	\$1,416	\$669	\$2,085	\$1,184	-\$901
120	2135	Maple River	\$1,416	\$482	\$1,898	\$992	-\$906
121	2184	Luverne	\$1,416	\$680	\$2,096	\$1,187	-\$909
122	547	Parkers Prairie	\$1,416	\$600	\$2,016	\$1,085	-\$932
123	242	Alden	\$1,416	\$448	\$1,864	\$930	-\$934
124	2689	Pipestone-Jasper	\$1,416	\$720	\$2,136	\$1,198	-\$938
125	2159	Buffalo Lake-Hector	\$1,416	\$949	\$2,365	\$1,425	-\$940
126	1	Minneapolis	\$1,416	\$1,583	\$2,999	\$2,057	-\$942
127	2609	Win-E-Mac	\$1,416	\$728	\$2,144	\$1,198	-\$946
128	414	Minneota	\$1,416	\$264	\$1,680	\$724	-\$956
129	<b>682</b>	<b>Roseau</b>	<b>\$1,416</b>	<b>\$492</b>	<b>\$1,908</b>	<b>\$951</b>	<b>-\$957</b>
130	2895	Jackson County Central	\$1,416	\$726	\$2,142	\$1,184	-\$958
131	<b>739</b>	<b>Kimball</b>	<b>\$1,416</b>	<b>\$758</b>	<b>\$2,174</b>	<b>\$1,213</b>	<b>-\$961</b>
132	832	Mahtomedi	\$1,416	\$1,019	\$2,435	\$1,468	-\$967
133	542	Battle Lake	\$1,416	\$676	\$2,092	\$1,124	-\$968
134	<b>252</b>	<b>Cannon Falls</b>	<b>\$1,416</b>	<b>\$785</b>	<b>\$2,201</b>	<b>\$1,224</b>	<b>-\$977</b>
135	623	Roseville	\$1,416	\$1,173	\$2,589	\$1,601	-\$988
136	545	Henning	\$1,416	\$838	\$2,254	\$1,258	-\$996

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137	6	South St. Paul	\$1,416	\$928	\$2,344	\$1,345	-\$999
138	77	Mankato	\$1,416	\$733	\$2,149	\$1,149	-\$1,001
139	2853	Lac Qui Parle	\$1,416	\$875	\$2,291	\$1,290	-\$1,001
140	146	Barnesville	\$1,416	\$570	\$1,986	\$976	-\$1,010
141	787	Browerville	\$1,416	\$324	\$1,740	\$724	-\$1,016
142	<b>879</b>	<b>Delano</b>	<b>\$1,416</b>	<b>\$671</b>	<b>\$2,087</b>	<b>\$1,071</b>	<b>-\$1,016</b>
143	2396	A.C.G.C.	\$1,416	\$833	\$2,249	\$1,229	-\$1,021
144	728	Elk River	\$1,416	\$802	\$2,218	\$1,191	-\$1,027
145	88	New Ulm	\$1,416	\$1,083	\$2,499	\$1,463	-\$1,036
146	<b>300</b>	<b>La Crescent-Hokah</b>	<b>\$1,416</b>	<b>\$1,208</b>	<b>\$2,624</b>	<b>\$1,574</b>	<b>-\$1,050</b>
147	38	Red Lake	\$1,416	\$1,179	\$2,595	\$1,536	-\$1,059
148	99	Esko	\$1,416	\$368	\$1,784	\$724	-\$1,060
149	308	Nevis	\$1,416	\$369	\$1,785	\$724	-\$1,061
150	166	Cook County	\$1,416	\$1,169	\$2,585	\$1,524	-\$1,061
151	<b>721</b>	<b>New Prague</b>	<b>\$1,416</b>	<b>\$619</b>	<b>\$2,035</b>	<b>\$971</b>	<b>-\$1,064</b>
152	199	Inver Grove	\$1,416	\$894	\$2,310	\$1,243	-\$1,067
153	2903	Ortonville	\$1,416	\$841	\$2,257	\$1,184	-\$1,073
154	95	Cromwell	\$1,416	\$393	\$1,809	\$724	-\$1,085
155	2172	Kenyon-Wanamingo	\$1,416	\$693	\$2,109	\$1,020	-\$1,090
156	756	Blooming Prairie	\$1,416	\$519	\$1,935	\$842	-\$1,093
157	850	Rothsay	\$1,416	\$247	\$1,663	\$560	-\$1,103
158	192	Farmington	\$1,416	\$906	\$2,322	\$1,213	-\$1,109
159	2155	Wadena-Deer Creek	\$1,416	\$987	\$2,403	\$1,287	-\$1,115
160	<b>882</b>	<b>Monticello</b>	<b>\$1,416</b>	<b>\$915</b>	<b>\$2,331</b>	<b>\$1,213</b>	<b>-\$1,118</b>
161	2753	Long Prairie-Grey Ea	\$1,416	\$887	\$2,303	\$1,182	-\$1,120
162	294	Houston	\$1,416	\$290	\$1,706	\$586	-\$1,120
163	378	Dawson	\$1,416	\$701	\$2,117	\$994	-\$1,123
164	564	Thief River Fall	\$1,416	\$524	\$1,940	\$814	-\$1,126
165	533	Dover-Eyota	\$1,416	\$436	\$1,852	\$724	-\$1,128
166	707	Nett Lake	\$1,416	\$1,817	\$3,233	\$2,096	-\$1,136
167	2397	Lesueur-Henderso	\$1,416	\$745	\$2,161	\$1,014	-\$1,147
168	2164	Dilworth-Glyndon	\$1,416	\$464	\$1,880	\$724	-\$1,156
169	2889	Lake Park-Audubon	\$1,416	\$664	\$2,080	\$918	-\$1,162
170	857	Lewiston	\$1,416	\$524	\$1,940	\$776	-\$1,164
171	698	Floodwood	\$1,416	\$473	\$1,889	\$724	-\$1,165
172	<b>763</b>	<b>Medford</b>	<b>\$1,416</b>	<b>\$473</b>	<b>\$1,889</b>	<b>\$724</b>	<b>-\$1,165</b>
173	299	Caledonia	\$1,416	\$933	\$2,349	\$1,184	-\$1,166
174	858	St. Charles	\$1,416	\$478	\$1,894	\$724	-\$1,170
175	2167	Lakeview	\$1,416	\$482	\$1,898	\$724	-\$1,174
176	<b>204</b>	<b>Kasson-Mantorville</b>	<b>\$1,416</b>	<b>\$493</b>	<b>\$1,909</b>	<b>\$724</b>	<b>-\$1,185</b>
177	100	Wrenshall	\$1,416	\$495	\$1,911	\$724	-\$1,187
178	2897	Redwood Area Schools	\$1,416	\$817	\$2,233	\$1,045	-\$1,188
179	<b>761</b>	<b>Owatonna</b>	<b>\$1,416</b>	<b>\$926</b>	<b>\$2,342</b>	<b>\$1,152</b>	<b>-\$1,190</b>
180	129	Montevideo	\$1,416	\$664	\$2,080	\$881	-\$1,199
181	508	St. Peter	\$1,416	\$693	\$2,109	\$906	-\$1,202
182	578	Pine City	\$1,416	\$665	\$2,081	\$879	-\$1,202
183	<b>740</b>	<b>Melrose</b>	<b>\$1,416</b>	<b>\$715</b>	<b>\$2,131</b>	<b>\$924</b>	<b>-\$1,207</b>

Ref #	ISD	District	*Erosion of the Basic Formula Since 1991	**The Unfunded Cost of Special Education Services (cross subsidy)	Total Loss of Funding Due to the Erosion of the Basic Formula and Unfunded Special Education	***Amount of Operating Revenue Generated from Local Property Taxes	District's Net Gain or Loss of Revenue
184	595	East Grand Forks	\$1,416	\$519	\$1,935	\$724	-\$1,211
185	<b>883</b>	<b>Rockford</b>	<b>\$1,416</b>	<b>\$525</b>	<b>\$1,941</b>	<b>\$724</b>	<b>-\$1,217</b>
186	2769	Morris Area Public Schools	\$1,416	\$759	\$2,175	\$952	-\$1,223
187	<b>466</b>	<b>Dassel-Cokato</b>	<b>\$1,416</b>	<b>\$535</b>	<b>\$1,951</b>	<b>\$724</b>	<b>-\$1,227</b>
188	<b>656</b>	<b>Faribault</b>	<b>\$1,416</b>	<b>\$1,026</b>	<b>\$2,442</b>	<b>\$1,214</b>	<b>-\$1,229</b>
189	738	Holdingford	\$1,416	\$544	\$1,960	\$724	-\$1,236
190	2168	Nrheg	\$1,416	\$548	\$1,964	\$724	-\$1,240
191	<b>885</b>	<b>St. Michael-Albertville</b>	<b>\$1,416</b>	<b>\$550</b>	<b>\$1,966</b>	<b>\$724</b>	<b>-\$1,242</b>
192	116	Pillager	\$1,416	\$550	\$1,966	\$724	-\$1,242
193	463	Eden Valley	\$1,416	\$569	\$1,985	\$737	-\$1,248
194	<b>881</b>	<b>Maple Lake</b>	<b>\$1,416</b>	<b>\$1,157</b>	<b>\$2,573</b>	<b>\$1,324</b>	<b>-\$1,249</b>
195	<b>241</b>	<b>Albert Lea</b>	<b>\$1,416</b>	<b>\$1,068</b>	<b>\$2,484</b>	<b>\$1,232</b>	<b>-\$1,252</b>
196	690	Warroad	\$1,416	\$560	\$1,976	\$724	-\$1,252
197	16	Spring Lake Park	\$1,416	\$755	\$2,171	\$918	-\$1,253
198	<b>534</b>	<b>Stewartville</b>	<b>\$1,416</b>	<b>\$580</b>	<b>\$1,996</b>	<b>\$742</b>	<b>-\$1,254</b>
199	<b>485</b>	<b>Royalton</b>	<b>\$1,416</b>	<b>\$565</b>	<b>\$1,981</b>	<b>\$724</b>	<b>-\$1,256</b>
200	821	Menahga	\$1,416	\$565	\$1,981	\$724	-\$1,257
201	2904	Tracy-Balaton	\$1,416	\$1,025	\$2,441	\$1,184	-\$1,258
202	2154	Eveleth-Gilbert	\$1,416	\$628	\$2,044	\$785	-\$1,259
203	<b>12</b>	<b>Centennial</b>	<b>\$1,416</b>	<b>\$735</b>	<b>\$2,151</b>	<b>\$888</b>	<b>-\$1,263</b>
204	<b>831</b>	<b>Forest Lake</b>	<b>\$1,416</b>	<b>\$733</b>	<b>\$2,149</b>	<b>\$886</b>	<b>-\$1,263</b>
205	553	New York Mills	\$1,416	\$571	\$1,987	\$724	-\$1,263
206	<b>727</b>	<b>Big Lake</b>	<b>\$1,416</b>	<b>\$1,094</b>	<b>\$2,510</b>	<b>\$1,243</b>	<b>-\$1,267</b>
207	255	Pine Island	\$1,416	\$576	\$1,992	\$724	-\$1,268
208	2364	Belgrade-Brooten-Elr	\$1,416	\$790	\$2,206	\$937	-\$1,270
209	2899	Plainview-Elgin-Millville	\$1,416	\$542	\$1,958	\$685	-\$1,273
210	2311	Clearbrook-Gonvick	\$1,416	\$947	\$2,363	\$1,088	-\$1,274
211	162	Bagley	\$1,416	\$585	\$2,001	\$724	-\$1,277
212	152	Moorhead	\$1,416	\$811	\$2,227	\$948	-\$1,279
213	2149	Minnewaska	\$1,416	\$805	\$2,221	\$941	-\$1,280
214	<b>423</b>	<b>Hutchinson</b>	<b>\$1,416</b>	<b>\$900</b>	<b>\$2,316</b>	<b>\$1,035</b>	<b>-\$1,282</b>
215	829	Waseca	\$1,416	\$591	\$2,007	\$724	-\$1,283
216	256	Red Wing	\$1,416	\$1,106	\$2,522	\$1,236	-\$1,287
217	775	Kerkhoven-Murdoc	\$1,416	\$597	\$2,013	\$724	-\$1,289
218	253	Goodhue	\$1,416	\$603	\$2,019	\$724	-\$1,295
219	286	Brooklyn Center	\$1,416	\$816	\$2,232	\$934	-\$1,298
220	548	Pelican Rapids	\$1,416	\$609	\$2,025	\$724	-\$1,301
221	497	Lyle	\$1,416	\$612	\$2,028	\$724	-\$1,304
222	84	Sleepy Eye	\$1,416	\$617	\$2,033	\$724	-\$1,309
223	<b>345</b>	<b>New London-Spicer</b>	<b>\$1,416</b>	<b>\$620</b>	<b>\$2,036</b>	<b>\$724</b>	<b>-\$1,312</b>
224	2752	Fairmont Area Schools	\$1,416	\$922	\$2,338	\$1,025	-\$1,312
225	2125	Triton	\$1,416	\$622	\$2,038	\$724	-\$1,314
226	<b>750</b>	<b>Rocori</b>	<b>\$1,416</b>	<b>\$626</b>	<b>\$2,042</b>	<b>\$724</b>	<b>-\$1,318</b>
227	544	Fergus Falls	\$1,416	\$627	\$2,043	\$724	-\$1,319
228	2683	Greenbush-Middle Riv	\$1,416	\$1,139	\$2,555	\$1,230	-\$1,326
229	333	Ogilvie	\$1,416	\$640	\$2,056	\$724	-\$1,332
230	<b>748</b>	<b>Sartell-St. Stephen</b>	<b>\$1,416</b>	<b>\$667</b>	<b>\$2,083</b>	<b>\$749</b>	<b>-\$1,334</b>
231	482	Little Falls	\$1,416	\$868	\$2,284	\$948	-\$1,336

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232	531	Byron	\$1,416	\$507	\$1,923	\$583	-\$1,339
233	577	Willow River	\$1,416	\$649	\$2,065	\$724	-\$1,341
234	186	Pequot Lakes	\$1,416	\$553	\$1,969	\$625	-\$1,343
235	700	Hermantown	\$1,416	\$629	\$2,045	\$700	-\$1,345
236	704	Proctor	\$1,416	\$654	\$2,070	\$723	-\$1,347
237	195	Randolph	\$1,416	\$512	\$1,928	\$575	-\$1,353
238	625	St. Paul	\$1,416	\$1,069	\$2,485	\$1,126	-\$1,359
239	2071	Lake Crystal-Wel	\$1,416	\$717	\$2,133	\$770	-\$1,363
240	347	Willmar	\$1,416	\$717	\$2,133	\$769	-\$1,364
241	549	Perham	\$1,416	\$678	\$2,094	\$724	-\$1,370
242	741	Paynesville	\$1,416	\$718	\$2,134	\$763	-\$1,371
243	2754	Cedar Mountain	\$1,416	\$679	\$2,095	\$724	-\$1,371
244	701	Hibbing	\$1,416	\$683	\$2,099	\$724	-\$1,375
245	706	Virginia	\$1,416	\$703	\$2,119	\$741	-\$1,378
246	876	Annandale	\$1,416	\$729	\$2,145	\$764	-\$1,381
247	22	Detroit Lakes	\$1,416	\$689	\$2,105	\$724	-\$1,381
248	85	Springfield	\$1,416	\$675	\$2,091	\$708	-\$1,383
249	413	Marshall	\$1,416	\$692	\$2,108	\$724	-\$1,384
250	229	Lanesboro	\$1,416	\$271	\$1,687	\$300	-\$1,387
251	332	Mora	\$1,416	\$708	\$2,124	\$724	-\$1,400
252	745	Albany	\$1,416	\$711	\$2,127	\$724	-\$1,403
253	14	Fridley	\$1,416	\$900	\$2,316	\$911	-\$1,405
254	492	Austin	\$1,416	\$759	\$2,175	\$767	-\$1,408
255	47	Sauk Rapids-Rice	\$1,416	\$717	\$2,133	\$724	-\$1,409
256	2854	Ada-Borup	\$1,416	\$718	\$2,134	\$724	-\$1,410
257	717	Jordan	\$1,416	\$720	\$2,136	\$724	-\$1,412
258	2902	RTR	\$1,416	\$724	\$2,140	\$724	-\$1,416
259	319	Nashwauk-Keewati	\$1,416	\$730	\$2,146	\$724	-\$1,422
260	94	Cloquet	\$1,416	\$731	\$2,147	\$724	-\$1,423
261	91	Barnum	\$1,416	\$732	\$2,148	\$723	-\$1,425
262	390	Lake Of The Wood	\$1,416	\$760	\$2,176	\$748	-\$1,428
263	484	Pierz	\$1,416	\$517	\$1,933	\$500	-\$1,433
264	31	Bemidji	\$1,416	\$922	\$2,338	\$904	-\$1,434
265	477	Princeton	\$1,416	\$743	\$2,159	\$724	-\$1,435
266	2365	G.F.W.	\$1,416	\$1,047	\$2,463	\$1,026	-\$1,437
267	818	Verndale	\$1,416	\$327	\$1,743	\$300	-\$1,443
268	2687	Howard Lake-Waverly-Winsted	\$1,416	\$794	\$2,210	\$760	-\$1,450
269	2310	Sibley East	\$1,416	\$759	\$2,175	\$724	-\$1,451
270	314	Braham	\$1,416	\$778	\$2,194	\$724	-\$1,469
271	362	Littlefork-Big F	\$1,416	\$354	\$1,770	\$300	-\$1,470
272	716	Belle Plaine	\$1,416	\$783	\$2,199	\$724	-\$1,476
273	318	Grand Rapids	\$1,416	\$787	\$2,203	\$724	-\$1,479
274	2174	Pine River-Backu	\$1,416	\$759	\$2,175	\$695	-\$1,480
275	2534	Bird Island-Olivia-Lake Lillian	\$1,416	\$792	\$2,208	\$724	-\$1,484
276	23	Frazee	\$1,416	\$800	\$2,216	\$724	-\$1,492
277	550	Underwood	\$1,416	\$332	\$1,748	\$256	-\$1,492
278	111	Watertown-Mayer	\$1,416	\$841	\$2,257	\$760	-\$1,497
279	2860	Blue Earth-Delavan-Elmore	\$1,416	\$809	\$2,225	\$724	-\$1,501
280	2859	Glencoe-Silver Lake	\$1,416	\$996	\$2,412	\$901	-\$1,511

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281	<b>2905</b>	<b>Tri-City United</b>	<b>\$1,416</b>	<b>\$825</b>	<b>\$2,241</b>	<b>\$729</b>	<b>-\$1,512</b>
282	<b>2144</b>	<b>Chisago Lakes</b>	<b>\$1,416</b>	<b>\$1,049</b>	<b>\$2,465</b>	<b>\$949</b>	<b>-\$1,516</b>
283	309	Park Rapids	\$1,416	\$827	\$2,243	\$724	-\$1,519
284	113	Walker-Akeley	\$1,416	\$835	\$2,251	\$724	-\$1,527
285	820	Sebeka	\$1,416	\$968	\$2,384	\$857	-\$1,528
286	2	Hill City	\$1,416	\$841	\$2,257	\$724	-\$1,533
287	51	Foley	\$1,416	\$566	\$1,982	\$447	-\$1,535
288	<b>110</b>	<b>Waconia</b>	<b>\$1,416</b>	<b>\$855</b>	<b>\$2,271</b>	<b>\$724</b>	<b>-\$1,547</b>
289	<b>15</b>	<b>St. Francis</b>	<b>\$1,416</b>	<b>\$860</b>	<b>\$2,276</b>	<b>\$724</b>	<b>-\$1,552</b>
290	<b>138</b>	<b>North Branch</b>	<b>\$1,416</b>	<b>\$868</b>	<b>\$2,284</b>	<b>\$724</b>	<b>-\$1,560</b>
291	213	Osakis	\$1,416	\$454	\$1,870	\$300	-\$1,570
292	206	Alexandria	\$1,416	\$879	\$2,295	\$724	-\$1,571
293	32	Blackduck	\$1,416	\$883	\$2,299	\$724	-\$1,575
294	811	Wabasha	\$1,416	\$1,297	\$2,713	\$1,137	-\$1,576
295	<b>465</b>	<b>Litchfield</b>	<b>\$1,416</b>	<b>\$894</b>	<b>\$2,310</b>	<b>\$724</b>	<b>-\$1,586</b>
296	181	Brainerd	\$1,416	\$896	\$2,312	\$724	-\$1,588
297	435	Waubun	\$1,416	\$906	\$2,322	\$724	-\$1,598
298	720	Shakopee	\$1,416	\$934	\$2,350	\$724	-\$1,626
299	2711	Mesabi East	\$1,416	\$940	\$2,356	\$724	-\$1,632
300	480	Onamia	\$1,416	\$945	\$2,361	\$724	-\$1,637
301	<b>911</b>	<b>Cambridge-Isanti</b>	<b>\$1,416</b>	<b>\$947</b>	<b>\$2,363</b>	<b>\$724</b>	<b>-\$1,639</b>
302	<b>877</b>	<b>Buffalo-Hanover-Montrose</b>	<b>\$1,416</b>	<b>\$954</b>	<b>\$2,370</b>	<b>\$724</b>	<b>-\$1,646</b>
303	150	Hawley	\$1,416	\$534	\$1,950	\$300	-\$1,650
304	13	Columbia Heights	\$1,416	\$1,270	\$2,686	\$1,033	-\$1,653
305	381	Lake Superior	\$1,416	\$965	\$2,381	\$724	-\$1,657
306	108	Norwood	\$1,416	\$990	\$2,406	\$724	-\$1,682
307	115	Cass Lake	\$1,416	\$990	\$2,406	\$724	-\$1,682
308	97	Moose Lake	\$1,416	\$754	\$2,170	\$465	-\$1,706
309	2170	Staples-Motley	\$1,416	\$1,090	\$2,506	\$800	-\$1,706
310	<b>139</b>	<b>Rush City</b>	<b>\$1,416</b>	<b>\$1,014</b>	<b>\$2,430</b>	<b>\$724</b>	<b>-\$1,706</b>
311	695	Chisholm	\$1,416	\$1,299	\$2,715	\$975	-\$1,740
312	709	Duluth	\$1,416	\$1,123	\$2,539	\$796	-\$1,744
313	306	Laporte	\$1,416	\$643	\$2,059	\$300	-\$1,759
314	2137	Kingsland	\$1,416	\$1,195	\$2,611	\$852	-\$1,759
315	<b>912</b>	<b>Milaca</b>	<b>\$1,416</b>	<b>\$1,074</b>	<b>\$2,490</b>	<b>\$724</b>	<b>-\$1,766</b>
316	2142	St. Louis County	\$1,416	\$1,085	\$2,501	\$724	-\$1,777
317	363	South Koochichin	\$1,416	\$376	\$1,792	\$0	-\$1,792
318	317	Deer River	\$1,416	\$1,112	\$2,528	\$724	-\$1,804
319	<b>2165</b>	<b>Hinckley-Finlayson</b>	<b>\$1,416</b>	<b>\$1,204</b>	<b>\$2,620</b>	<b>\$724</b>	<b>-\$1,896</b>
320	<b>2580</b>	<b>East Central</b>	<b>\$1,416</b>	<b>\$1,206</b>	<b>\$2,622</b>	<b>\$724</b>	<b>-\$1,898</b>
321	432	Mahnomen	\$1,416	\$1,232	\$2,648	\$724	-\$1,924
322	1	Aitkin	\$1,416	\$841	\$2,257	\$300	-\$1,957
323	182	Crosby	\$1,416	\$1,304	\$2,720	\$724	-\$1,996
324	742	St. Cloud	\$1,416	\$1,307	\$2,723	\$724	-\$1,999
325	316	Greenway	\$1,416	\$1,313	\$2,729	\$724	-\$2,005
326	4	Mcgregor	\$1,416	\$898	\$2,314	\$300	-\$2,014
327	118	Northland	\$1,416	\$1,360	\$2,776	\$724	-\$2,053
328	36	Kelliher	\$1,416	\$817	\$2,233	\$155	-\$2,079

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Note:

\*The amount the basic formula would have to increase to have kept up with inflation since 1991. The Consumer Price Index was used for inflation.

\*\*The special education cross subsidy data is for 2017, the most current available year. The data was prepared by MDE for a bill heard in the 2018 legislative session.

\*\*\*The operating revenue is the total of the district's voter-approved referendum, board-approved referendum and board-approved local optional revenue.

**SEE districts are highlighted**

[www.schoolsforequity.org](http://www.schoolsforequity.org)

*1<sup>st</sup> Reading: 7/24/2006*

*2<sup>nd</sup> Reading: 8/28/2006*

*Approved: 9/24/2006*

*Revised: 5/28/2013*

## **205 OPEN MEETINGS AND CLOSED MEETINGS**

### **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.

### **IV. PROCEDURES**

#### **A. Meetings**

##### **1. Regular Meetings**

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

meeting.

2. Special Meetings

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

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.

- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

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 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; or
- 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 record.
- 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)  
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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 205

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2014~~ 2017

## 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. ~~It does not address meetings held by interactive television pursuant to the 1997 legislation. The statute should be reviewed with legal counsel prior to such meetings.]~~*

### 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

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)  
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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)

## **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. It is the policy of the school board to encourage discussion by citizens 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 terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, 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; a 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; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Sta. § 15.0597. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, 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. 363 (Minnesota Human Rights Act).

## **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all citizens of the school district 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. Citizens 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 citizen 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. Citizens 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 citizens 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 is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation 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. §13.601, 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. 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 206

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2015~~ 2017

## **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 ~~citizens~~ 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 ~~citizens of the school district~~ 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. ~~Citizens~~ 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 citizen 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. Citizens 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 **citizens 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 “T” (School Records – Privacy – Access to Data)

## **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 agreement 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

It is the policy of the school district 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.

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. It is the policy of the school district 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.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)  
Op. Atty. Gen. 169 (Minn, Mar. 7, 1963)  
Op. Atty. Gen. 169 (Minn, Nov. 3, 1943)  
*Dypress 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 211

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2006

## **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

~~It is the~~ 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. ~~It is the~~ 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)  
*Dypress 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)