

**Regular School Board Meeting  
Monday, November 23, 2020, 7:00 PM  
Pipestone Area Schools  
MS/HS Auditorium  
1401 7th St SW  
Pipestone, MN 56164**

**AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Forum**
- 5. Presentation**
  - 1. Approve Combined Summary of the 2019-2020 World's Best Workforce and Achievement and Integration Report** **3**
- 6. Consent Agenda**
  - 1. Approve Minutes of the Regular School Board Meeting of October 26, 2020** **15**
  - 2. Approve Minutes of the Special School Board Meeting of November 12, 2020** **19**
  - 3. Approval of Contracts and/or Work Agreements**
    - 1. Ed Gustafson, Head Girls Basketball**
    - 2. Grant Everson, B-Squad Girls Basketball**
    - 3. James Skyberg, C-Squad Girls Basketball**
    - 4. Lisa VanDyke, 8th Grade Girls Basketball (50/50 Split)**
    - 5. Ashley Gustafson, 8th Grade Girls Basketball (50/50 Split)**
    - 6. Tim Stotz, B-Squad Boys Basketball**
    - 7. Jonathan Tinklenberg, C -Squad Boys Basketball**
    - 8. Robert Petersen, 8th Grade Boys Basketball**
    - 9. Steve Rops, 7th Grade Boys Basketball**
    - 10. Gary Haupert, Assistant Wrestling**
    - 11. Paul Young, Jr High Wrestling (2/3 Split)**
    - 12. Colin Hoppe, Jr High Wrestling (1/3 Split)**
    - 13. Morgan Guardado, Winter Cheer**
    - 14. Katrina Hart, One Act**
  - 4. Approve Gymnastics Volunteers - Warren Bailey and Jake Evans** **21**
  - 5. Approve New Subs to the District** **22**
  - 6. Approval of Gifts to the School** **23**
    - 1. Pipestone Youth Basketball Association, Donation of \$1,000.00 for Girls Varsity Basketball Uniforms**
    - 2. Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room**
    - 3. The Town of Sweet Pipestone County, Donation of \$7,575.00 to Coronavirus Relief Fund**
  - 7. Letter of Resignation from Erin Brockberg, Special Ed Teacher**
  - 8. Recommendation for Termination**
- 7. Financials**
  - 1. Review Elementary Building Budget Year-to-Date** **27**
    - 1. Review New Elementary Building Bills** **28**
    - 2. Approve Treasurer's Report for Elementary Building Bond for October 2020** **34**
  - 2. Review of Budget Year-to-Date** **35**
  - 3. Approve Treasurer's Report for October 31, 2020** **36**
  - 4. Approve Regular Bills for November 2020** **37**

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1. Board Reports and Updates	
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11. Approve Policy 507 - Corporal Punishment; Policy 517 - Student Recruiting; Policy 519 - Interviews of Students by Outside Agencies; Policy 525 - Violence Prevention (Applicable to Students and Staff); Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination and Policy 555 - Guidelines for Foreign Exchange Students	139
12. Approve Policy 601 - School District Curriculum and Instruction Goals; Policy 602 - Organization of School Calendar and School Day, and Policy 620 - Credit for Learning	158
13. Approve Policy 703 - Annual Audit; Policy 707 - Transportation of Public-School Students; Policy 709 - Student Transportation Safety Policy; and Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources	175
14. Approve Policy 802 - Disposition of Obsolete Equipment and Material and Policy 904 - Distribution of Materials on School District Property by Non-School Persons	219
12. Adjournment	

# 2019-2020

World's Best Workforce &  
Achievement & Integration  
Summary Report



# World's Best Workforce

# All Students Ready for School

## Goal:

All students are kindergarten ready.

## Results:

- 70% at Low Risk on Fall EarlyReading Screener (57% previous year)
- 74% at Low Risk on Fall EarlyMath Screener (77% previous<sup>5</sup> year)

## Goal Status:

- On Track (multi-year goal)



# All Students in Third Grade Achieving Grade-Level Literacy

## Goal:

All students read at grade level by third grade.

## Results:

- No MCA Reading Test in 2020 due to COVID
- 65% at grade level during Winter CMBR FAST screening

## Goal Status:

- Unable to report



# Close the Achievement Gap(s) Between Student Groups

## Goal:

Closing the achievement gap for identified student groups.

## Results:

- No MCA testing to determine gap due to COVID
- FAST screening data is not disaggregated by student group and only grades K-8.

## Goal Status:

- Unable to Report



# All Students Career- and College-Ready by Graduation

## Goal:

All students graduating career and college ready.

## Results:

- 63% of our 2018 graduates were enrolled in an institution of higher learning (Down from 68% of 2017 grads.)
- 26% of our 2018 graduates in the FRP student group were enrolled in an institution of higher learning (Down from 52% of 2017 grads.)

## Goal Status:

- On Track  
(multi-year goal)



# All Students Graduate

## Goal:

All students graduating on time.

## Results:

- Class of 2020 (unofficial results): 96.8% \*
- 2019:
  - 4-Year Rate: 84.5%
- 2018:
  - 4-Year Rate: 76.2%

## Goal Status:

- On Track (multi-year goal)



# Achievement & Integration



# Goal #1 - Strategy #1: Math Specialist

## Goal:

By 2022, the percentage of students in FRP student group will increase from current proficiency level of 29.3% to 45% as measured by the MN Comprehensive Assessments in Math.

## Goal Status:

Of our five Key Indicators of Progress, only two were measurable due to COVID and no MCAs. **Unable to report if on track or not.**

Key Indicators of Progress	Target 2020	Actual 2020	Target 2021	Target 2022
From the Winter screening to the Spring screening, grades K through Eight will have 50% of students that are at some/high risk move up a level as measured by the aMath screener.	30%	26% (In Grades 5-8)	40%	50%
Increase in positive perception from teachers in finding co-teaching with the math specialist beneficial to their growth in implementing the MN Math Standards and using instructional best practices in mathematics.	25%		50%	75%



# Goal #1 - Strategy #2: Math Interventionist

## Goal:

By 2022, the percentage of students in FRP student group will increase from current proficiency level of 29.3% to 45% as measured by the MN Comprehensive Assessments in Math.

## Goal Status:

Of our six Key Indicators of Progress, only two were measurable due to COVID and no MCAs. **Unable to report if on track or not.**

Key Indicators of Progress	Target 2020	Actual 2020	Target 2021	Target 2022
From the Winter screening to the Spring screening, grades K through Eight will have 50% of students that are at some/high risk move up a level as measured by the aMath screener.	30%	26% (In Grades 5-8)	40%	50%
Increase in positive perception from teachers of students who have received intervention support.	25%		50%	75%



# Goal #1 - Strategy #3: Professional Development

## Goal:

By 2022, the percentage of students in FRP student group will increase from current proficiency level of 29.3% to 45% as measured by the MN Comprehensive Assessments in Math.

## Goal Status:

Of our four Key Indicators of Progress, only one was measurable due to COVID, no MCAs, and the MCTM Conference being canceled. **Unable to report if on track or not.**

Key Indicators of Progress	Target 2020	Actual 2020	Target 2021	Target 2022
From the Winter screening to the Spring screening, grades K through Eight will have 50% of students that are at some/high risk move up a level as measured by the aMath screener.	30%	26% (In Grades 5-8)	40%	50%



# Goal #2 - Strategy #1: Cross District Math Integration Program

## Goal:

By 2022, Pipestone students in grades K-12 will self-report an increase in their level of comfort with initiating and maintaining social relationships with students different from themselves (racially/ethnically diverse, socioeconomically diverse) from an average comfort level of 2 out of 5 to an average comfort level of 4 out of 5 as measured by a district-created survey utilizing a 5-point Likert scale.

## Goal Status:

Of our five Key Indicators of Progress, only one was measurable due to COVID and no MCAs. **Unable to report if on track or not.**

The Math Fun Night that was planned to happen in the spring with Pipestone & Edgerton students was canceled. A Math-focused week of summer school with Pipestone & Edgerton students was also canceled due to COVID.

Key Indicators of Progress	Target 2020	Actual 2020	Target 2021	Target 2022
From the Winter screening to the Spring screening, grades K through <sup>14</sup> Eight will have 50% of students that are at some/high risk move up a level as measured by the aMath screener.	30%	26% (In Grades 5-8)	40%	50%

# Minutes of Regular School Board Meeting

## Pipestone Area Schools

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, October 26, 2020, beginning at 7:00PM in the MS/HS Auditorium.

**Members Present:** Chairman Jeff Baatz; Directors Brad Carson, Lance Oye, Marcy Pals, Katie Wiese, Randy Erdman, Amy Nelson and Brad Carson. Also present – Ex-Officio Kevin Enerson, Jacque Kennedy, Cory Strasser, Toni Baartman, Melany Wellnitz and Deb Peschon.

**Visitors Present:** Kyle Kuphal, Marci Mahik, Daphne Likness, and Chrissy DeBates.

**Call to Order:** Chairman Baatz called the meeting to order at 7:00PM

### **Pledge of Allegiance**

### **Approval of Agenda**

#### **Additions:**

Jessica Bosma, School Nurse (6.2.3)

Letter of Resignation from Carli Arnoldi, Girls Basketball C-Squad Coach (6.6)

Letter of Resignation from Yazmin Rojas, ELL Para and Interpreter (6.7)

Retirement Letter from Teri Klosterman, School Nurse (11.1)

Motion by Erdman, second by Wiese, approved the agenda as presented. Motion carried unanimously.

**Public Forum** - None

**Presentation** - None

### **Consent Agenda**

#### **Approve Minutes of the Regular School Board Meeting of September 28, 2020:**

#### **Approval of Contracts and/or Work Agreements:**

Annabelle Diaz, Paraprofessional

Ronald Sterrett, Night Custodian

Jessica Bosma, School Nurse (ADDITION)

#### **Approve Volunteer Coaches - Wendi Weber, Cheer and Bryce Brunner, Wrestling:**

#### **Approval of Gifts to the School:**

Christ the King Lutheran Church, Donation of \$100.00 to the Wellness Room

Coborn's Inc., Donation of \$1,592.00 School Rewards Program

#### **Letter of Resignation from Courtney Kounkel, Paraprofessional:**

#### **Letter of Resignation from Carli Arnoldi, Girls Basketball C-Squad Coach (ADDITION):**

#### **Letter of Resignation from Yazmin Rojas, ELL Para and Interpreter (ADDITION):**

Motion by Pals, second by Nelson, approved all items in the Consent Agenda. Motion carried unanimously. Baatz thanked Christ the King Church and Coborn's for the gifts.

### **Financials**

**Review Elementary Building Budget Year-to-Date:** The elementary building budget year-to-date shows expenditures as of October 9, 2020 at \$13,366,207.23. This was non-action.

**Review New Elementary Building Bills:** New elementary building bills paid through October 21, 2020 totaled \$2,178,757.23. These bills are for review only and included in the regular monthly bills.

**Approve Treasurer's Report for Elementary Building Bond for September:** The treasurer's report on the elementary building bond for month ended September 30, 2020 shows a cash balance of \$16,825,765.27. Motion by Carson, second by Oye, approved the treasurer's report. Motion carried unanimously.

**Review of Budget Year-to-Date:** The budget year-to-dates shows expenditures as of October 22, 2020 at \$3,305,528.35 or 35%. This is non-action.

**Approve Treasurer's Report for September 30, 2020:** The treasurer's report for month ended September 30, 2020 has a cash balance of \$8,119,633.04. Motion by Erdman, second by Carson, approved the treasurer's report. Motion carried unanimously.

**Approve Regular Bills for October:** Bills paid through October 20, 2020 totaled \$2,446,419.51. Motion by Wiese, second by Pals, approved payment of the regular monthly bills. Motion carried unanimously.

## **Board Forum/Information**

### **Board Reports and Updates**

The negotiations committee met with the secretary, custodian, and paraprofessional groups as well as Ludolph's, and the City. There are proposals to review and another meeting is set for October 27. Wiese stated she finished Phase III training. The facility steering committee met and toured the new elementary building again. It is now enclosed for bricking. Sioux Valley Electric is putting in an electric charging stations for vehicles in the new parking lot at no cost to the district. Demolishing of Hill and Brown will wait until Covid-19 is over as they may need to be used to social distance so we can come back at full capacity with all students.

## **Administrator's Report**

**Superintendent's Board Report - Enrollment, Social Media Report, Solar Field Turbine Update:** October enrollment is at 1089. As of the new quarter, the 9<sup>th</sup> grade students are attending school three days a week. Administration is looking at grades 10-12 attending three days a week for core classes. The RFP's on the solar field are due at the end of the week.

**Principal's Board Report:** Baartman, along with some elementary teachers traveled to Waverly, Iowa to Premiere Furniture. They looked at items for classrooms, the cafeteria, and learning center. The staff is ready for conferences and will be using Zoom or phone calls. Strasser reported conferences for middle school will be held October 29 and November 5. Conferences will be a mix of virtual and in person. High school conferences will be November 19.

**Director of Curriculum, Teaching, and Learning Board Report:** Wellnitz reported the ACT was held at the Hiawatha Lodge with forty-one students taking the test. A make-up test was held for three students that were unable to attend.

## **Discussion Items**

**Second Reading of Certified Staff Seniority List 2020-2021:** Motion by Erdman, second by Carson, approved the seniority list for certified staff for 2020-2021. Motion carried unanimously.

**Second Reading of Paraprofessional Seniority List for 2020-2021:** Motion by Wiese, second by Oye, approved the seniority list for paraprofessionals for 2020-2021. Motion carried unanimously.

**Second Reading of Secretary, Custodian, and AP Seniority List 2020-2021:** Motion by Baatz, second by Carson, approved the seniority list for secretaries, custodians and AP for 2020-2021. Motion carried unanimously.

**MSHSL Response:** They will be having three listening sessions to look at the fee structure. Enerson sat in on the Friday session and not much was said about it.

**Discuss Date for Canvassing Election Results:** Motion by Erdman, second by Wiese to set canvassing meeting for November 12, 2020 at 7:00PM. Motion carried unanimously.

## **Board Action**

**Retirement Letter from Teri Klosterman, School Nurse (ADDITION):** Motion by Erdman, second by Carson, approved the retirement letter from Teri Klosterman. Motion carried unanimously. Baatz thanked Klosterman for her twenty years of service to the district.

**Approve Continuing Education Committee:** Motion by Pals, second by Wiese, approved the continuing education committee members. Motion carried unanimously.

**Declare Wrestling Equipment Obsolete:** Motion by Oye, second by Carson, to declare sixty old wrestling singlets and twelve old wrestling warm up jackets obsolete. Motion carried unanimously.

**Public Library Board:**

Approve Mayor Appointee - Nathan Lamb – Motion by Carson, second by Oye, approved Nathan Lamb as the Mayor appointee for the Public Library Board. Motion carried unanimously.

Approve School Board Appointee - Melany Wellnitz - Motion by Wiese, second by Pals, approved Melany Wellnitz as the School Board appointee for the Public Library Board. Motion carried unanimously.

**Adjournment**

Motion by Erdman, second by Wiese, to adjourn the meeting at 7:44PM. Motion carried unanimously.

/s/ Jeff Baatz  
Jeff Baatz, Chairman

/s/ Marcy Pals  
Marcy Pals, Clerk

Approved and dated by the board November 23, 2020.  
Submitted, Deb Peschon

**ISD #2689 School Board**

**October 26, 2020**

**MINUTES OF THE REGULAR SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL DISTRICT  
#2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA**

A regular meeting of the School Board, ISD #2689, was held in the MS/HS Auditorium on October 26, 2020 at 7:00 p.m.

The following members were present: Jeff Baatz, Katie Wiese, Amy Nelson, Marcy Pals, Brad Carson, Lance Oye, and Randy Erdman. Also present: Ex-Officio Kevin Enerson; Jacque Kennedy, Melany Wellnitz, Cory Strasser, Toni Baartman, Deb Peschon, Kyle Kuphal, Marci Mahik, Daphne Likness, and Chrissy DeBates.

Chairman Baatz called the meeting to order. The Pledge of Allegiance was recited. Motion by Erdman, second by Wiese, approved the agenda as presented. Motion carried unanimously. There were no visitors to address the board and no presentations. Motion by Pals, second by Nelson, approved all items in the Consent Agenda. Motion carried unanimously. Items approved were minutes of the regular school board meeting of September 28, 2020; contracts/work agreements for Annabelle Diaz, paraprofessional; Ronald Sterrett, night custodian and Jessica Bosma, school nurse; approved Wendy Weber and a volunteer coach for cheerleading and Bryce Brunner for wrestling; approved gifts from Christ the King Lutheran Church, \$100.00 to the wellness room and Coborn's, \$1,592.00 from the School Rewards Program; resignations from Courtney Kounkel, paraprofessional; Carli Arnoldi, girls c-squad basketball and Yazmin Rojas, ELL para and interpreter.

Financials - The elementary building budget year-to-date shows expenditures as of October 9, 2020 at \$13,366,207.23. This was non-action. New elementary building bills paid through October 21, 2020 totaled \$2,178,757.23. These bills are for review only and included in the regular monthly bills. The treasurer's report on the elementary building bond for month ended September 30, 2020 shows a cash balance of \$16,825,765.27. Motion by Carson, second by Oye, approved the report. Motion carried unanimously. The budget year-to-dates shows expenditures as of October 22, 2020 at \$3,305,528.35 or 35%. This is non-action. The treasurer's report for month ended September 30, 2020 has a cash balance of \$8,119,633.04. Motion by Erdman, second by Carson, approved the treasurer's report. Motion carried unanimously. Bills paid through October 20, 2020 totaled \$2,446,419.51. Motion by Wiese, second by Pals, approved payment of the regular monthly bills. Motion carried unanimously. Board and Administration reports were given.

In Discussion - Motion by Erdman, second by Carson, approved the seniority list for certified staff for 2020-2021. Motion carried unanimously. Motion by Wiese, second by Oye, approved the seniority list for paraprofessionals for 2020-2021. Motion carried unanimously. Motion by Baatz, second by Carson, approved the seniority list for secretaries, custodians and AP for 2020-2021. Motion carried unanimously. The MSHSL stated they would have three listening sessions to look at the fee structure for the league. Motion by Erdman, second by Wiese to set canvassing meeting for November 12, 2020 at 7:00PM. Motion carried unanimously.

Board Action - Motion by Erdman, second by Carson, approved the retirement letter from Teri Klosterman. Motion carried unanimously. Baatz thanked Klosterman for her twenty years of service to the district. Motion by Pals, second by Wiese, approved the continuing education committee members. Motion carried unanimously. Motion by Oye, second by Carson, to declare sixty old wrestling singlets and twelve old wrestling warm up jackets obsolete. Motion carried unanimously. Motion by Carson, second by Oye, approved Nathan Lamb as the Mayor appointee for the Public Library Board. Motion carried unanimously. Motion by Wiese, second by Pals, approved Melany Wellnitz as the School Board appointee for the Public Library Board. Motion carried unanimously.

Motion by Erdman, second by Wiese, to adjourn the meeting at 7:44PM. Motion carried unanimously.

Dated: October 26, 2020. Approved and dated by the board November 23, 2020.

Attest: Deb Peschon, Recording Secretary

# Minutes of Regular School Board Meeting

## Pipestone Area Schools

A Special School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Thursday, November 12, 2020, beginning at 7:00PM in the MS/HS Auditorium.

**Members Present:** Chairman Jeff Baatz; Directors Marcy Pals, Katie Wiese, Randy Erdman, and Amy Nelson. Also present – Ex-Officio Kevin Enerson and Melany Wellnitz.

**Visitors Present:** None.

**Call to Order:** Chairman Baatz called the meeting to order at 7:00PM

**Pledge of Allegiance**

**Approval of Agenda:** Motion by Erdman, second by Wiese approved the agenda as presented. Motion carried unanimously.

**New Business**

### Resolution Canvassing Returns of Votes of School District General Election:

#### RESOLUTION CANVASSING RETURNS OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 2689, as follows:

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 3, 2020, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of 3994 voters of the district voted at said election on the election of four school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

Katie Wiese	2377
Randy Erdman	2129
Lance Oye	2026
Chrissy DeBates	1884
Daphne Likness	1511
Marci Mahik	1236
3. Katie Wiese, Randy Erdman, Lance Oye, and Chrissy DeBates having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2021.
4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Motion by Pals, second by Erdman, approved the Resolution. Motion carried unanimously.

**Adjournment:** Motion by Wiese, second by Nelson, to adjourn the meeting at 7:03PM. Motion carried unanimously.

/s/ Jeff Baatz  
Jeff Baatz, Chairman

/s/ Marcy Pals  
Marcy Pals, Clerk

Approved and dated by the Board November 23, 2020.  
Submitted, Deb Peschon

**ISD #2689 School Board  
November 12, 2020  
MINUTES OF THE SPECIAL SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL  
DISTRICT #2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA**

A special meeting of the School Board, ISD #2689, was held in the MS/HS Auditorium on November 12, 2020 at 7:00 p.m. The following members were present: Jeff Baatz, Katie Wiese, Amy Nelson, Marcy Pals, and Randy Erdman. Also present: Ex-Officio Kevin Enerson and Melany Wellnitz.

Chairman Baatz called the meeting to order. The Pledge of Allegiance was recited. Motion by Erdman, second by Wiese, approved the agenda as presented. Motion carried unanimously.

New Business:

RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION

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Marci Mahik	1236

3. Katie Wiese, Randy Erdman, Lance Oye, and Chrissy DeBates having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2021.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Motion by Pals, second by Erdman, approved the Resolution. Motion carried unanimously.

Motion by Wiese, second by Nelson, to adjourn the meeting at 7:03PM. Motion carried unanimously.

Dated: November 12, 2020. Approved and dated by the board November 23, 2020.

Attest: Deb Peschon, Recording Secretary

## Peschon, Deb

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**From:** Zollner, Rick  
**Sent:** Monday, November 2, 2020 9:33 AM  
**To:** Peschon, Deb  
**Subject:** volunteer coach

Deb for the November school board meeting please add this item for approval.

I am recommending Warren Bailey as a volunteer coach for gymnastics.

Thanks, Rick

\* Jake Evans


New Subs to the District November 2020

Bonnie Wrenn – Nurse Sub


Josie Loll – Nurse Sub

Laura Gates – Teacher and Para Sub

PIPESTONE YOUTH BASKETBALL ASSOCIATION 78-844  
914 8 1753  
 DATE 11/4/20

PAY TO Pipestone Area Schools \$ 1000.00  
 THE ORDER OF One thousand dollars & no/100 DOLLARS  Security Features included. Details on back.

© DELUXE deluxa.com/checks

 **First Bank & Trust**  
 P.O. Box 190  
 Pipestone, MN 56164  
 (507) 825-3344

MEMO GBB uniforms-Varsity

A. Heidebink MP

⑆091408446⑆ 361121⑈ 01753

SPECIALTY MINT

Independent School District No. 2689  
 Pipestone, Minnesota 56164

Date 11-6-20 28667

Received of Pst Youth Basketball Assoc Amount \$ 1000-  
 For Donation for Girls Varsity BB Uniforms

Code	Amount	Description
	1000-	check

Signed [Signature]

Independent School District No. 2689  
Pipestone, Minnesota 56164

Date 10-28-2020

28658

Received of Christ the King Amount \$ 100-  
For Donation to Wellness Room

Code								Amount	Description
								100-	check

Signed DP

THIS CHECK IS VOID WITHOUT THE SAFETY FEATURES LISTED ON THE BACK

Apply to account: **CTK - - CHRIST THE KING LUTHERAN CHURCH**

21102030685

CHRIST THE KING LUTHERAN CHURCH  
PO Box 682  
PIPESTONE, MN 56164-2227

78-844  
0914

DATE  
10/21/2020

0006601497

First Bank & Trust  
P.O. Box 5057  
Brookings SD 57006-5057

PAY **(ONE HUNDRED DOLLARS AND NO/100)**  
TO THE ORDER OF **PAS WELLNESS ROOM**

AMOUNT  
**\*\*\$100.00**



Signature on File -  
account holder has pre-approved this check  
Void After 90 Days

⑈0006601497⑈ ⑆091408446⑆ 115887⑈

THE TOWN OF SWEET  
PIPESTONE COUNTY  
PIPESTONE, MN 56164

75 1800  
912

5012

DATE 11-5-2020

PAY TO THE ORDER OF Pipestone Area School District # 2689

\$ 7575.00

Seven thousand five hundred seventy-five and no/100 DOLLARS

 **First Farmers & Merchants**  
107 East Main Street  
Pipestone, MN 56164

3 SIGNATURES REQUIRED

*[Signature]*

MEMO COVID relief funds

⑈005012⑈ ⑆091216007⑆ 4534130037⑈

Independent School District No. 2689  
Pipestone, Minnesota 56164

28673

Date 11-12-20

Received of Sweet Township

Amount \$ 7575.00

For Donation to Coronavirus Relief Fund

Code							Amount	Description
							7575.00	check

Signed

*[Signature]*

## Resolution for Acceptance of Gifts

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

### WHEREAS

- Pipestone Youth Basketball Association, Donation of \$1,000.00 for Girls Varsity Basketball Uniforms
- Christ the King Lutheran Church, Donation of \$100 to the Wellness Room
- The Town of Sweet Pipestone County, Donation of \$7,575.00 to Coronavirus Relief Fund

have generously offered to donate the above items listed to Pipestone Area School District.

WHEREAS no conditions are placed on the gifts.

THEREFORE, BE IT RESOLVED by the Pipestone Area School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 23<sup>rd</sup> day of November, 2019

<b>Kraus-Anderson</b>			
<b>Funding</b>			
			11/14/2020 Balance
<b>Description</b>			
Project Funds Available	\$28,281,962.19		Per Piper Jaffray
Parking lot Abatement Funding	\$0.00		TBD
Food Service Funding	\$150,000.00		TBD
LTFM Funding	\$0.00		
Project Bond Interest Earnings	\$515,000.00		Projection
Total Available	\$28,946,962.19		
			<b>11/14/2020</b>
<b>Construction Cost Budget</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
Current Construction Value(Subcontracts)	\$21,653,342.87	(\$11,929,611.49)	\$9,723,731.38
Project General Conditions&Reimbursables	\$860,616.00	(\$176,719.44)	\$683,896.56
Kraus Anderson Site Services	\$1,217,849.00	(\$521,591.56)	\$696,257.44
Construction Contingency	\$615,134.51	\$0.00	\$615,134.51
Kraus Anderson Construction Management Fee	\$474,637.00	(\$157,360.00)	\$317,277.00
<b>Total Construction Budget</b>	<b>\$24,821,579.38</b>	<b>(\$12,785,282.49)</b>	<b>\$12,036,296.89</b>
<b>Soft Cost Budget</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
A/E Fees(ISG)including 7% of Construction Contingency	\$1,802,522.47	(\$1,771,524.97)	\$30,997.50
A/E Additional Services(Added Scope Design)\$20,000 included in line above	\$100,871.50	(\$37,850.50)	\$63,021.00
A/E Contingency Budget	\$74,799.34	\$0.00	\$74,799.34
Building Permit Plan Review	\$111,253.00	(\$106,758.34)	\$4,494.66
SAC/WAC Costs	\$0.00	\$0.00	\$0.00
Geotechnical Survey Report	\$11,810.00	(\$11,810.00)	\$0.00
Special Inspections Testing	\$79,243.00	(\$28,806.20)	\$50,436.80
Commissioning/Test and Balance	\$25,400.00	(\$4,089.00)	\$21,311.00
Plans Production/Distribution	\$10,000.00	(\$1,147.50)	\$8,852.50
<b>Total Soft Cost Budget</b>	<b>\$2,215,899.31</b>	<b>(\$1,961,986.51)</b>	<b>\$253,912.80</b>
<b>Owner Cost Budget</b>	<b>Budget</b>	<b>Expenditures</b>	<b>Balance</b>
Telecommunications Tower Removal	\$9,825.00	(\$9,425.80)	\$399.20
Initial Surveying(Set Controls and Benchmarks)	\$5,000.00	(\$1,800.00)	\$3,200.00
Loan expenses or bonding costs	\$106,956.50	(\$73,456.50)	\$33,500.00
Furniture Fixtures and Equipment	\$750,000.00	(\$5,941.90)	\$744,058.10
Technology Equipment	\$250,000.00	(\$74,448.37)	\$175,551.63
Decommission Hill and Brown Schools	\$625,000.00	(\$15,000.00)	\$610,000.00
Legal Fees	\$40,000.00	(\$33,000.00)	\$7,000.00
Mis Owner Expense	\$105,000.00	(\$31,709.88)	\$73,290.12
Builders Risk Insurance	\$17,702.00	(\$17,702.00)	\$0.00
<b>Total Owner Cost Budget</b>	<b>\$1,909,483.50</b>	<b>(\$262,484.45)</b>	<b>\$1,646,999.05</b>
<b>Total Project Costs</b>	<b>\$28,946,962.19</b>	<b>(\$15,009,753.45)</b>	<b>\$13,937,208.74</b>

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount
1	4773	<b>FULLER PAVING</b>					10/01/2020		3635									
	87283	PATCHING, MISC. OWNER EX																
	P I	PATCHING, MISC. OWNER EXPENSE			101	E	06	005	870	000	000	520	202104	100.00%	1.00	3,500.00	100.00%	3,500.00
Voucher Total																	3,500.00	
1	9916	<b>SHI INTERNATIONAL CORP.</b>		17253			10/06/2020		B12212689									
	87298	INTERACTIVE DISPLAY FOR OFFICE REV MP																
	P I	INTERACTIVE DISPLAY FOR OFFICE REV MP			101	E	06	005	870	000	000	555	202104	100.00%	1.00	499.00	100.00%	499.00
Voucher Total																	499.00	
1	9777	<b>KRAUS-ANDERSON CONSTRUCTION COMPANY</b>					10/06/2020		KA43179									
	87316	Consult & Serv.fees, SEPT. SEF																
	P I	Consult & Serv.fees, SEPT. SERVICES			101	E	06	005	870	000	000	305	202104	100.00%	1.00	88,248.36	100.00%	88,248.36
Voucher Total																	88,248.36	
1	9769	<b>WELLS CONCRETE</b>					10/06/2020		10/06/2020									
	87317	Build Acq/Construct																
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	16,126.15	100.00%	16,126.15
Voucher Total																	16,126.15	
1	9768	<b>W.L. HALL CO</b>					10/06/2020		10/06/2020									
	87318	Build Acq/Construct																
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	42,655.00	100.00%	42,655.00
Voucher Total																	42,655.00	
1	5181	<b>TRANE</b>					10/06/2020		10/06/2020									
	87319	Build Acq/Construct																
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	16,914.75	100.00%	16,914.75
Voucher Total																	16,914.75	
1	9764	<b>THOMPSON ELECTRIC COMPANY</b>					10/06/2020		10/06/2020									
	87320	Build Acq/Construct																
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	61,512.83	100.00%	61,512.83
Voucher Total																	61,512.83	
1	9763	<b>SPARTAN STEEL ERECTORS INC</b>					10/06/2020		10/06/2020									
	87321	Build Acq/Construct																
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	9,177.00	100.00%	9,177.00
Voucher Total																	9,177.00	

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	5263	MIDWESTERN MECHANICAL INC.																	
	87322	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	33,679.73	100.00%	33,679.73	
																			Voucher Total
																			33,679.73
1	9759	K&M CONCRETE CONSTRUCTION INC																	
	87323	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	272,430.34	100.00%	272,430.34	
																			Voucher Total
																			272,430.34
1	9757	JENSEN MASONRY INC																	
	87324	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	238,443.35	100.00%	238,443.35	
																			Voucher Total
																			238,443.35
1	9755	HANDER INC PLUMBING AND HEATING																	
	87325	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	352,850.00	100.00%	352,850.00	
																			Voucher Total
																			352,850.00
1	9753	FARGO GLASS AND PAINT COMPANY																	
	87326	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	179,526.25	100.00%	179,526.25	
																			Voucher Total
																			179,526.25
1	9752	DOOM AND CUYPERS CONSTRUCTION INC																	
	87327	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	10,202.12	100.00%	10,202.12	
																			Voucher Total
																			10,202.12
1	8987	DAL SIN INC																	
	87328	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	99,249.16	100.00%	99,249.16	
																			Voucher Total
																			99,249.16
1	9749	ACTIVE HEATING INC																	
	87329	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	470,292.75	100.00%	470,292.75	
																			Voucher Total
																			470,292.75

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	9756	INNOVATIVE BUILDING CONCEPTS LLC																	
	87330	Build Acq/Construct																	
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	9,500.00	100.00%	9,500.00	
																		Voucher Total	9,500.00
1	9751	CORNERSTONE PLASTERING AND DRYWALL INC																	
	87331	Build Acq/Construct																	
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202104	100.00%	1.00	256,500.00	100.00%	256,500.00	
																		Voucher Total	256,500.00
1	9723	AMERICAN ENGINEERING TESTING INC																	
	87355	Consult & Serv.fees, SOIL & MA																	
	P I	Consult & Serv.fees, SOIL & MATERIAL TES			101	E	06	005	870	000	000	305	202104	100.00%	1.00	7,267.35	100.00%	7,267.35	
																		Voucher Total	7,267.35
1	9278	ISG																	
	87490	Consult & Serv.fees, SEPT. 202																	
	P I	Consult & Serv.fees, SEPT. 2020			101	E	06	005	870	000	000	305	202104	100.00%	1.00	7,390.00	100.00%	7,390.00	
																		Voucher Total	7,390.00
1	9723	AMERICAN ENGINEERING TESTING INC																	
	87575	Consult & Serv.fees, SOIL TES1																	
	P I	Consult & Serv.fees, SOIL TESTING			101	E	06	005	870	000	000	305	202105	100.00%	1.00	1,986.10	100.00%	1,986.10	
																		Voucher Total	1,986.10
1	9278	ISG																	
	87577	Consult & Serv.fees																	
	P I	Consult & Serv.fees			101	E	06	005	870	000	000	305	202105	100.00%	1.00	7,390.00	100.00%	7,390.00	
																		Voucher Total	7,390.00
1	9777	KRAUS-ANDERSON CONSTRUCTION COMPANY																	
	87594	Consult & Serv.fees																	
	P I	Consult & Serv.fees			101	E	06	005	870	000	000	305	202105	100.00%	1.00	154,862.15	100.00%	154,862.15	
																		Voucher Total	154,862.15
1	9749	ACTIVE HEATING INC																	
	87595	Build Acq/Construct																	
	P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	134,718.55	100.00%	134,718.55	
																		Voucher Total	134,718.55

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	9750	<b>AMERICAN STRUCTURAL METALS INC</b>																	
	87596	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	47,733.70	100.00%	47,733.70	
																			Voucher Total
																			47,733.70
1	01414	<b>BUILDERS SUPPLY COMPANY</b>																	
	87597	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	35,550.43	100.00%	35,550.43	
																			Voucher Total
																			35,550.43
1	9751	<b>CORNERSTONE PLASTERING AND DRYWALL INC</b>																	
	87598	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	288,115.41	100.00%	288,115.41	
																			Voucher Total
																			288,115.41
1	9760	<b>CULINEX</b>																	
	87599	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	16,477.05	100.00%	16,477.05	
																			Voucher Total
																			16,477.05
1	8987	<b>DAL SIN INC</b>																	
	87600	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	45,011.19	100.00%	45,011.19	
																			Voucher Total
																			45,011.19
1	9753	<b>FARGO GLASS AND PAINT COMPANY</b>																	
	87601	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	14,086.00	100.00%	14,086.00	
																			Voucher Total
																			14,086.00
1	9752	<b>DOOM AND CUYPERS CONSTRUCTION INC</b>																	
	87602	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	8,279.73	100.00%	8,279.73	
																			Voucher Total
																			8,279.73
1	9755	<b>HANDER INC PLUMBING AND HEATING</b>																	
	87603	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	131,811.52	100.00%	131,811.52	
																			Voucher Total
																			131,811.52

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty	Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
<b>1</b>	<b>9756</b>		<b>INNOVATIVE BUILDING CONCEPTS LLC</b>																	
	87604		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	86,659.00	100.00%	86,659.00	
																				Voucher Total
																				86,659.00
<b>1</b>	<b>9757</b>		<b>JENSEN MASONRY INC</b>																	
	87605		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	180,500.00	100.00%	180,500.00	
																				Voucher Total
																				180,500.00
<b>1</b>	<b>9759</b>		<b>K&amp;M CONCRETE CONSTRUCTION INC</b>																	
	87606		Instructional Supply																	
		P I	Instructional Supply			101	E	06	005	870	000	000	520	202105	100.00%	1.00	110,406.34	100.00%	110,406.34	
																				Voucher Total
																				110,406.34
<b>1</b>	<b>5263</b>		<b>MIDWESTERN MECHANICAL INC.</b>																	
	87607		Instructional Supply																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	15,835.51	100.00%	15,835.51	
																				Voucher Total
																				15,835.51
<b>1</b>	<b>9761</b>		<b>RUSTADS FLOORING AND SLEEP CENTER LLC</b>																	
	87608		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	119,700.00	100.00%	119,700.00	
																				Voucher Total
																				119,700.00
<b>1</b>	<b>9739</b>		<b>SCHUMACHER ELEVATOR COMPANY</b>																	
	87609		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	18,050.00	100.00%	18,050.00	
																				Voucher Total
																				18,050.00
<b>1</b>	<b>9763</b>		<b>SPARTAN STEEL ERECTORS INC</b>																	
	87610		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	12,350.00	100.00%	12,350.00	
																				Voucher Total
																				12,350.00
<b>1</b>	<b>9764</b>		<b>THOMPSON ELECTRIC COMPANY</b>																	
	87611		Build Acq/Construct																	
		P I	Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	165,323.80	100.00%	165,323.80	
																				Voucher Total
																				165,323.80

## Pipestone Area Schools ISD #2689 Voucher Detail Report by Voucher Number

Batch	Vo	St Ty Description	SKU Code	PO No	Loc	L	Fd	Org	Pro	Crs	Fin	O/S	Prd	Dist %	Units	Rate	Disc %	Amount	
1	9768	<b>W.L. HALL CO</b>																	
	87612	Build Acq/Construct																	
		P I Build Acq/Construct			101	E	06	005	870	000	000	520	202105	100.00%	1.00	14,175.90	100.00%	14,175.90	
Voucher Total																	14,175.90		
1	9807	<b>BIOAG ENERGY SERVICES</b>																	
	87628	Build Acq/Construct, DIESEL FL																	
		P I Build Acq/Construct, DIESEL FUEL			101	E	06	005	870	000	000	520	202105	100.00%	1.00	133.84	100.00%	133.84	
Voucher Total																	133.84		
Report Total																	3,785,120.36		

INDEPENDENT SCHOOL DISTRICT NO. 2689							
PIPESTONE AREA SCHOOLS							
ELEMENTARY SCHOOL BUILDING BONDS							
FOR THE MONTH ENDED OCTOBER 31, 2020							
		CASH BALANCE			CASH BALANCE		CASH BALANCE
FUNDS	FUND NUMBER	BEGINNING OF MONTH	NET CASH ACTIVITY		END OF MONTH	ADJUSTMENTS	END OF MONTH FY21
ELEMENTARY SCHOOL BOND	06	\$16,825,765.27	(\$1,642,404.45)		\$15,183,360.82		\$15,183,360.82
TOTAL		\$16,825,765.27	(\$1,642,404.45)		\$15,183,360.82	\$0.00	\$15,183,360.82
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS							
DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
MNTRUST		0.04%	\$2,933,511.74	\$0.00	\$0.00	\$0.00	\$2,933,511.74
MNTRUST TERM SERIES		1.54%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various	\$2,744,749.08	\$0.00	\$0.00	\$0.00	\$2,744,749.08
CERTIFICATES OF DEPOSIT		Various	\$9,505,100.00	\$0.00	\$0.00	\$0.00	\$9,505,100.00
TOTAL			\$15,183,360.82	\$0.00	\$0.00	\$0.00	\$15,183,360.82
						Signed	Jacque Kennedy

<b>Budget Presentation to the Board</b>					
<b>Expenditures as of 11/19/2020</b>			<b>FY2021</b>		
<b>General Fund</b>				<b>11/19/2020</b>	<b>Year to</b>
<b>Classification</b>	<b>Code</b>	<b>FY21 ORIG</b>	<b>Year to Date</b>	<b>Date</b>	<b>%</b>
Administrative Salaries	110	\$538,902.00	\$207,397.71		38%
Teacher Salaries	140	\$4,365,978.42	\$1,160,195.21		27%
Non-Licensed Classroom Personnel	141	\$190,489.00	\$38,928.55		20%
Licensed Instructional Support Personnel	143	\$0.00	\$0.00		0%
Non-License Instructional Support Personnel	144	\$18,522.00	\$5,627.01		30%
Substitute Salaries	145	\$140,000.00	\$10,723.56		8%
Substitute Non-Licensed Classroom Salaries	146	\$45,000.00	\$2,954.47		7%
Language Pathologist	152	\$74,483.00	\$18,620.76		25%
School Nurse	154	\$55,930.00	\$20,395.05		36%
Certified Paraprofessional	161	\$426,665.00	\$70,601.41		17%
Certified One-to-One Paraprofessional	162	\$213,267.00	\$42,123.38		20%
School Counselor	165	\$113,094.00	\$29,470.23		26%
Non-Instructional Support	170	\$696,932.00	\$243,302.78		35%
DAPE Specialist	174	\$56,000.00	\$0.00		0%
Other Salary Payment	185	\$362,291.00	\$122,536.91		34%
Severance	191	\$23,979.00	\$0.00		0%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00		
FICA	210	\$557,409.00	\$142,170.78		26%
PERA	214	\$119,728.00	\$31,749.21		27%
TRA	218	\$459,577.00	\$119,785.24		26%
Health Insurance	220	\$534,887.00	\$178,749.86		33%
Life Insurance	230	\$5,507.00	\$1,659.37		30%
Dental Insurance	235	\$1,115.00	\$451.00		40%
Long Term Disability	240	\$336.00	\$140.10		42%
TSA Match	250	\$88,625.00	\$23,119.27		26%
Employer Sponsored HSA's	251	\$80,296.00	\$45,383.47		57%
Workmens Comp	270	\$48,369.00	\$15,836.86		33%
Unemployment Compensation	280	\$5,000.00	\$0.00		0%
Other Post-Employment Benefits	291	\$66,928.00	\$0.00		0%
Third Party Pay Benefits	295	\$0.00	\$0.00		
<b>Total Salaries and Fringe</b>		<b>\$9,289,309.42</b>	<b>\$2,531,922.19</b>		<b>27%</b>
Other Employee Benefits	299	\$0.00	\$0.00		#DIV/0!
Fed Sub Awards Under \$25,000	303	\$1,110.00	\$25,000.00		2252%
Fed Sub Awards Over \$25,000	304	\$0.00	\$6,160.00		#DIV/0!
Consulting and Servicing Fees	305	\$195,766.00	\$50,669.68		26%
Services Purchased from Coop	316	\$124,311.00	\$43,280.22		35%
Computer and Technology Services	319	\$0.00	\$0.00		#DIV/0!
Communications/Phone	320	\$52,877.00	\$9,735.08		18%
Postage and Express	329	\$8,735.00	\$3,044.26		35%
Utility Services	330	\$287,308.00	\$78,963.12		27%
Property Insurance	340	\$91,821.00	\$96,659.57		105%
Repairs and Maintenance	350	\$85,097.00	\$32,446.41		38%
Transportation	360	\$1,141,612.00	\$239,730.10		21%
Travel	366	\$109,132.00	\$34,139.47		31%
Entry Fees/Student Travel	369	\$49,725.00	\$964.65		2%
Rentals and Leases	370	\$73,616.00	\$36,650.14		50%
Third Party Reimbursement Services	385	\$0.00	\$0.00		0%
To Other MN School Districts	390	\$103,685.00	\$26,389.84		25%
To Out of State Districts	392	\$62,200.00	\$17,140.66		28%
Special Ed Contracted Services	393	\$263,450.00	\$53,792.84		20%
To Non-Ed Agency	394	\$175,100.00	\$71,292.13		41%
Spec Ed Salary Purchased from Co-op	396	\$358,243.00	\$250,076.33		70%
Spec Ed Benefits Purchased from Co-op	397	\$62,251.00	\$20,965.80		34%
Charge Back	398	\$0.00	\$0.00		0%
General Supplies	401	\$129,066.52	\$113,354.21		88%
Non instructional Computer Software	405	\$62,330.00	\$34,465.73		55%
Instructional Software License	406	\$61,114.68	\$53,983.28		88%
Instructional Supplies	430	\$157,177.66	\$123,499.41		79%
Individualized Materials	433	\$39,047.52	\$16,944.52		43%
Fuel for Buildings	440	\$91,684.00	\$1,505.38		2%
Noninstructional Tech Supplies	455	\$5,000.00	\$4,278.03		86%
Instructional Tech Supplies	456	\$6,089.00	\$6,449.09		106%
Textbooks/Workbooks	460	\$84,034.56	\$42,760.40		51%
Non-Instructional Tech Devices	465	\$1,280.00	\$728.00		57%
Instructional Technology Devices	466	\$89,958.00	\$123,993.93		138%
Library Books	470	\$17,800.00	\$9,419.91		53%
Audio Visual Aids	480	\$0.00	\$0.00		0%
Electronic Format	485	\$2,600.00	\$0.00		0%
Capital Non-Instruction Tech Software	505	\$8,500.00	\$8,500.00		100%
Site or Grounds Acquisition	510	\$15,000.00	\$12,990.00		87%
Building Acquisition and Construction	520	\$306,594.00	\$184,458.80		60%
Equipment Purchased	530	\$151,136.78	\$173,561.43		115%
Special Education Equipment	533	\$5,000.00	\$4,848.10		97%
Charge Back Tennis Courts	545	\$0.00	\$0.00		#DIV/0!
Eligible Pupil Transportation	548	\$0.00	\$0.00		0%
Vehicles Purchased	550	\$0.00	\$0.00		#DIV/0!
Non-Instructional Technology Hardware	555	\$97,717.48	\$18,208.50		19%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00		#DIV/0!
Principal on Capital Lease	580	\$73,000.00	\$73,000.00		100%
Interest on Capital Lease	581	\$19,357.00	\$10,253.25		53%
Dues and Memberships	820	\$17,072.00	\$18,075.10		106%
Taxes and Special Assessments	896	\$1,250.00	\$0.00		0%
Affordable Care Act Penalties	897	\$8,000.00	\$0.00		0%
Miscellaneous Other Expenses	899	\$5,000.00	\$255.77		5%
Contingency		\$100,000.00	\$0.00		0%
<b>Total</b>		<b>\$14,090,157.62</b>	<b>\$4,664,555.33</b>		<b>33%</b>

The prior year to date percentage was 34%

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED OCTOBER 31, 2020								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	
FUNDS	FUND NUMBER	BEGINNING OF MONTH	NET CASH ACTIVITY		END OF MONTH	ADJUSTMENTS	END OF MONTH FY21	END OF MONTH FY20
GENERAL FUND	01,03,05	\$6,060,711.54	(\$254,290.63)		\$5,806,420.91		\$5,806,420.91	\$5,272,528.24
FOOD SERVICE FUND	02	\$663,311.50	\$5,073.98		\$668,385.48		\$668,385.48	\$437,278.50
COMMUNITY SERVICE FUND	04	\$314,504.66	\$17,512.86		\$332,017.52		\$332,017.52	\$306,299.87
TOTAL OPERATING FUNDS		\$7,038,527.70	(\$231,703.79)		\$6,806,823.91		\$6,806,823.91	\$6,016,106.61
BUILDING FUND	06	\$474,725.95	(\$524,329.36)		(\$49,603.41)		(\$49,603.41)	(\$277,451.32)
DEBT SERVICE FUND	07	\$606,034.39	\$384,890.65		\$990,925.04		\$990,925.04	\$1,371,758.58
AGENCY FUND	09	\$345.00	\$0.00		\$345.00		\$345.00	\$345.00
CERTIFICATES OF DEPOSIT		\$0.00					\$0.00	\$0.00
TOTAL		\$8,119,633.04	(\$371,142.50)		\$7,748,490.54	\$0.00	\$7,748,490.54	\$7,110,758.87
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL	200563	0.05%	\$174,222.48	(\$178.75)	\$0.00	\$0.00	\$174,043.73	\$166,392.65
FIRST NATIONAL BANK-MM	808263	0.10%	\$1,530,775.72	\$0.00	\$0.00	\$0.00	\$1,530,775.72	\$1,027,450.72
FIRST F&M-MM	4534150062	0.10%	\$506,527.68	(\$265,759.39)	\$0.00	\$1,008.18	\$241,776.47	\$726,600.84
MNTrust	6770	0.04%	\$1,827,386.76	\$0.00	\$0.00	\$0.00	\$1,827,386.76	\$1,228,114.66
TOTAL			\$4,038,912.64	(\$265,938.14)	\$0.00	\$1,008.18	\$3,773,982.68	\$3,148,558.87
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
Savings Deposit Acct Bank of China		4/30/2020			0.150%		\$2,005,720.39	
BMW Bank North America		11/22/2019	11/22/2021	24 Months	1.603%		\$247,468.97	
State Bank of India		11/27/2019	11/29/2021	24 Months	1.702%		\$247,718.50	
SONABANK		5/17/2019	11/17/2020	18 Months	2.538%		\$240,700.00	
Texas Capital Bank		3/9/2020	1/25/2021	10 Months	0.750%		\$248,300.00	
Farmers and Merchants Union Bank		5/17/2019	5/17/2021	24 Months	2.389%		\$238,500.00	
East Boston Savings Bank		3/9/2020	1/25/2022	22 Months	0.649%		\$246,900.00	
Bank 7		10/14/2020	1/24/2022	15 Mpnths	0.104%		\$249,600.00	
Servisfirst Bank		10/14/2020	4/14/2022	18 Months	0.100%		\$249,600.00	
Total							\$3,974,507.86	\$3,962,200.00
<b>Grand Total</b>							<b>\$7,748,490.54</b>	<b>\$7,110,758.87</b>
						Signed	Jacque Kennedy	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61809	6528		<b>EDUCATORS BENEFIT CONSULTANTS, LLC</b>		Check		
				B 01	215 085	Medical Flex		\$533.34	
				B 01	215 086	Flex Dependent Care		\$225.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87419</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021040</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$758.34</b>	
							<b>Check Amount:</b>	<b>\$758.34</b>	
2689	FIN	61810	8402		<b>LEGALSHIELD</b>		Check		
				B 01	215 037	LGL-ID		\$157.40	
				B 01	215 038	LGL-Sheild		\$13.95	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87427</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021040</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$171.35</b>	
							<b>Check Amount:</b>	<b>\$171.35</b>	
2689	FIN	61811	4867		<b>MN CHILD SUPPORT PAYMENT CTR</b>		Check		
				B 01	215 029	Child Support		\$95.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87428</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021040</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$95.00</b>	
							<b>Check Amount:</b>	<b>\$95.00</b>	
2689	FIN	61812	6424		<b>PAESP</b>		Check		
				B 01	215 043	PAE Supp Prof Dues		\$1,320.69	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87429</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021040</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$1,320.69</b>	
							<b>Check Amount:</b>	<b>\$1,320.69</b>	
2689	FIN	61813	01253		<b>PJE</b>		Check		
				B 01	215 040	Pipestone Ed. Assoc. Dues		\$6,950.35	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87431</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021040</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$6,950.35</b>	
							<b>Check Amount:</b>	<b>\$6,950.35</b>	
2689	FIN	61814	9599		<b>TX CHILD SUPPORT SDU</b>		Check		
				B 01	215 029	Child Support		\$47.52	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87418</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021040</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$47.52</b>	
							<b>Check Amount:</b>	<b>\$47.52</b>	
2689	FIN	61815	6528		<b>EDUCATORS BENEFIT CONSULTANTS, LLC</b>		Check		
				B 01	215 085	Medical Flex		\$83.33	
				B 01	215 086	Flex Dependent Care		\$191.67	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87435</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M20210400</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$275.00</b>	
							<b>Check Amount:</b>	<b>\$275.00</b>	
2689	FIN	61816	7068		<b>AMERITAS LIFE INSURANCE CORP.</b>		Check		
				B 01	215 045	AMERITAS Vision Ins October Coverage		\$849.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87438</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>M2021040</b>	<b>10/20/2020</b>	<b>Paid Amt:</b>	<b>\$849.12</b>	
							<b>Check Amount:</b>	<b>\$849.12</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61817	7067		<b>DELTA DENTAL</b>		Check
				B 01	215 044	Dental Ins Inv # CNS0000564374	\$1,725.86
<b>PO#:</b>	<b>Voucher #:</b>	<b>87439</b>	Invoice	<b>Invoice No:</b>	M2021040	<b>10/20/2020</b>	<b>Paid Amt: \$1,725.86</b>
							<b>Check Amount: \$1,725.86</b>
2689	FIN	61818	7348		<b>Madison National Life</b>		Check
				B 01	215 032	Employer Paid Life	\$451.39
				B 01	215 033	Supplemental Life	\$139.80
				B 01	215 031	LTD	\$825.80
<b>PO#:</b>	<b>Voucher #:</b>	<b>87440</b>	Invoice	<b>Invoice No:</b>	M2021040	<b>10/20/2020</b>	<b>Paid Amt: \$1,416.99</b>
							<b>Check Amount: \$1,416.99</b>
2689	FIN	61819	01252		<b>NCPERS Group Life Ins</b>		Check
				B 01	215 034	UNIT NUMBER: 203411	\$48.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87441</b>	Invoice	<b>Invoice No:</b>	M2021040	<b>10/20/2020</b>	<b>Paid Amt: \$48.00</b>
							<b>Check Amount: \$48.00</b>
2689	FIN	61820	9480		<b>MINNESOTA PUBLIC EMPLOYEE INSURANCE PROGRAM(PEIP)</b>		Check
				B 01	215 030	Health Ins November Coverage Inv #1010005	\$78,517.86
<b>PO#:</b>	<b>Voucher #:</b>	<b>87442</b>	Invoice	<b>Invoice No:</b>	M2021040	<b>10/20/2020</b>	<b>Paid Amt: \$78,517.86</b>
							<b>Check Amount: \$78,517.86</b>
2689	FIN	61821	5249		<b>VISA</b>		Check
				E 01	005 640 173 316 366	Curriculum Staff Development, ENERSON	\$30.00
				E 01	300 258 233 000 430	Instructional Supply	\$119.91
				E 01	300 260 172 000 430	Instructional Supply	\$29.75
				E 01	300 331 172 830 433	Individualized Mat.	\$111.56
				E 01	300 230 000 151 406	Instructional Software License	\$149.00
				E 01	300 331 172 830 433	Individualized Mat.	\$64.05
				E 01	300 331 172 830 433	Individualized Mat.	\$11.48
				E 01	300 640 172 316 366	MS/HS Staff Development, CORY	\$165.00
				E 01	300 341 172 830 433	Individualized Mat.	\$74.99
				E 01	300 331 172 830 433	Individualized Mat.	\$152.99
				E 01	300 230 172 000 406	Instructional Software License	\$34.99
				E 01	300 301 501 830 433	Individualized Mat.	\$9.72
				E 01	300 301 172 830 433	Individualized Mat.	\$50.44
				E 01	300 260 172 000 430	Instructional Supply	\$26.72
				E 01	300 301 172 830 433	Individualized Mat.	\$45.29
				E 01	300 258 233 000 401	General Supplies	\$77.67
				E 01	300 301 501 830 433	Individualized Mat.	\$8.96
				E 01	100 640 171 316 366	Travel, TONI	\$130.00
				E 01	100 640 171 316 366	Travel, TONI	\$30.00
				E 01	103 216 000 401 433	Individualized Mat.	\$95.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61821	5249		VISA		Check
				E 01	005 810 000 154 401	General Supplies, COVID TABLE BRACKETS	\$146.46
				E 01	005 810 000 154 401	General Supplies, COVID TABLE BRACKETS	\$37.75
				E 01	005 810 000 154 401	General Supplies, COVID TABLE BRACKETS	\$45.01
				E 01	005 810 000 154 401	General Supplies, COVID TABLE BRACKETS	\$64.76
				E 01	300 810 000 000 401	General Supplies	\$22.06
				E 01	300 810 000 000 401	General Supplies	\$9.60
				E 01	005 810 000 154 401	General Supplies, COVID TABLE BRACKETS	\$87.21
				E 01	005 810 000 154 401	General Supplies, COVID DESK DIVIDERS	\$27.70
				E 01	005 810 000 154 401	General Supplies, COVID TABLE BRACKETS	\$78.90
				E 01	005 810 000 000 401	General Supplies	\$109.99
				E 01	300 258 234 000 406	Instructional Software License	\$441.00
				B 01	131 000	Prepaid Expenses & Deposits	\$980.00
				E 01	300 361 849 830 430	Instructional Supply	\$258.39
				E 01	103 640 171 316 366	Hill School Staff Development, NANGLE	\$75.00
				E 01	300 258 233 000 369	Entry Fees/Student Travel, BAND	\$85.00
				E 01	207 203 000 000 430	Instructional Supply	\$21.38
				E 01	300 301 501 830 433	Instructional Supply	\$51.91
				E 01	300 301 501 830 433	Individualized Mat.	\$21.97
				E 01	300 211 000 154 430	Instructional Supply	\$96.00
				E 01	300 211 000 154 430	Instructional Supply	\$25.00
				E 01	300 270 000 151 430	Instructional Supply-COVID,INSTRUCTIONAL	\$55.93
				E 01	300 211 000 154 430	Instructional Supply, COVID	\$139.99
				E 01	300 260 000 151 430	Instructional Supply, COVID	\$57.50
				E 01	300 410 000 740 433	Individualized Mat.	\$47.99
				E 01	300 215 000 151 430	Instructional Supply ESSER COVID, Instructio	\$9.99
				E 01	300 420 000 740 433	Individualized Mat.	\$32.00
				E 01	300 640 173 000 366	Travel, MELANY	\$30.00
				E 01	300 420 000 740 433	Individualized Mat.	\$60.76
				E 01	207 219 000 151 430	Instructional Supply, COVID	\$45.00
				E 01	300 211 000 154 430	Instructional Supply, COVID	\$11.50
				E 01	300 640 173 000 366	Travel, ZOLLNER	\$30.00
				E 01	300 296 205 000 401	General Supplies	\$170.88
				E 01	300 292 000 000 366	Travel. ZOLLNER	\$11.85
				E 01	300 294 203 000 401	General Supplies, WATER FOOTBALL	\$38.39
				E 01	207 203 172 000 430	General Supplies	\$47.88
				E 01	207 203 000 000 430	Instructional Supply 39	(\$21.38)

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61821	5249		VISA		Check
				E 01	207 203 172 000 430	Instructional Supply	\$21.38
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87446</b>	Invoice	<b>Invoice No:</b> 7419	<b>10/22/2020</b>	<b>Paid Amt: \$4,892.27</b>
							<b>Check Amount: \$4,892.27</b>
2689	FIN	61822	9313		AERCOR WIRELESS INC.		Check
				E 01	300 810 150 000 555	WIRELESS ACCESS POINTS	\$18,208.50
	<b>PO#:</b> 17315	<b>Voucher #:</b>	<b>87450</b>	Invoice	<b>Invoice No:</b> 16625	<b>10/23/2020</b>	<b>Paid Amt: \$18,208.50</b>
							<b>Check Amount: \$18,208.50</b>
2689	FIN	61823	7829		APPLE INC		Check
				E 01	300 630 000 154 466	SEE ATTACHED	\$1,429.00
	<b>PO#:</b> 17307	<b>Voucher #:</b>	<b>87465</b>	Invoice	<b>Invoice No:</b> AD06090960	<b>10/23/2020</b>	<b>Paid Amt: \$1,429.00</b>
							<b>Check Amount: \$1,429.00</b>
2689	FIN	61824	7786		ARGUS LEADER MEDIA		Check
				E 04	005 591 000 000 475	Periodicals	\$540.04
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87461</b>	Invoice	<b>Invoice No:</b> AL2784954	<b>10/23/2020</b>	<b>Paid Amt: \$540.04</b>
							<b>Check Amount: \$540.04</b>
2689	FIN	61825	9504		AURORA PLAINS ACADEMY		Check
				E 01	300 211 000 000 392	to Out-of-State Dist, SEPT. 2020 TUITION	\$282.00
				E 01	300 408 000 740 393	to Out-of-State Dist, SEPT. 2020 TUITION	\$424.80
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87455</b>	Invoice	<b>Invoice No:</b> 358453	<b>10/23/2020</b>	<b>Paid Amt: \$706.80</b>
							<b>Check Amount: \$706.80</b>
2689	FIN	61826	6855		Baker & Taylor Books		Check
				E 04	005 591 000 000 470	Library Books	\$120.70
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87457</b>	Invoice	<b>Invoice No:</b> 2035519769	<b>10/23/2020</b>	<b>Paid Amt: \$120.70</b>
				E 04	005 591 000 000 470	Library Books	\$332.98
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87460</b>	Invoice	<b>Invoice No:</b> 2035531513	<b>10/23/2020</b>	<b>Paid Amt: \$332.98</b>
							<b>Check Amount: \$453.68</b>
2689	FIN	61827	8426		BENNET OFFICE TECHNOLOGIES		Check
				E 04	005 591 000 000 370	Rentals & Leases, 8/1-8/31	\$40.79
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87462</b>	Invoice	<b>Invoice No:</b> 308298	<b>10/23/2020</b>	<b>Paid Amt: \$40.79</b>
				E 04	005 591 000 000 370	Rentals & Leases, 09/01-09/30	\$12.92
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87463</b>	Invoice	<b>Invoice No:</b> 309303	<b>10/23/2020</b>	<b>Paid Amt: \$12.92</b>
							<b>Check Amount: \$53.71</b>
2689	FIN	61828	9362		BIO COMPANY INC		Check
				E 01	300 260 172 000 430	7"-9" Plain Fetal Pig	\$46.50
				E 01	300 260 172 000 430	6 Specimen Bulk Kit-Large	\$82.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61828	9362		<b>BIO COMPANY INC</b>		Check		
				E 01	300 260 172 000 430	Shipping		\$24.16	
	<b>PO#:</b> 17314	<b>Voucher #:</b>	<b>87453</b>	Invoice	<b>Invoice No:</b> 1017063	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$152.66</b>
								<b>Check Amount:</b>	<b>\$152.66</b>
2689	FIN	61829	3920		<b>CENTER POINT INC.</b>		Check		
				E 04	005 591 000 000 470	Library Books		\$180.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87458</b>	Invoice	<b>Invoice No:</b> 1793882	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$180.36</b>
				E 04	005 591 000 000 470	Library Books		\$182.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87459</b>	Invoice	<b>Invoice No:</b> 1798627	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$182.00</b>
								<b>Check Amount:</b>	<b>\$362.36</b>
2689	FIN	61830	9911		<b>COOPERATIVE EDUCATIONAL SERVICE AGENCY (CESA5)</b>		Check		
				E 01	207 640 173 316 405	Annual Licensing Fee		\$2,700.00	
				E 01	207 640 173 316 405	Implementation		\$1,200.00	
	<b>PO#:</b> 17256	<b>Voucher #:</b>	<b>87452</b>	Invoice	<b>Invoice No:</b> 0002100674	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$3,900.00</b>
								<b>Check Amount:</b>	<b>\$3,900.00</b>
2689	FIN	61831	5353		<b>DEMCO, INC.</b>		Check		
				E 01	300 620 591 000 430	#W12806430 Color tinted label protectives		\$423.00	
				E 01	300 620 591 000 430	#W13402820 3/4" MultiStripe Dot/Blue		\$7.43	
				E 01	300 620 591 000 430	#W13403870 3/4" MultiStripe Dot/Red		\$7.43	
				E 01	300 620 591 000 430	#W13400370 3/4" MultiStripe Dot/Yellow		\$7.01	
				E 01	300 620 591 000 430	#W13403860 3/4" MultiStripe Dot/Orange		\$7.43	
				E 01	300 620 591 000 430	#W13403880 3/4" MultiStripe Dot/Green		\$7.43	
				E 01	300 620 591 000 430	#W13403890 3/4" MultiStripe Dot/Black		\$7.43	
				E 01	300 620 591 000 430	#W14942230 Paper Spine Labels		\$68.38	
				E 01	300 620 591 000 430	#W16740800 Scotch 84S BookTape 4"		\$171.24	
	<b>PO#:</b> 17321	<b>Voucher #:</b>	<b>87466</b>	Invoice	<b>Invoice No:</b> 6855527	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$706.78</b>
								<b>Check Amount:</b>	<b>\$706.78</b>
2689	FIN	61832	01097		<b>FLINN SCIENTIFIC INC</b>		Check		
				E 01	300 260 161 000 430	Goggles, Chemical Splash, Economy Choice, :		\$370.40	
				E 01	300 260 161 000 430	Goggles, Chemical Splash, Economy Choice, :		(\$370.40)	
				E 01	300 260 000 151 430	Goggles, Chemical Splash, Economy Choice, :		\$370.40	
	<b>PO#:</b> 17280	<b>Voucher #:</b>	<b>87451</b>	Invoice	<b>Invoice No:</b> 2510747	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$370.40</b>
								<b>Check Amount:</b>	<b>\$370.40</b>
2689	FIN	61833	8610		<b>MINNESOTA WEST</b>		Check		
				E 01	300 211 966 000 394	PSEO, FALL 2020		\$51,139.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87449</b>	Invoice	<b>Invoice No:</b> 00260293	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$51,139.40</b>
								<b>Check Amount:</b>	<b>\$51,139.40</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61834	9308		<b>RSCHOOL TODAY</b>		Check
				E 01	300 292 000 000 405	Non Instructional Comp Softwar	\$450.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87448</b>	Invoice	<b>Invoice No:</b>	51102	<b>10/23/2020</b>	<b>Paid Amt: \$450.00</b>
							<b>Check Amount: \$450.00</b>
2689	FIN	61835	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check
				E 01	005 411 000 740 396	Special Ed Purchased From Dist, AUTISM SUI	\$4,052.92
				E 01	005 411 000 740 397	Special Ed Purchased From Dist, AUTISM SUI	\$1,377.99
				E 01	005 411 000 740 366	Travel, Special Ed Purchased From Dist, AUTI	\$2,344.09
				E 01	005 408 000 740 396	Special Ed Purchased, From Dist, BEHAVIOR	\$3,755.97
				E 01	005 408 000 740 397	Special Ed Purchased, From Dist, BEHAVIOR	\$1,277.02
				E 01	005 408 000 740 366	Special Ed Purchased, From Dist, BEHAVIOR	\$1,430.01
				E 01	100 412 000 740 396	Special Ed Purchased, From Dist, ECSE TEAC	\$8,876.34
				E 01	100 412 000 740 396	Special Ed Purchased From Dist, ECSE	\$3,550.66
				E 01	100 412 000 740 396	Special Ed Purchased, From Dist, ECSE TEAC	\$17,753.34
				E 01	005 404 000 740 396	Special Ed Purchased From Dist, OCCUPATIC	\$15,655.64
				E 01	005 404 000 740 397	Special Ed Purchased From Dist, OCCUPATIC	\$10,645.96
				E 01	005 404 000 740 366	Special Ed Purchased From Dist, OCCUPATIC	\$6,042.40
				E 01	005 420 000 740 396	Special Ed Purchased From Dist, SCHOOL PS	\$17,707.34
				E 01	005 420 000 740 396	Special Ed Purchased From Dist, SCHOOL SC	\$6,078.33
				E 01	005 420 000 740 397	Special Ed Purchased From Dist, SCHOOL SC	\$2,066.63
				E 01	005 420 000 740 366	Special Ed Purchased From Dist, SCHOOL SC	\$2,924.79
				E 01	005 401 000 740 396	Special Ed Purchased From Dist, SCHOOL SC	\$17,314.24
				E 01	005 401 000 740 396	Special Ed Purchased From Dist, SPEECH/LA	\$6,520.67
				E 01	005 401 000 740 396	Special Ed Purchased From Dist, SPEECH/LA	\$21,489.66
				E 01	005 405 000 740 396	Special Ed Purchased From Dist, TEACHER C	\$2,165.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87454</b>	Invoice	<b>Invoice No:</b>	65362	<b>10/23/2020</b>	<b>Paid Amt: \$153,029.00</b>
							<b>Check Amount: \$153,029.00</b>
2689	FIN	61836	8216		<b>UNIVERSITY OF MINNESOTA</b>		Check
				E 01	300 260 298 000 394	to Non-Ed Agency, FALL TUITION, 2020	\$9,860.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87456</b>	Invoice	<b>Invoice No:</b>	4567027	<b>10/23/2020</b>	<b>Paid Amt: \$9,860.00</b>
							<b>Check Amount: \$9,860.00</b>
2689	FIN	61837	7716		<b>VERIZON WIRELESS</b>		Check
				E 01	300 810 000 000 320	Communications/Phone, 10/9-11/8	\$345.77
<b>PO#:</b>	<b>Voucher #:</b>	<b>87464</b>	Invoice	<b>Invoice No:</b>	9864503558	<b>10/23/2020</b>	<b>Paid Amt: \$345.77</b>
							<b>Check Amount: \$345.77</b>
2689	FIN	61838	5249		<b>VISA</b>		Check
				E 01	005 605 150 000 455	NonInstructional Tech <sup>42</sup> Supplies	\$7.99

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61838	5249		VISA		Check		
				E 01	300 211 000 151 456			Tech Supplies, COVID BOXES FOR HOTSP	\$21.30
<b>PO#:</b>		<b>Voucher #:</b>	<b>87447</b>	Invoice	<b>Invoice No:</b> 4844	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$29.29</b>
								<b>Check Amount:</b>	<b>\$29.29</b>
2689	FIN	61839	9366		SYNCB/AMAZON		Check		
				E 01	207 203 000 151 430			Instructional Supply, BOOKS	\$41.04
				E 01	103 203 171 000 401			General Supplies	\$99.99
				E 01	207 203 000 151 430			Instructional Supply, DISTANCE LEARNING B	\$112.00
				E 01	005 810 000 000 401			General Supplies	\$139.98
				E 01	103 203 000 151 430			Instructional Supply, CASES FOR DESKS	\$231.78
				E 04	005 591 000 000 470			Library Books	\$330.12
				E 01	102 411 000 740 433			Individualized Mat.	\$21.73
				E 01	207 256 172 000 430			Instructional Supply	\$86.97
				E 04	005 591 000 000 470			Library Books	\$9.99
				E 01	005 630 000 151 456			Instructional Tech Supplies COVID, WIRELES	\$299.90
				E 01	300 301 501 830 433			Individualized Mat.	\$18.08
				E 01	005 810 000 151 401			General Supplies ESSER, HANDWASHING S	\$319.60
				E 01	300 331 000 830 433			Individualized Mat.	\$92.38
				E 04	005 591 000 000 470			Library Books	\$19.99
				E 01	300 211 172 000 430			Instructional Supply	\$112.20
				E 01	005 110 000 000 401			General Supplies	\$70.28
<b>PO#:</b>		<b>Voucher #:</b>	<b>87467</b>	Invoice	<b>Invoice No:</b> 6045787810217568	<b>10/23/2020</b>		<b>Paid Amt:</b>	<b>\$2,006.03</b>
								<b>Check Amount:</b>	<b>\$2,006.03</b>
2689	FIN	61841	7390		BLICK ART MATERIALS		Check		
				E 01	300 230 172 000 430			Instructional Supply	\$33.90
<b>PO#:</b>		<b>Voucher #:</b>	<b>87469</b>	Invoice	<b>Invoice No:</b> 4720316	<b>10/26/2020</b>		<b>Paid Amt:</b>	<b>\$33.90</b>
				E 01	300 230 172 000 430			Instructional Supply	\$24.54
<b>PO#:</b>		<b>Voucher #:</b>	<b>87479</b>	Invoice	<b>Invoice No:</b> 4736960	<b>10/26/2020</b>		<b>Paid Amt:</b>	<b>\$24.54</b>
								<b>Check Amount:</b>	<b>\$58.44</b>
2689	FIN	61842	5949		CDW GOVERNMENT, INC.		Check		
				E 01	005 630 000 151 456			Instructional Tech Supplies COVID, HOT SPO	\$474.80
<b>PO#:</b>		<b>Voucher #:</b>	<b>87473</b>	Invoice	<b>Invoice No:</b> 2238062	<b>10/26/2020</b>		<b>Paid Amt:</b>	<b>\$474.80</b>
								<b>Check Amount:</b>	<b>\$474.80</b>
2689	FIN	61843	00256		HILLYARD INC/ SIOUX FALLS		Check		
				E 01	005 810 000 000 401			General Supplies	\$331.70
<b>PO#:</b>		<b>Voucher #:</b>	<b>87487</b>	Invoice	<b>Invoice No:</b> 604083411	<b>10/26/2020</b>		<b>Paid Amt:</b>	<b>\$331.70</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61843	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$2,005.45	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87488</b>	Invoice	<b>Invoice No:</b> 604083412	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$2,005.45</b>	
							<b>Check Amount:</b>	<b>\$2,337.15</b>	
2689	FIN	61844	5546		<b>INNOVATIVE OFFICE SOLUTIONS</b>		Check		
				E 01	005 110 000 000 401	ACI-1451 BOSTITCH STAPLER		\$8.96	
				E 01	005 110 000 000 401	TOP-PENPAL PEN HOLDER		\$1.68	
				E 01	005 110 000 000 401	BIC-BLRIRW YELLOW RETRACTABLE HYL		\$11.17	
				E 01	005 110 000 000 401	UNV-14121 HANGING FILE FOLDERS		\$40.35	
				E 01	005 110 000 000 401	UNV-42215 PLASTIC INDEX TABS		\$9.50	
				E 01	005 110 000 000 401	UNV-35879 LEGAL PADS		\$23.20	
	<b>PO#:</b> 17320	<b>Voucher #:</b>	<b>87492</b>	Invoice	<b>Invoice No:</b> 3124863	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$94.86</b>	
				E 01	005 110 000 000 401	PFX-42701 READY TAB FILE FOLDER		\$111.45	
	<b>PO#:</b> 17320	<b>Voucher #:</b>	<b>87493</b>	Invoice	<b>Invoice No:</b> 3130979	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$111.45</b>	
							<b>Check Amount:</b>	<b>\$206.31</b>	
2689	FIN	61845	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	300 301 501 830 433	Individualized Mat.		\$48.24	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87476</b>	Invoice	<b>Invoice No:</b> 3125563	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$48.24</b>	
				E 01	300 230 172 000 430	Instructional Supply		\$80.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87477</b>	Invoice	<b>Invoice No:</b> 3125562	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$80.40</b>	
				E 01	300 220 172 000 430	Instructional Supply		\$16.08	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87478</b>	Invoice	<b>Invoice No:</b> 3125564	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$16.08</b>	
							<b>Check Amount:</b>	<b>\$144.72</b>	
2689	FIN	61846	9278		<b>ISG</b>		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees, SEPT. 2020		\$7,390.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87490</b>	Invoice	<b>Invoice No:</b> 67560	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$7,390.00</b>	
							<b>Check Amount:</b>	<b>\$7,390.00</b>	
2689	FIN	61847	6880		<b>ITC</b>		Check		
				E 01	006 810 000 000 320	Communications/Phone, 10/01-10/31		\$39.19	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87474</b>	Invoice	<b>Invoice No:</b> 00046550-1	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$39.19</b>	
							<b>Check Amount:</b>	<b>\$39.19</b>	
2689	FIN	61848	8277		<b>MEASURE BY DESIGN</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$25.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87489</b>	Invoice	<b>Invoice No:</b> 2999	<b>10/26/2020</b>	<b>Paid Amt:</b>	<b>\$25.00</b>	
							<b>Check Amount:</b>	<b>\$25.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61849	6836		<b>Midwest Alarm</b>		Check
				E 02 005 770 000 701 350	Repair&maint Service	\$69.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87486</b>	Invoice	<b>Invoice No:</b>	261938	<b>10/26/2020</b>	<b>Paid Amt: \$69.00</b>
							<b>Check Amount: \$69.00</b>
2689	FIN	61850	01300		<b>PIPESTONE CO. MEDICAL CENTER</b>		Check
				E 01 103 420 000 740 394	to Non-Ed Agency, SEPT 2020	\$3,109.78	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87491</b>	Invoice	<b>Invoice No:</b>	PI PIP JAS S	<b>10/26/2020</b>	<b>Paid Amt: \$3,109.78</b>
							<b>Check Amount: \$3,109.78</b>
2689	FIN	61851	5976		<b>RESTAURANT DESIGN EQUIPMENT &amp; SUPPLY</b>		Check
				E 02 005 770 000 701 350	Repair&maint Service	\$511.81	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87480</b>	Invoice	<b>Invoice No:</b>	AR2470	<b>10/26/2020</b>	<b>Paid Amt: \$511.81</b>
				E 02 005 770 000 701 350	Repair&maint Service	\$796.46	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87481</b>	Invoice	<b>Invoice No:</b>	AR2471	<b>10/26/2020</b>	<b>Paid Amt: \$796.46</b>
				E 02 005 770 000 701 350	Repair&maint Service	\$298.28	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87482</b>	Invoice	<b>Invoice No:</b>	AR2461	<b>10/26/2020</b>	<b>Paid Amt: \$298.28</b>
				E 02 005 770 000 701 350	Repair&maint Service	\$91.77	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87483</b>	Invoice	<b>Invoice No:</b>	AR2462	<b>10/26/2020</b>	<b>Paid Amt: \$91.77</b>
				E 02 005 770 000 701 350	Repair&maint Service	\$467.72	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87484</b>	Invoice	<b>Invoice No:</b>	AR2468	<b>10/26/2020</b>	<b>Paid Amt: \$467.72</b>
				E 02 005 770 000 701 350	Repair&maint Service	\$717.88	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87485</b>	Invoice	<b>Invoice No:</b>	AR1464	<b>10/26/2020</b>	<b>Paid Amt: \$717.88</b>
							<b>Check Amount: \$2,883.92</b>
2689	FIN	61853	8925		<b>VAST BROADBAND</b>		Check
				E 01 300 810 000 000 320	Communications/Phone 10/10-11/09	\$1,795.24	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87475</b>	Invoice	<b>Invoice No:</b>	000459101	<b>10/26/2020</b>	<b>Paid Amt: \$1,795.24</b>
							<b>Check Amount: \$1,795.24</b>
2689	FIN	61854	7111		<b>SCHOLASTIC</b>		Check
				E 01 300 331 173 830 433	Choices Print and Digital	\$237.25	
				E 01 300 331 173 830 433	Shipping & Handling	\$23.73	
<b>PO#:</b> 17319	<b>Voucher #:</b>	<b>87501</b>	Invoice	<b>Invoice No:</b>	M7042667	<b>10/27/2020</b>	<b>Paid Amt: \$260.98</b>
							<b>Check Amount: \$260.98</b>
2689	FIN	61855	9504		<b>AURORA PLAINS ACADEMY</b>		Check
				E 01 300 211 000 000 392	to Out-of-State Dist, AUGUST 2020	\$1,081.00	
				E 01 300 408 000 740 393	Sp Ed Contr Svcs Pup	\$1,628.40	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87471</b>	Invoice	<b>Invoice No:</b>	355368	<b>10/27/2020</b>	<b>Paid Amt: \$2,709.40</b>
							<b>Check Amount: \$2,709.40</b>
2689	FIN	61856	3512		<b>CHILDRENS CARE HOSP &amp; SCHOOL</b>		Check
				E 01 100 411 000 000 392	to Out-of-State Dist, JULY 2020	\$1,438.29	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61856	3512		<b>CHILDRENS CARE HOSP &amp; SCHOOL</b>		Check
				E 01	100 411 000 740 393	to Out-of-State Dist, JULY 2020	\$4,504.71
				E 01	102 411 000 000 392	to Out-of-State Dist, JULY 2020	\$1,438.29
				E 01	102 411 000 740 393	State Dist, JULY 2020	\$5,166.71
<b>PO#:</b>	<b>Voucher #:</b>	<b>87495</b>	Invoice	<b>Invoice No:</b>	30000944	<b>10/27/2020</b>	<b>Paid Amt: \$12,548.00</b>
				E 01	100 411 000 000 392	to Out-of-State Dist, SEPT. 2020	\$1,438.29
				E 01	100 411 000 740 393	to Out-of-State Dist, SEPT. 2020	\$8,831.21
				E 01	102 411 000 000 392	to Out-of-State Dist, SEPT. 2020	\$1,438.29
				E 01	102 411 000 740 393	to Out-of-State Dist, SEPT. 2020	\$7,742.21
<b>PO#:</b>	<b>Voucher #:</b>	<b>87496</b>	Invoice	<b>Invoice No:</b>	30000944	<b>10/27/2020</b>	<b>Paid Amt: \$19,450.00</b>
							<b>Check Amount: \$31,998.00</b>
2689	FIN	61857	4650		<b>CHILDREN'S HOME SOCIETY OF SD</b>		Check
				E 01	100 411 000 000 392	to Out-of-State Dist, AUG. 2020 REHABILITAT	\$753.39
				E 01	100 411 000 740 393	to Out-of-State Dist, AUG. 2020 REHABILITAT	\$5,863.61
				E 01	102 411 000 000 392	to Out-of-State Dist, AUG. 2020 REHABILITAT	\$753.39
				E 01	102 411 000 740 393	to Out-of-State Dist, AUG. 2020 REHABILITAT	\$5,550.61
<b>PO#:</b>	<b>Voucher #:</b>	<b>87497</b>	Invoice	<b>Invoice No:</b>	REHABILITATION	<b>10/27/2020</b>	<b>Paid Amt: \$12,921.00</b>
							<b>Check Amount: \$12,921.00</b>
2689	FIN	61858	00259		<b>MSBA</b>		Check
				E 01	005 010 000 000 366	Travel, WIESE VIRTUAL ZOOM	\$195.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87500</b>	Invoice	<b>Invoice No:</b>	25730F0H6K0	<b>10/27/2020</b>	<b>Paid Amt: \$195.00</b>
							<b>Check Amount: \$195.00</b>
2689	FIN	61859	01179		<b>RATWIK ROSZAK &amp; MALONEY PA</b>		Check
				E 01	005 010 113 000 305	Consult & Serv.fees	\$92.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87499</b>	Invoice	<b>Invoice No:</b>	67481	<b>10/27/2020</b>	<b>Paid Amt: \$92.00</b>
							<b>Check Amount: \$92.00</b>
2689	FIN	61860	7987		<b>REGENTS OF THE</b>		Check
				E 01	005 640 173 316 366	Curriculum Staff Development, CORY & TONI	\$3,500.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87498</b>	Invoice	<b>Invoice No:</b>	0290055252	<b>10/27/2020</b>	<b>Paid Amt: \$3,500.00</b>
							<b>Check Amount: \$3,500.00</b>
2689	FIN	61861	9504		<b>AURORA PLAINS ACADEMY</b>		Check
				E 01	300 211 000 000 392	to Out-of-State Dist, AUG 2020	\$987.00
				E 01	300 408 000 740 393	to Out-of-State Dist, AUG 2020	\$1,486.80
<b>PO#:</b>	<b>Voucher #:</b>	<b>87502</b>	Invoice	<b>Invoice No:</b>	357024	<b>10/27/2020</b>	<b>Paid Amt: \$2,473.80</b>
				E 01	300 211 000 000 392	to Out-of-State Dist, JUNE 2020	\$1,034.00
				E 01	300 408 000 740 393	to Out-of-State Dist, JUNE 2020	\$1,557.60
<b>PO#:</b>	<b>Voucher #:</b>	<b>87503</b>	Invoice	<b>Invoice No:</b>	353272	<b>10/27/2020</b>	<b>Paid Amt: \$2,591.60</b>
							<b>Check Amount: \$5,065.40</b>

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61862	9938		<b>COAST TO COAST SOLUTIONS INC</b>		Check
				E 04	005 591 000 000 401	General Supplies	\$635.14
<b>PO#:</b>	<b>Voucher #:</b>	<b>87506</b>	Invoice	<b>Invoice No:</b>	IVC0097484	<b>10/28/2020</b>	<b>Paid Amt: \$635.14</b>
							<b>Check Amount: \$635.14</b>
2689	FIN	61863	9942		<b>JESSIE VANDERPOEL</b>		Check
				R 02	005 000 000 701 601	Sales to Pupils	\$208.20
<b>PO#:</b>	<b>Voucher #:</b>	<b>87507</b>	Invoice	<b>Invoice No:</b>	10/28/2020	<b>10/28/2020</b>	<b>Paid Amt: \$208.20</b>
							<b>Check Amount: \$208.20</b>
2689	FIN	61864	5976		<b>RESTAURANT DESIGN EQUIPMENT &amp; SUPPLY</b>		Check
				E 02	005 770 000 701 350	Repair&maint Service	\$34.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87505</b>	Invoice	<b>Invoice No:</b>	AR2463	<b>10/28/2020</b>	<b>Paid Amt: \$34.00</b>
							<b>Check Amount: \$34.00</b>
2689	FIN	61865	6743		<b>TITAN MACHINERY</b>		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$53.50
<b>PO#:</b>	<b>Voucher #:</b>	<b>87504</b>	Invoice	<b>Invoice No:</b>	14705028	<b>10/28/2020</b>	<b>Paid Amt: \$53.50</b>
							<b>Check Amount: \$53.50</b>
2689	FIN	61866	00063		<b>CITY OF PIPESTONE</b>		Check
				E 01	102 810 182 000 330	Utility Services, OCT 2020	\$168.19
				E 01	103 810 182 000 330	Utility Services, OCT 2020	\$168.19
				E 01	300 810 182 000 330	Utility Services, OCT 2020	\$336.37
				E 01	300 810 183 000 330	Utilities - Water/Sewer, OCT 2020	\$1,169.65
				E 01	005 810 183 000 330	Utilities - Water/Sewer, OCT 2020	\$2,058.78
				E 01	102 810 183 000 330	Utilities - Water/Sewer, OCT 2020	\$346.24
				E 01	300 810 183 000 330	Utilities - Water/Sewer, OCT 2020	\$766.90
				E 01	300 810 183 000 330	Utilities - Water/Sewer, OCT 2020	\$62.38
				E 01	103 810 183 000 330	Utilities - Water/Sewer, OCT 2020	\$363.34
<b>PO#:</b>	<b>Voucher #:</b>	<b>87508</b>	Invoice	<b>Invoice No:</b>	10/28/2020	<b>10/28/2020</b>	<b>Paid Amt: \$5,440.04</b>
							<b>Check Amount: \$5,440.04</b>
2689	FIN	61868	7429		<b>BROAD REACH BOOKS</b>		Check
				E 01	102 620 591 302 470	Library Books	\$178.16
<b>PO#:</b>	<b>Voucher #:</b>	<b>87516</b>	Invoice	<b>Invoice No:</b>	ARU0309615	<b>10/29/2020</b>	<b>Paid Amt: \$178.16</b>
							<b>Check Amount: \$178.16</b>
2689	FIN	61869	5782		<b>CENTERPOINT ENERGY</b>		Check
				E 01	103 810 000 000 440	Fuel For Buildings, SEPT. 2020	\$124.43
				E 01	102 810 000 000 440	Fuel For Buildings, SEPT. 2020	\$302.60
				E 01	300 810 000 000 440	Fuel For Buildings, SEPT. 2020	\$290.14
<b>PO#:</b>	<b>Voucher #:</b>	<b>87512</b>	Invoice	<b>Invoice No:</b>	8000015159-9	<b>10/29/2020</b>	<b>Paid Amt: \$717.17</b>
							<b>Check Amount: \$717.17</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61870	00884		<b>HILL ELEMENTARY</b>		Check		
				E 01	103 203 171 000 430	Instructional Supply		\$91.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87514</b>	Invoice	<b>Invoice No:</b> 10/29/2020			<b>Paid Amt:</b>	<b>\$91.75</b>
								<b>Check Amount:</b>	<b>\$91.75</b>
2689	FIN	61871	01191		<b>ING &amp; GREG'S REFRIGERATION</b>		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$82.85	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87519</b>	Invoice	<b>Invoice No:</b> 4918			<b>Paid Amt:</b>	<b>\$82.85</b>
								<b>Check Amount:</b>	<b>\$82.85</b>
2689	FIN	61872	7971		<b>KNOWBUDDY RESOURCES</b>		Check		
				E 01	102 620 591 302 470	Library Books		\$71.88	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87515</b>	Invoice	<b>Invoice No:</b> ARU0309529			<b>Paid Amt:</b>	<b>\$71.88</b>
								<b>Check Amount:</b>	<b>\$71.88</b>
2689	FIN	61873	8089		<b>SCHOOL SPECIALTY</b>		Check		
				E 01	102 203 171 000 430	Instructional Supply		\$21.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87509</b>	Invoice	<b>Invoice No:</b> 208126387701			<b>Paid Amt:</b>	<b>\$21.00</b>
				E 01	103 203 171 000 430	Instructional Supply		\$1.20	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87510</b>	Invoice	<b>Invoice No:</b> 208126364065			<b>Paid Amt:</b>	<b>\$1.20</b>
				E 01	102 203 171 000 430	Instructional Supply		\$5.19	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87518</b>	Invoice	<b>Invoice No:</b> 208126324292			<b>Paid Amt:</b>	<b>\$5.19</b>
								<b>Check Amount:</b>	<b>\$27.39</b>
2689	FIN	61874	8702		<b>TROPHIES PLUS, INC</b>		Check		
				E 01	300 291 220 000 401	General Supplies		\$63.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87517</b>	Invoice	<b>Invoice No:</b> 368723			<b>Paid Amt:</b>	<b>\$63.92</b>
								<b>Check Amount:</b>	<b>\$63.92</b>
2689	FIN	61875	00276		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 184 000 330	Electricity - Paulsen Field, SEPT 2020		\$776.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87513</b>	Invoice	<b>Invoice No:</b> 51-6709448-8			<b>Paid Amt:</b>	<b>\$776.34</b>
								<b>Check Amount:</b>	<b>\$776.34</b>
2689	FIN	61876	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 154 530	COVID, SCRUB RIDE		\$23,718.71	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87521</b>	Invoice	<b>Invoice No:</b> 604092818			<b>Paid Amt:</b>	<b>\$23,718.71</b>
								<b>Check Amount:</b>	<b>\$23,718.71</b>
2689	FIN	61877	9368		<b>INCLUSIVE TLC SPECIAL NEEDS</b>		Check		
				E 01	103 420 000 740 433	Individualized Mat.		\$195.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87520</b>	Invoice	<b>Invoice No:</b> 32198			<b>Paid Amt:</b>	<b>\$195.00</b>
								<b>Check Amount:</b>	<b>\$195.00</b>

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61878	9928		<b>RESTAURANT COOLER GASKETS, LLC</b>		Check		
				E 01	005 810 000 154 401	General Supplies, CLASSROOM TABLE DIVI		\$4,828.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87511</b>	Invoice	<b>Invoice No:</b> 22838	<b>10/29/2020</b>	<b>Paid Amt:</b>	<b>\$4,828.00</b>	
							<b>Check Amount:</b>	<b>\$4,828.00</b>	
2689	FIN	61879	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	300 211 000 154 430	Instructional Supply, LAPTOPS		\$35,240.69	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87522</b>	Invoice	<b>Invoice No:</b> 65256	<b>10/30/2020</b>	<b>Paid Amt:</b>	<b>\$35,240.69</b>	
							<b>Check Amount:</b>	<b>\$35,240.69</b>	
2689	FIN	61880	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$8.57	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87550</b>	Invoice	<b>Invoice No:</b> 2582143	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$8.57</b>	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$48.20	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87551</b>	Invoice	<b>Invoice No:</b> 2569181	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$48.20</b>	
							<b>Check Amount:</b>	<b>\$56.77</b>	
2689	FIN	61881	6528		<b>EDUCATORS BENEFIT CONSULTANTS, LLC</b>		Check		
				E 01	005 110 000 000 305	Consult & Serv.fees, FLEX PLAN FEE		\$125.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87549</b>	Invoice	<b>Invoice No:</b> 16222	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$125.00</b>	
							<b>Check Amount:</b>	<b>\$125.00</b>	
2689	FIN	61882	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$131.37	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87531</b>	Invoice	<b>Invoice No:</b> 604094809	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$131.37</b>	
				E 01	005 810 000 000 401	General Supplies		\$89.04	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87532</b>	Invoice	<b>Invoice No:</b> 604094845	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$89.04</b>	
							<b>Check Amount:</b>	<b>\$220.41</b>	
2689	FIN	61883	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	005 110 000 000 401	General Supplies		\$111.45	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87553</b>	Invoice	<b>Invoice No:</b> 3130979	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$111.45</b>	
							<b>Check Amount:</b>	<b>\$111.45</b>	
2689	FIN	61884	8073		<b>INTERSTATE BATTERY CENTER</b>		Check		
				E 01	005 865 000 349 305	Consult & Serv.fees, RECYCLE BATTERIES		\$336.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87540</b>	Invoice	<b>Invoice No:</b> 1912901034828	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$336.00</b>	
							<b>Check Amount:</b>	<b>\$336.00</b>	
2689	FIN	61885	01140		<b>JERS ELECTRIC INC</b>		Check		
				E 01	102 810 000 000 350	Repair&maint Service		\$156.41	
				E 01	300 810 000 000 350	Repair&maint Service		\$204.18	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87524</b>	Invoice	<b>Invoice No:</b> 2521	<b>49 11/2/2020</b>	<b>Paid Amt:</b>	<b>\$360.59</b>	
							<b>Check Amount:</b>	<b>\$360.59</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61886	7971		<b>KNOWBUDDY RESOURCES</b>		Check		
				E 01	103 620 591 302 470	Library Books		\$94.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87547</b>	Invoice	<b>Invoice No:</b> ARU0310593	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$94.99</b>	
							<b>Check Amount:</b>	<b>\$94.99</b>	
2689	FIN	61887	9790		<b>KURITA AMERICAN INC.</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$190.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87533</b>	Invoice	<b>Invoice No:</b> 553093	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$190.00</b>	
							<b>Check Amount:</b>	<b>\$190.00</b>	
2689	FIN	61888	01613		<b>MCGRAW-HILL SCHOOL EDUCATION HOLDINGS, LLC</b>		Check		
				E 01	207 256 173 000 406	Rise Math/Flat one year subscriptios. Grades 6		\$3,591.00	
	<b>PO#:</b> 17322	<b>Voucher #:</b>	<b>87542</b>	Invoice	<b>Invoice No:</b> 115321672001	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$3,591.00</b>	
				E 01	006 203 173 000 406	My Math Teacher Center. One year subscriptio		\$261.04	
				E 01	103 203 173 000 406	My Math Teacher Center. One Year Subscriptic		\$522.08	
	<b>PO#:</b> 17322	<b>Voucher #:</b>	<b>87543</b>	Invoice	<b>Invoice No:</b> 115318031001	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$783.12</b>	
							<b>Check Amount:</b>	<b>\$4,374.12</b>	
2689	FIN	61889	5263		<b>MIDWESTERN MECHANICAL INC.</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$340.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87530</b>	Invoice	<b>Invoice No:</b> 155187	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$340.00</b>	
							<b>Check Amount:</b>	<b>\$340.00</b>	
2689	FIN	61890	7865		<b>MUSIC STREET</b>		Check		
				E 01	300 258 233 000 401	General Supplies		\$377.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87534</b>	Invoice	<b>Invoice No:</b> 93988	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$377.50</b>	
				E 01	300 258 233 000 401	General Supplies		\$38.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87535</b>	Invoice	<b>Invoice No:</b> 94282	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$38.40</b>	
				E 01	300 258 233 000 350	Repair&maint Service		\$55.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87536</b>	Invoice	<b>Invoice No:</b> 94482	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$55.00</b>	
				E 01	300 258 233 000 350	Repair&maint Service		\$55.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87537</b>	Invoice	<b>Invoice No:</b> 94483	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$55.00</b>	
				E 01	300 258 233 000 401	General Supplies		\$63.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87538</b>	Invoice	<b>Invoice No:</b> 94094	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$63.00</b>	
				E 01	300 258 233 000 350	Repair&maint Service		\$55.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87539</b>	Invoice	<b>Invoice No:</b> 94575	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$55.00</b>	
							<b>Check Amount:</b>	<b>\$643.90</b>	
2689	FIN	61891	01797		<b>NICKLASSON ATHLETIC CO.</b>		Check		
				E 01	300 292 000 000 401	General Supplies		\$194.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87546</b>	Invoice	<b>Invoice No:</b> 27356	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$194.60</b>	
							<b>Check Amount:</b>	<b>\$194.60</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61892	4464		<b>PIPESTONE GRAIN COMPANY</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$563.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87523</b>	Invoice	<b>Invoice No:</b> 497704	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$563.50</b>	
							<b>Check Amount:</b>	<b>\$563.50</b>	
2689	FIN	61893	5102		<b>RENAISSANCE LEARNING</b>		Check		
				E 01	207 203 173 000 406	One year subscription for grade 5		\$3,155.88	
	<b>PO#:</b> 17260	<b>Voucher #:</b>	<b>87548</b>	Invoice	<b>Invoice No:</b> 5187992-162879	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$3,155.88</b>	
							<b>Check Amount:</b>	<b>\$3,155.88</b>	
2689	FIN	61894	5969		<b>RIDDELL/ALL AMERICAN SPORTS</b>		Check		
				E 01	300 294 203 000 401	General Supplies, HELMETS		\$409.45	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87552</b>	Invoice	<b>Invoice No:</b> 951276870	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$409.45</b>	
							<b>Check Amount:</b>	<b>\$409.45</b>	
2689	FIN	61895	6850		<b>SEBCO BOOKS</b>		Check		
				E 01	102 620 591 302 470	Library Books		\$2,398.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87544</b>	Invoice	<b>Invoice No:</b> 201014	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$2,398.50</b>	
							<b>Check Amount:</b>	<b>\$2,398.50</b>	
2689	FIN	61896	6985		<b>SMART APPLE U.S.</b>		Check		
				E 01	102 620 591 302 470	Library Books		\$89.79	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87545</b>	Invoice	<b>Invoice No:</b> ARU0310590	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$89.79</b>	
							<b>Check Amount:</b>	<b>\$89.79</b>	
2689	FIN	61897	00890		<b>STOUT &amp; EVINK</b>		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$513.16	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87525</b>	Invoice	<b>Invoice No:</b> 90774	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$513.16</b>	
				E 01	102 810 000 000 350	Repair&maint Service		\$90.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87526</b>	Invoice	<b>Invoice No:</b> 90762	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$90.00</b>	
				E 01	300 810 000 000 350	Repair&maint Service		\$503.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87527</b>	Invoice	<b>Invoice No:</b> 90705	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$503.34</b>	
				E 01	005 810 000 000 401	General Supplies		\$74.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87528</b>	Invoice	<b>Invoice No:</b> 90629	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$74.36</b>	
							<b>Check Amount:</b>	<b>\$1,180.86</b>	
2689	FIN	61899	8643		<b>WINDFALL</b>		Check		
				E 01	103 620 591 302 470	Library Books		\$179.38	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87541</b>	Invoice	<b>Invoice No:</b> ARU0310129	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$179.38</b>	
							<b>Check Amount:</b>	<b>\$179.38</b>	
2689	FIN	61900	9463		<b>BRETT SANOW</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, VP	11/05/2020	\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87554</b>	Invoice	<b>Invoice No:</b> 11/02/2020	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61901	00644		<b>ST LEOS CATHOLIC CHURCH</b>		Check		
				E 01	300 296 201 000 370	Rentals & Leases, JR HIGH GB		\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87556</b>	Invoice	<b>Invoice No:</b>	11/02/2020	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	
2689	FIN	61902	9585		<b>TIMOTHY V MAY</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, VB	11/05/2020	\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87555</b>	Invoice	<b>Invoice No:</b>	11/02/2020	<b>11/2/2020</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61903	3920		<b>CENTER POINT INC.</b>		Check		
				E 01	300 296 201 000 401	General Supplies		\$773.73	
				E 01	300 294 201 000 401	General Supplies		\$773.74	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87557</b>	Invoice	<b>Invoice No:</b>	AAD011638	<b>11/3/2020</b>	<b>Paid Amt:</b>	<b>\$1,547.47</b>	
				E 01	300 296 201 000 401	General Supplies		\$27.50	
				E 01	300 294 201 000 401	General Supplies		\$27.50	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87558</b>	Invoice	<b>Invoice No:</b>	AAD011639	<b>11/3/2020</b>	<b>Paid Amt:</b>	<b>\$55.00</b>	
							<b>Check Amount:</b>	<b>\$1,602.47</b>	
2689	FIN	61904	6947		<b>HORIZON SOFTWARE INTERNATIONAL</b>		Check		
				B 01	131 000	PINPADS WITH BARCODES		\$3,555.00	
				B 01	131 000	PINPADS WITH BARCODES		(\$3,555.00)	
				E 02	005 770 000 701 405	PINPADS WITH BARCODES		\$3,555.00	
<b>PO#:</b> 17140	<b>Voucher #:</b>	<b>87559</b>	Invoice	<b>Invoice No:</b>	121192	<b>11/3/2020</b>	<b>Paid Amt:</b>	<b>\$3,555.00</b>	
							<b>Check Amount:</b>	<b>\$3,555.00</b>	
2689	FIN	61905	6880		<b>ITC</b>		Check		
				E 01	006 810 000 000 320	Communications/Phone, NOV. 01-30-2020		\$78.38	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87560</b>	Invoice	<b>Invoice No:</b>	11195639	<b>11/3/2020</b>	<b>Paid Amt:</b>	<b>\$78.38</b>	
							<b>Check Amount:</b>	<b>\$78.38</b>	
2689	FIN	61906	00224		<b>LUDOLPH BUS INCORPORATED</b>		Check		
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg, NOV 2020		\$71,489.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87561</b>	Invoice	<b>Invoice No:</b>	1867	<b>11/3/2020</b>	<b>Paid Amt:</b>	<b>\$71,489.00</b>	
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg		\$550.00	
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap		\$30,327.93	
				E 03	005 760 000 713 360	Transp Cntrt W/Public, LB		\$2,366.40	
				E 01	300 292 202 733 360	Transp Cntrt W/Public CC		\$347.13	
				E 01	300 296 209 733 360	Transp Cntrt W/Public VB		\$588.85	
				E 01	300 211 000 733 360	HS FIELD TRIP		\$40.00	
				E 01	005 640 173 316 366	Transp Cntrt W/Public, TYPE III		\$37.13	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87562</b>	Invoice	<b>Invoice No:</b>	1869	<b>11/3/2020</b>	<b>Paid Amt:</b>	<b>\$34,257.44</b>	
							<b>Check Amount:</b>	<b>\$105,746.44</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61907	00224		<b>LUDOLPH BUS INCORPORATED</b>		Check
				E 01	300 292 202 733 360	Transp Cntrt W/Public CC	\$630.00
				E 01	300 294 203 733 360	Transp Cntrt W/Public Football	\$3,693.38
				E 01	300 296 209 733 360	Transp Cntrt W/Public VB	\$4,435.08
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band	\$1,260.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87563</b>	Invoice	<b>Invoice No:</b>	4063	<b>11/3/2020</b>	<b>Paid Amt: \$10,018.46</b>
							<b>Check Amount: \$10,018.46</b>
2689	FIN	61908	6947		<b>HORIZON SOFTWARE INTERNATIONAL</b>		Check
				B 01	131 000	SHIPPING	\$28.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>87564</b>	Invoice	<b>Invoice No:</b>	121192	<b>11/3/2020</b>	<b>Paid Amt: \$28.95</b>
							<b>Check Amount: \$28.95</b>
2689	FIN	61909	6323		<b>PIPESTONE CO. SHERIFF'S OFFICE</b>		Check
				E 01	005 790 000 342 305	Consult & Serv.fees, JUKY - SEPT 2020	\$11,250.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87567</b>	Invoice	<b>Invoice No:</b>	11/04/2020	<b>11/4/2020</b>	<b>Paid Amt: \$11,250.00</b>
							<b>Check Amount: \$11,250.00</b>
2689	FIN	61910	00276		<b>XCEL ENERGY</b>		Check
				E 01	102 810 184 000 330	Utilities/Electricity, OCT 2020	\$1,449.49
				E 01	103 810 184 000 330	Utilities/Electricity, OCT 2020	\$1,304.45
<b>PO#:</b>	<b>Voucher #:</b>	<b>87566</b>	Invoice	<b>Invoice No:</b>	51-6323555-0	<b>11/4/2020</b>	<b>Paid Amt: \$2,753.94</b>
							<b>Check Amount: \$2,753.94</b>
2689	FIN	61911	8470		<b>BRIAN DANKS</b>		Check
				E 01	300 294 203 000 305	Consult & Serv.fees, FALL 2020 FOOTBALL	\$150.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87569</b>	Invoice	<b>Invoice No:</b>	11/09/2020	<b>11/9/2020</b>	<b>Paid Amt: \$150.00</b>
							<b>Check Amount: \$150.00</b>
2689	FIN	61912	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check
				E 01	005 810 000 151 401	General Supplies ESSER, LABELS & TRIGGE	\$165.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87568</b>	Invoice	<b>Invoice No:</b>	604104533	<b>11/9/2020</b>	<b>Paid Amt: \$165.00</b>
							<b>Check Amount: \$165.00</b>
2689	FIN	61913	7435		<b>DENNIS PETERSON</b>		Check
				E 01	300 294 203 000 305	Consult & Serv.fees, FALL 2020 FOOTBALL	\$150.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87570</b>	Invoice	<b>Invoice No:</b>	11/09/2020	<b>11/9/2020</b>	<b>Paid Amt: \$150.00</b>
							<b>Check Amount: \$150.00</b>
2689	FIN	61914	9723		<b>AMERICAN ENGINEERING TESTING INC</b>		Check
				E 06	005 870 000 000 305	Consult & Serv.fees, SOIL TESTING	\$1,986.10
<b>PO#:</b>	<b>Voucher #:</b>	<b>87575</b>	Invoice	<b>Invoice No:</b>	1302347	<b>11/10/2020</b>	<b>Paid Amt: \$1,986.10</b>
							<b>Check Amount: \$1,986.10</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61915	00226		<b>CENTER SPORTS INC</b>		Check		
				E 01	300 294 200 000 401	General Supplies		\$467.29	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87581</b>	Invoice	<b>Invoice No:</b> AAD011157			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$467.29</b>	
							<b>Check Amount:</b>	<b>\$467.29</b>	
2689	FIN	61916	9179		<b>DAVEY W BESTE</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, VB	10/12/2020	\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87583</b>	Invoice	<b>Invoice No:</b> 11/10/2020			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61917	6458		<b>HUBERT COMPANY LLC</b>		Check		
				E 02	005 770 000 151 401	26990 5" DIAMETER WHEEL REPLACEMENT		\$630.90	
				E 02	005 770 000 151 401	19285 SQUARE 24OZ BOWL		\$7.37	
				E 02	005 770 000 151 401	Freight		\$85.34	
	<b>PO#:</b> 17323	<b>Voucher #:</b>	<b>87580</b>	Invoice	<b>Invoice No:</b> 201664			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$723.61</b>	
							<b>Check Amount:</b>	<b>\$723.61</b>	
2689	FIN	61918	9278		<b>ISG</b>		Check		
				E 06	005 870 000 000 305	Consult & Serv.fees		\$7,390.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87577</b>	Invoice	<b>Invoice No:</b> 68216			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$7,390.00</b>	
							<b>Check Amount:</b>	<b>\$7,390.00</b>	
2689	FIN	61919	4075		<b>MARK SCHLEISMAN</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, VB	10/12/2020	\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87584</b>	Invoice	<b>Invoice No:</b> 11/10/2020			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61920	3536		<b>MARSHALL HIGH SCHOOL</b>		Check		
				E 01	300 296 209 000 369	Entry Fees/Student Travel-Volleyball	JIMMY JC	\$240.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87582</b>	Invoice	<b>Invoice No:</b> 11/10/2020			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$240.00</b>	
							<b>Check Amount:</b>	<b>\$240.00</b>	
2689	FIN	61921	5263		<b>MIDWESTERN MECHANICAL INC.</b>		Check		
				E 01	300 865 000 363 350	Repair&maint Service		\$900.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87578</b>	Invoice	<b>Invoice No:</b> 155470			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$900.00</b>	
							<b>Check Amount:</b>	<b>\$900.00</b>	
2689	FIN	61923	9943		<b>PIPESTONE DEVELOPMENT COMPANY LLC</b>		Check		
				E 01	300 292 204 000 370	Rentals & Leases-Golf Course		\$912.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87579</b>	Invoice	<b>Invoice No:</b> 96			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$912.00</b>	
							<b>Check Amount:</b>	<b>\$912.00</b>	
2689	FIN	61924	9721		<b>SUMMIT COMPANIES</b>		Check		
				E 01	300 865 000 363 350	Repair&maint Service	54 FIRE EXTINGUISHER	\$3,961.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87571</b>	Invoice	<b>Invoice No:</b> 1576449			<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$3,961.50</b>	
							<b>Check Amount:</b>	<b>\$3,961.50</b>	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61925	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 110 000 000 316	Data Processing Svcs		\$5,618.37	
				E 01	005 110 000 000 316	Data Processing Svcs		\$734.07	
				E 01	005 865 000 352 316	Health and Safety Purchased Coop		\$2,686.67	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87576</b>	Invoice	<b>Invoice No:</b>	65300	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$9,039.11</b>	
							<b>Check Amount:</b>	<b>\$9,039.11</b>	
2689	FIN	61926	8194		<b>CARY RADSEWITZ</b>		Check		
				E 01	300 294 203 000 305	Consult & Serv.fees, FB 11/12/2020		\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87588</b>	Invoice	<b>Invoice No:</b>	11/10/2020	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61927	9944		<b>CHRISTOPHER BRETT WOLF</b>		Check		
				E 01	300 294 203 000 305	Consult & Serv.fees, FB 11/12/2020		\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87586</b>	Invoice	<b>Invoice No:</b>	11/10/2020	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61928	9945		<b>EDWARD WATTS</b>		Check		
				E 01	300 294 203 000 305	Consult & Serv.fees, FB 11/12/2020		\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87589</b>	Invoice	<b>Invoice No:</b>	11/10/2020	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61929	9166		<b>JEFF HAUBRICH</b>		Check		
				E 01	300 294 203 000 305	Consult & Serv.fees, FB 11/12/2020		\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87585</b>	Invoice	<b>Invoice No:</b>	11/10/2020	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61930	7266		<b>JEFFREY SUDENGA</b>		Check		
				E 01	300 294 203 000 305	Consult & Serv.fees, FB 11/12/2020		\$110.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87587</b>	Invoice	<b>Invoice No:</b>	11/10/2020	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61931	9018		<b>NETWORK SERVICES COMPANY</b>		Check		
				E 01	005 810 000 151 401	General Supplies ESSER, DISINFECTANT		\$1,525.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87572</b>	Invoice	<b>Invoice No:</b>	7076461	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$1,525.00</b>	
				E 01	005 810 000 151 401	General Supplies ESSER, SPRAYER		\$725.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87573</b>	Invoice	<b>Invoice No:</b>	7295890	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$725.00</b>	
							<b>Check Amount:</b>	<b>\$2,250.00</b>	
2689	FIN	61932	7291		<b>THE RETROFIT COMPANIES, INC</b>		Check		
				E 01	005 865 000 349 305	Consult & Serv.fees, RECYCLING		\$479.05	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87574</b>	Invoice	<b>Invoice No:</b>	0110052-IN	<b>11/10/2020</b>	<b>Paid Amt:</b>	<b>\$479.05</b>	
							<b>Check Amount:</b>	<b>\$479.05</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61933	00096		<b>EDGERTON CHRISTIAN ELEM</b>		Check		
				E 03	005 760 000 720 360	Transp Cntrt W/Public Reg, OCT 2020		\$2,678.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87592</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$2,678.40</b>	
							<b>Check Amount:</b>	<b>\$2,678.40</b>	
2689	FIN	61934	00300		<b>PIPESTONE PUBLISHING CO INC</b>		Check		
				E 01	005 010 000 000 305	Consult & Serv.fees, OCT. 2020		\$968.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87591</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$968.98</b>	
							<b>Check Amount:</b>	<b>\$968.98</b>	
2689	FIN	61935	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 605 000 000 316	Tech Services Purchased Coop, SEPT 2020		\$7,738.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87590</b>	Invoice	<b>Invoice No:</b>	65407		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$7,738.00</b>	
							<b>Check Amount:</b>	<b>\$7,738.00</b>	
2689	FIN	61936	9749		<b>ACTIVE HEATING INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$134,718.55	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87595</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$134,718.55</b>	
							<b>Check Amount:</b>	<b>\$134,718.55</b>	
2689	FIN	61937	9750		<b>AMERICAN STRUCTURAL METALS INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$47,733.70	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87596</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$47,733.70</b>	
							<b>Check Amount:</b>	<b>\$47,733.70</b>	
2689	FIN	61938	01414		<b>BUILDERS SUPPLY COMPANY</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$35,550.43	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87597</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$35,550.43</b>	
							<b>Check Amount:</b>	<b>\$35,550.43</b>	
2689	FIN	61939	8791		<b>CHRISTENSEN BROADCASTING</b>		Check		
				E 01	005 020 000 000 305	Consult & Serv.fees, PUBLIC RELATIONS		\$2,400.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87593</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$2,400.00</b>	
							<b>Check Amount:</b>	<b>\$2,400.00</b>	
2689	FIN	61940	9751		<b>CORNERSTONE PLASTERING AND DRYWALL INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$288,115.41	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87598</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$288,115.41</b>	
							<b>Check Amount:</b>	<b>\$288,115.41</b>	
2689	FIN	61941	9760		<b>CULINEX</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$16,477.05	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87599</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>11/10/2020</b>	
							<b>Paid Amt:</b>	<b>\$16,477.05</b>	
							<b>Check Amount:</b>	<b>\$16,477.05</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61942	8987		<b>DALSIN INC</b>		Check
				E 06 005 870 000 000 520	Build Acq/Construct	\$45,011.19	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87600</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$45,011.19</b>
							<b>Check Amount: \$45,011.19</b>
2689	FIN	61943	9752		<b>DOOM AND CUYPERS CONSTRUCTION INC</b>		Check
				E 06 005 870 000 000 520	Build Acq/Construct	\$8,279.73	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87602</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$8,279.73</b>
							<b>Check Amount: \$8,279.73</b>
2689	FIN	61944	9753		<b>FARGO GLASS AND PAINT COMPANY</b>		Check
				E 06 005 870 000 000 520	Build Acq/Construct	\$14,086.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87601</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$14,086.00</b>
							<b>Check Amount: \$14,086.00</b>
2689	FIN	61945	9755		<b>HANDER INC PLUMBING AND HEATING</b>		Check
				E 06 005 870 000 000 520	Build Acq/Construct	\$131,811.52	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87603</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$131,811.52</b>
							<b>Check Amount: \$131,811.52</b>
2689	FIN	61946	9756		<b>INNOVATIVE BUILDING CONCEPTS LLC</b>		Check
				E 06 005 870 000 000 520	Build Acq/Construct	\$86,659.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87604</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$86,659.00</b>
							<b>Check Amount: \$86,659.00</b>
2689	FIN	61947	9757		<b>JENSEN MASONRY INC</b>		Check
				E 06 005 870 000 000 520	Build Acq/Construct	\$180,500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87605</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$180,500.00</b>
							<b>Check Amount: \$180,500.00</b>
2689	FIN	61948	9759		<b>K&amp;M CONCRETE CONSTRUCTION INC</b>		Check
				E 06 005 870 000 000 520	Instructional Supply	\$110,406.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87606</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$110,406.34</b>
							<b>Check Amount: \$110,406.34</b>
2689	FIN	61949	9777		<b>KRAUS-ANDERSON CONSTRUCTION COMPANY</b>		Check
				E 06 005 870 000 000 305	Consult & Serv.fees	\$154,862.15	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87594</b>	Invoice	<b>Invoice No:</b> KA43707	<b>11/10/2020</b>	<b>Paid Amt: \$154,862.15</b>
							<b>Check Amount: \$154,862.15</b>
2689	FIN	61950	5263		<b>MIDWESTERN MECHANICAL INC.</b>		Check
				E 06 005 870 000 000 520	Build Acq/Construct	\$15,835.51	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87607</b>	Invoice	<b>Invoice No:</b> 11/10/2020	<b>11/10/2020</b>	<b>Paid Amt: \$15,835.51</b>
							<b>Check Amount: \$15,835.51</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61951	9761		<b>RUSTADS FLOORING AND SLEEP CENTER LLC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$119,700.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87608</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>Paid Amt:</b>	<b>\$119,700.00</b>
								<b>Check Amount:</b>	<b>\$119,700.00</b>
2689	FIN	61952	9739		<b>SCHUMACHER ELEVATOR COMPANY</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$18,050.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87609</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>Paid Amt:</b>	<b>\$18,050.00</b>
								<b>Check Amount:</b>	<b>\$18,050.00</b>
2689	FIN	61953	9763		<b>SPARTAN STEEL ERECTORS INC</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$12,350.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87610</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>Paid Amt:</b>	<b>\$12,350.00</b>
								<b>Check Amount:</b>	<b>\$12,350.00</b>
2689	FIN	61954	9764		<b>THOMPSON ELECTRIC COMPANY</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$165,323.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87611</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>Paid Amt:</b>	<b>\$165,323.80</b>
								<b>Check Amount:</b>	<b>\$165,323.80</b>
2689	FIN	61955	9768		<b>W.L. HALL CO</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct		\$14,175.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87612</b>	Invoice	<b>Invoice No:</b>	11/10/2020		<b>Paid Amt:</b>	<b>\$14,175.90</b>
								<b>Check Amount:</b>	<b>\$14,175.90</b>
2689	FIN	61956	00063		<b>CITY OF PIPESTONE</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service, SANDING LOTS OCT 2		\$555.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87623</b>	Invoice	<b>Invoice No:</b>	30324		<b>Paid Amt:</b>	<b>\$555.00</b>
								<b>Check Amount:</b>	<b>\$555.00</b>
2689	FIN	61957	00143		<b>GOPHER ATHLETIC SUPPLY CO</b>		Check		
				E 01	103 203 161 000 430	Instructional Supply-COVID, NYLON BEANBA		\$89.68	
				E 01	103 203 161 000 430	Instructional Supply-COVID, NYLON BEANBA		(\$89.68)	
				E 01	103 203 000 151 430	Instructional Supply-COVID, NYLON BEANBA		\$89.68	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87616</b>	Invoice	<b>Invoice No:</b>	9796114		<b>Paid Amt:</b>	<b>\$89.68</b>
								<b>Check Amount:</b>	<b>\$89.68</b>
2689	FIN	61958	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$34.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87625</b>	Invoice	<b>Invoice No:</b>	604104534		<b>Paid Amt:</b>	<b>\$34.92</b>
				E 01	005 810 000 000 401	General Supplies		\$45.74	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87626</b>	Invoice	<b>Invoice No:</b>	604104532		<b>Paid Amt:</b>	<b>\$45.74</b>
								<b>Check Amount:</b>	<b>\$80.66</b>

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61960	7377		<b>LIBERTY SEPTIC, INC</b>		Check		
				E 01	300 292 202 000 401	General Supplies, XC RESTROOMS		\$500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87624</b>	Invoice	<b>Invoice No:</b> 099257	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$500.00</b>	
							<b>Check Amount:</b>	<b>\$500.00</b>	
2689	FIN	61961	8053		<b>MN DEPT OF LABOR &amp; INDUSTRY</b>		Check		
				E 01	005 810 000 000 820	Dues & Membership, MAGGIE SMITH DIBBLE		\$20.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87618</b>	Invoice	<b>Invoice No:</b> LIC.# SP661324	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$20.00</b>	
							<b>Check Amount:</b>	<b>\$20.00</b>	
2689	FIN	61962	7865		<b>MUSIC STREET</b>		Check		
				E 01	300 258 233 000 401	General Supplies		\$38.48	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87621</b>	Invoice	<b>Invoice No:</b> 95240	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$38.48</b>	
				E 01	300 258 233 000 401	General Supplies		\$108.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87622</b>	Invoice	<b>Invoice No:</b> 94906	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$108.25</b>	
							<b>Check Amount:</b>	<b>\$146.73</b>	
2689	FIN	61963	9795		<b>READ NATURALLY INC</b>		Check		
				E 01	300 411 000 740 433	Real Live #RL01C 30-129 seats		\$966.00	
	<b>PO#:</b> 17296	<b>Voucher #:</b>	<b>87620</b>	Invoice	<b>Invoice No:</b> 241811	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$966.00</b>	
							<b>Check Amount:</b>	<b>\$966.00</b>	
2689	FIN	61964	8089		<b>SCHOOL SPECIALTY</b>		Check		
				E 01	103 203 171 000 430	Instructional Supply		\$74.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87617</b>	Invoice	<b>Invoice No:</b> 208126397382	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$74.00</b>	
							<b>Check Amount:</b>	<b>\$74.00</b>	
2689	FIN	61965	6850		<b>SEBCO BOOKS</b>		Check		
				E 01	102 620 591 302 470	Library Books		\$40.94	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87627</b>	Invoice	<b>Invoice No:</b> 201095	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$40.94</b>	
							<b>Check Amount:</b>	<b>\$40.94</b>	
2689	FIN	61966	00372		<b>STURDEVANTS AUTO SUPPLY INC.</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$37.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87619</b>	Invoice	<b>Invoice No:</b> 1-195799	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$37.99</b>	
							<b>Check Amount:</b>	<b>\$37.99</b>	
2689	FIN	61967	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 640 173 316 366	Curriculum Staff Development, TYPE III		\$480.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87615</b>	Invoice	<b>Invoice No:</b> 65244	<b>11/11/2020</b>	<b>Paid Amt:</b>	<b>\$480.00</b>	
							<b>Check Amount:</b>	<b>\$480.00</b>	
2689	FIN	61968	4168		<b>JACKSON COUNTY CENTRAL</b>		Check		
				E 01	300 294 203 000 820	FACILITY RENTAL 59		\$75.00	
				E 01	300 294 203 000 305	Consult & Serv.fees, FB		\$122.50	
				E 01	300 294 203 000 820	FACILITY RENTAL		(\$75.00)	

**Pipestone Area Schools ISD #2689**  
**Detail Payment Register By Check**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61968	4168		<b>JACKSON COUNTY CENTRAL</b>		Check		
				E 01	300 294 203 000 370	FACILITY RENTAL		\$75.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87614</b>	Invoice	<b>Invoice No:</b>	ADBEAPA		<b>11/11/2020</b>	
							<b>Paid Amt:</b>	<b>\$197.50</b>	
							<b>Check Amount:</b>	<b>\$197.50</b>	
2689	FIN	61969	9074		<b>A-OX WELDING SUPPLY INC</b>		Check		
				E 01	300 301 501 830 433	Individualized Mat.		\$124.81	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87636</b>	Invoice	<b>Invoice No:</b>	00240105		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$124.81</b>	
							<b>Check Amount:</b>	<b>\$124.81</b>	
2689	FIN	61970	7829		<b>APPLE INC</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$279.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87638</b>	Invoice	<b>Invoice No:</b>	AD15420096		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$279.00</b>	
							<b>Check Amount:</b>	<b>\$279.00</b>	
2689	FIN	61971	8426		<b>BENNET OFFICE TECHNOLOGIES</b>		Check		
				E 01	005 110 000 000 370	Rentals & Leases, 10/1-10/31		\$4,162.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87644</b>	Invoice	<b>Invoice No:</b>	310262		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$4,162.75</b>	
							<b>Check Amount:</b>	<b>\$4,162.75</b>	
2689	FIN	61972	9807		<b>BIOAG ENERGY SERVICES</b>		Check		
				E 06	005 870 000 000 520	Build Acq/Construct, DIESEL FUEL		\$133.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87628</b>	Invoice	<b>Invoice No:</b>	11/12/2020		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$133.84</b>	
							<b>Check Amount:</b>	<b>\$133.84</b>	
2689	FIN	61973	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$108.45	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87642</b>	Invoice	<b>Invoice No:</b>	2980249		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$108.45</b>	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$14.20	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87643</b>	Invoice	<b>Invoice No:</b>	3195626		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$14.20</b>	
							<b>Check Amount:</b>	<b>\$122.65</b>	
2689	FIN	61974	6780		<b>DENNYS NAPA OF PIPESTONE</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$4.95	
				E 01	005 810 000 000 401	General Supplies		\$36.99	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87634</b>	Invoice	<b>Invoice No:</b>	181501 & 181500		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$41.94</b>	
							<b>Check Amount:</b>	<b>\$41.94</b>	
2689	FIN	61975	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$700.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87630</b>	Invoice	<b>Invoice No:</b>	604122982		<b>11/12/2020</b>	
							<b>Paid Amt:</b>	<b>\$700.00</b>	
							<b>Check Amount:</b>	<b>\$700.00</b>	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61976	03213		<b>HUBERS TOWING AND REPAIR</b>		Check		
				E 01	005 605 190 000 350	Repair&maint Service Vehicles		\$222.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87633</b>	Invoice	<b>Invoice No:</b>	2529	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$222.00</b>	
							<b>Check Amount:</b>	<b>\$222.00</b>	
2689	FIN	61977	8073		<b>INTERSTATE BATTERY CENTER</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$87.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87637</b>	Invoice	<b>Invoice No:</b>	1912903020395	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$87.20</b>	
							<b>Check Amount:</b>	<b>\$87.20</b>	
2689	FIN	61979	6406		<b>LAWSON PRODUCTS, INC.</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$617.58	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87631</b>	Invoice	<b>Invoice No:</b>	9307985794	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$617.58</b>	
							<b>Check Amount:</b>	<b>\$617.58</b>	
2689	FIN	61980	9228		<b>LUANN'S GAS &amp; MORE</b>		Check		
				E 01	005 810 190 000 366	Travel Custodial		\$80.08	
				E 02	005 770 000 701 366	Travel, FOOD SERVICE		\$64.45	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87632</b>	Invoice	<b>Invoice No:</b>	9314	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$144.53</b>	
							<b>Check Amount:</b>	<b>\$144.53</b>	
2689	FIN	61981	6678		<b>NDR CABLES &amp; NETWORKS</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$111.16	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87640</b>	Invoice	<b>Invoice No:</b>	13443	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$111.16</b>	
							<b>Check Amount:</b>	<b>\$111.16</b>	
2689	FIN	61982	9018		<b>NETWORK SERVICES COMPANY</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$2,099.04	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87635</b>	Invoice	<b>Invoice No:</b>	7301670	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$2,099.04</b>	
							<b>Check Amount:</b>	<b>\$2,099.04</b>	
2689	FIN	61983	01797		<b>NICKLASSON ATHLETIC CO.</b>		Check		
				E 01	300 294 203 000 401	General Supplies		\$374.75	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87645</b>	Invoice	<b>Invoice No:</b>	27531	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$374.75</b>	
							<b>Check Amount:</b>	<b>\$374.75</b>	
2689	FIN	61985	7716		<b>VERIZON WIRELESS</b>		Check		
				E 01	300 810 000 000 320	Communications/Phone, 10/9-11/08		\$39.09	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87639</b>	Invoice	<b>Invoice No:</b>	9864503559	<b>11/12/2020</b>	<b>Paid Amt:</b>	<b>\$39.09</b>	
							<b>Check Amount:</b>	<b>\$39.09</b>	
2689	FIN	61986	8925		<b>VAST BROADBAND</b>		Check		
				E 01	300 810 000 000 320	Communications/Phone, OCT/NOV 2020		\$229.90	
<b>PO#:</b>	<b>Voucher #:</b>	<b>87646</b>	Invoice	<b>Invoice No:</b>	016458601	<b>61 11/13/2020</b>	<b>Paid Amt:</b>	<b>\$229.90</b>	
							<b>Check Amount:</b>	<b>\$229.90</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	61987	9805		<b>BIRCHBARK BOOKS AND NATIVE ARTS LLC</b>		Check
				E 01	103 203 171 302 460 Textbooks/Workbooks		\$590.70
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87658</b>	Invoice	<b>Invoice No:</b> 10156637	<b>11/16/2020</b>	<b>Paid Amt: \$590.70</b>
							<b>Check Amount: \$590.70</b>
2689	FIN	61988	8835		<b>NEW DOMINION SCHOOL</b>		Check
				E 01	300 211 000 000 392 to Out-of-State Dist, OCT 2020		\$1,489.11
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87655</b>	Invoice	<b>Invoice No:</b> 8878	<b>11/16/2020</b>	<b>Paid Amt: \$1,489.11</b>
							<b>Check Amount: \$1,489.11</b>
2689	FIN	61989	01300		<b>PIPESTONE CO. MEDICAL CENTER</b>		Check
				E 01	103 420 000 740 394 to Non-Ed Agency, OCT 2020 PT		\$2,658.55
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87652</b>	Invoice	<b>Invoice No:</b> PI PIP JAS S	<b>11/16/2020</b>	<b>Paid Amt: \$2,658.55</b>
							<b>Check Amount: \$2,658.55</b>
2689	FIN	61990	5976		<b>RESTAURANT DESIGN EQUIPMENT &amp; SUPPLY</b>		Check
				E 02	005 770 000 701 350 Repair&maint Service		\$31.34
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87657</b>	Invoice	<b>Invoice No:</b> AR2678	<b>11/16/2020</b>	<b>Paid Amt: \$31.34</b>
							<b>Check Amount: \$31.34</b>
2689	FIN	61991	5983		<b>SIOUX VALLEY ENERGY</b>		Check
				E 01	300 810 184 000 330 Utilities - Electricity, OCT 2020 FLASHING LIGH		\$94.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87654</b>	Invoice	<b>Invoice No:</b> 7058684200	<b>11/16/2020</b>	<b>Paid Amt: \$94.00</b>
				E 01	300 810 184 000 330 Utilities - Electricity, OCT 2020		\$13,500.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87656</b>	Invoice	<b>Invoice No:</b> 7058684000	<b>11/16/2020</b>	<b>Paid Amt: \$13,500.00</b>
							<b>Check Amount: \$13,594.00</b>
2689	FIN	61992	9719		<b>SOTER TECHNOLOGIES LLC</b>		Check
				E 01	300 790 000 342 401 General Supplies, YEARLY MAINTENANCE, \		\$1,500.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87660</b>	Invoice	<b>Invoice No:</b> 3962	<b>11/16/2020</b>	<b>Paid Amt: \$1,500.00</b>
							<b>Check Amount: \$1,500.00</b>
2689	FIN	61993	00372		<b>STURDEVANTS AUTO SUPPLY INC.</b>		Check
				E 01	005 810 000 000 401 General Supplies		\$13.78
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87661</b>	Invoice	<b>Invoice No:</b> 1-196399	<b>11/16/2020</b>	<b>Paid Amt: \$13.78</b>
							<b>Check Amount: \$13.78</b>
2689	FIN	61994	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check
				E 01	300 211 966 000 394 PSEO, FALL 2020		\$1,800.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87653</b>	Invoice	<b>Invoice No:</b> 65386	<b>11/16/2020</b>	<b>Paid Amt: \$1,800.00</b>
							<b>Check Amount: \$1,800.00</b>
2689	FIN	61995	6446		<b>TRANE</b>		Check
				E 01	300 810 000 000 350 Repair&maint Service		\$80.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87659</b>	Invoice	<b>Invoice No:</b> 311272593	<b>11/16/2020</b>	<b>Paid Amt: \$80.00</b>
							<b>Check Amount: \$80.00</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	61996	9536		<b>DAN FEDDERS</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, 11/23/2020 VB		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87662</b>	Invoice	<b>Invoice No:</b>	11/17/2020		<b>11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61997	4075		<b>MARK SCHLEISMAN</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, 11/23/2020 VB		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87663</b>	Invoice	<b>Invoice No:</b>	11/17/2020		<b>11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61998	8823		<b>BOB SCHULTZ</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, VB 11/17/2020		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87665</b>	Invoice	<b>Invoice No:</b>	11/17/2020		<b>11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	61999	9179		<b>DAVEY W BESTE</b>		Check		
				E 01	005 296 209 000 305	Consult & Serv.fees, VB 11/17/2020		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87664</b>	Invoice	<b>Invoice No:</b>	11/17/2020		<b>11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	62000	3512		<b>CHILDRENS CARE HOSP &amp; SCHOOL</b>		Check		
				E 01	100 411 000 000 392	to Out-of-State Dist, AUG 2020		\$753.39	
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup, AUG 2020		\$5,863.61	
				E 01	102 411 000 000 392	to Out-of-State Dist, AUG 2020		\$753.39	
				E 01	102 411 000 740 393	Sp Ed Contr Svcs Pup, AUG 2020		\$5,550.61	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87666</b>	Invoice	<b>Invoice No:</b>	11/17/2020		<b>11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$12,921.00</b>	
							<b>Check Amount:</b>	<b>\$12,921.00</b>	
2689	FIN	62001	6843		<b>McCrossan Boys Ranch</b>		Check		
				E 01	300 408 000 740 393	Sp Ed Contr Svcs Pup, OCT 2020		\$669.48	
				E 01	300 211 000 000 392	to Out-of-State Dist, OCT 2020		\$1,004.22	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87668</b>	Invoice	<b>Invoice No:</b>	14288		<b>11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$1,673.70</b>	
							<b>Check Amount:</b>	<b>\$1,673.70</b>	
2689	FIN	62002	9055		<b>SCALE CENTER, INC.</b>		Check		
				E 01	300 294 210 000 350	Repair&maint Service		\$195.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87667</b>	Invoice	<b>Invoice No:</b>	17957		<b>11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$195.00</b>	
							<b>Check Amount:</b>	<b>\$195.00</b>	
2689	FIN	62003	01140		<b>JERS ELECTRIC INC</b>		Check		
				E 01	300 810 000 000 350	Repair&maint Service		\$110.00	
				E 01	103 810 000 000 350	Repair&maint Service		\$84.85	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87674</b>	Invoice	<b>Invoice No:</b>	2554		<b>63 11/17/2020</b>	
							<b>Paid Amt:</b>	<b>\$194.85</b>	
							<b>Check Amount:</b>	<b>\$194.85</b>	

**Pipestone Area Schools ISD #2689**  
**Detail Payment Register By Check**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	62004	9790		<b>KURITA AMERICAN INC.</b>		Check
				E 01	005 810 000 000 401	General Supplies	\$190.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87675</b>	Invoice		<b>Invoice No: 560173</b>	<b>11/17/2020</b>	<b>Paid Amt: \$190.00</b>
							<b>Check Amount: \$190.00</b>
2689	FIN	62005	8053		<b>MN DEPT OF LABOR &amp; INDUSTRY</b>		Check
				E 01	005 810 000 000 820	Dues & Membership, VALGEAN JOHNSON	\$30.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87671</b>	Invoice		<b>Invoice No: LIC.#1C000211</b>	<b>11/17/2020</b>	<b>Paid Amt: \$30.00</b>
							<b>Check Amount: \$30.00</b>
2689	FIN	62006	00928		<b>POSTMASTER</b>		Check
				E 01	005 020 000 000 329	Postage & Express	\$35.43
<b>PO#:</b>	<b>Voucher #:</b>	<b>87669</b>	Invoice		<b>Invoice No: 11/17/2020</b>	<b>11/17/2020</b>	<b>Paid Amt: \$35.43</b>
							<b>Check Amount: \$35.43</b>
2689	FIN	62007	00890		<b>STOUT &amp; EVINK</b>		Check
				E 01	103 810 000 000 350	Repair&maint Service	\$60.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87672</b>	Invoice		<b>Invoice No: 90919</b>	<b>11/17/2020</b>	<b>Paid Amt: \$60.00</b>
				E 01	300 810 000 000 401	General Supplies	\$130.92
<b>PO#:</b>	<b>Voucher #:</b>	<b>87673</b>	Invoice		<b>Invoice No: 90886</b>	<b>11/17/2020</b>	<b>Paid Amt: \$130.92</b>
				E 01	005 810 000 000 401	General Supplies	\$220.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>87676</b>	Invoice		<b>Invoice No: 90956</b>	<b>11/17/2020</b>	<b>Paid Amt: \$220.00</b>
							<b>Check Amount: \$410.92</b>
2689	FIN	62008	9948		<b>UPPER MIDWEST ATHLETIC CONSTRUCTION INC</b>		Check
				E 01	300 292 000 000 401	General Supplies	\$105.10
<b>PO#:</b>	<b>Voucher #:</b>	<b>87670</b>	Invoice		<b>Invoice No: 4625</b>	<b>11/17/2020</b>	<b>Paid Amt: \$105.10</b>
							<b>Check Amount: \$105.10</b>
							<b>Report Total: \$2,332,476.21</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	HS	52007	9932		<b>MAHS</b>		Check		
				E 21	005 298 935 301 401	National Honor Society		\$30.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87251</b>	Invoice	<b>Invoice No:</b>	09/29/2020		<b>9/29/2020</b>	
							<b>Paid Amt:</b>	<b>\$30.00</b>	
							<b>Check Amount:</b>	<b>\$30.00</b>	
2689	HS	52008	7272		<b>MN FFA STATE ASSOCIATION</b>		Check		
				E 21	005 298 922 301 401	FFA		\$345.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87410</b>	Invoice	<b>Invoice No:</b>	1882		<b>10/19/2020</b>	
							<b>Paid Amt:</b>	<b>\$345.00</b>	
							<b>Check Amount:</b>	<b>\$345.00</b>	
2689	HS	52009	9941		<b>EMILY NELSON</b>		Check		
				E 21	005 298 922 301 401	FFA, SUPPLIES REIMBURSEMENT		\$79.64	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87436</b>	Invoice	<b>Invoice No:</b>	10/20/2020		<b>10/20/2020</b>	
							<b>Paid Amt:</b>	<b>\$79.64</b>	
							<b>Check Amount:</b>	<b>\$79.64</b>	
2689	HS	52010	9806		<b>CABIN 6 FILMS</b>		Check		
				E 21	005 298 958 301 401	Homecoming, CORONATION 2020		\$1,200.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87444</b>	Invoice	<b>Invoice No:</b>	529		<b>10/21/2020</b>	
							<b>Paid Amt:</b>	<b>\$1,200.00</b>	
							<b>Check Amount:</b>	<b>\$1,200.00</b>	
2689	HS	52012	6813		<b>COBORN'S INC.</b>		Check		
				E 21	005 298 946 301 401	Volleyball		\$500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87565</b>	Invoice	<b>Invoice No:</b>	11/04/2020		<b>11/4/2020</b>	
							<b>Paid Amt:</b>	<b>\$500.00</b>	
							<b>Check Amount:</b>	<b>\$500.00</b>	
2689	HS	52013	9946		<b>DIANA BAARTMAN</b>		Check		
				E 21	005 298 935 301 401	National Honor Society		\$64.43	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87613</b>	Invoice	<b>Invoice No:</b>	11/11/2020		<b>11/11/2020</b>	
							<b>Paid Amt:</b>	<b>\$64.43</b>	
							<b>Check Amount:</b>	<b>\$64.43</b>	
2689	HS	52014	6885		<b>Pipestone Area School, HS Actv</b>		Check		
				E 21	005 298 922 301 401	FFA		\$15.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87683</b>	Invoice	<b>Invoice No:</b>	11/18/2020		<b>11/18/2020</b>	
							<b>Paid Amt:</b>	<b>\$15.00</b>	
							<b>Check Amount:</b>	<b>\$15.00</b>	
2689	HS	52015	7256		<b>PIZZA RANCH</b>		Check		
				E 21	005 298 942 301 401	Swing Choir		\$91.91	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87682</b>	Invoice	<b>Invoice No:</b>	11/18/2020		<b>11/18/2020</b>	
							<b>Paid Amt:</b>	<b>\$91.91</b>	
							<b>Check Amount:</b>	<b>\$91.91</b>	
2689	HS	52016	7233		<b>REGION 6 FFA</b>		Check		
				E 21	005 298 922 301 401	FFA		\$206.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>87684</b>	Invoice	<b>Invoice No:</b>	11/18/2020		<b>11/18/2020</b>	
							<b>Paid Amt:</b>	<b>\$206.00</b>	
							<b>Check Amount:</b>	<b>\$206.00</b>	
								<b>Report Total:</b>	<b>\$2,531.98</b>

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
August	2016-2017	20	97	78	89	82	82	99	82	93	80	81	105	57	83	19	1147	45
	2017-2018	26	101	91	75	86	82	86	103	84	87	91	73	104	56	17	1162	
	2018-2019	30	105	76	90	71	85	79	86	103	81	85	95	69	96	18	1169	90
	2019-2020	22	109	87	74	86	73	80	83	80	105	83	89	78	73	15	1137	73
	2020-2021	25	86	79	79	69	84	73	78	81	79	108	86	80	83	14	1104	67
September	2004-2005	18	80	78	81	85	80	85	100	106	92	93	108	95	95	27	1243	
	2005-2006	16	69	70	71	84	86	80	95	94	105	103	90	112	90	28	1211	33
	2006-2007	19	96	61	77	77	85	83	81	100	93	111	86	91	106	25	1191	32
	2007-2008	37	82	92	59	74	78	93	82	84	97	103	101	88	84	23	1177	32
	2008-2009	28	91	77	93	71	77	85	89	85	82	95	99	94	85	24	1175	34
	2009-2010	29	104	84	75	93	65	81	89	87	79	89	91	96	92	24	1178	35
	2010-2011	35	108	86	85	71	93	70	79	84	90	91	75	81	90	22	1160	33
	2011-2012	33	98	94	82	88	72	90	70	77	83	98	86	79	80	22	1152	34
	2012-2013	36	96	93	87	81	83	76	94	69	75	97	90	80	71	24	1152	34
	2013-2014	41	89	88	96	87	91	80	78	97	64	79	91	77	74	22	1154	34
	2014-2015	31	89	87	85	94	82	92	84	73	108	71	75	77	78	24	1150	46
	2015-2016	28	88	85	85	87	100	82	93	87	68	112	64	79	73	19	1150	37
	2016-2017	24	100	79	90	79	84	100	82	93	79	80	105	57	76	19	1147	42 (plus 16 in ECSE)
	2017-2018	28	96	92	73	85	80	86	103	84	88	91	72	101	56	17	1152	90
	2018-2019	35	102	74	86	72	82	79	82	98	79	88	86	73	97	18	1151	95
	2019-2020	25	105	88	73	83	68	83	80	78	107	87	86	79	67	15	1124	78
	2020-2021	25	83	77	78	69	84	75	78	80	76	108	81	77	83	14	1088	63
October																		
(MARSS)	2005-2006	17	69	70	73	84	86	80	95	93	103	103	91	113	90	28	1217	33
	2006-2007	21	95	63	77	77	87	81	82	100	94	111	86	90	104	25	1193	32
	2007-2008	30	85	91	59	74	79	94	84	85	96	102	100	88	85	23	1175	32
	2008-2009	32	92	75	93	69	78	84	90	83	81	95	100	95	82	24	1173	34
	2009-2010	32	104	84	73	93	64	79	86	87	78	89	89	94	91	24	1167	35
	2010-2011	33	107	85	85	71	89	69	79	83	89	89	74	78	89	22	1142	34
	2011-2012	33	98	93	81	87	72	91	69	77	83	99	87	78	79	22	1149	35

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2012-2013	38	95	93	87	81	82	75	93	69	74	97	89	79	72	24	1148	34
	2013-2014	37	89	88	94	87	88	81	79	98	65	86	88	81	73	22	1156	34
	2014-2015	31	89	87	86	94	82	91	85	73	106	72	73	77	78	24	1148	47
	2015-2016	29	88	85	85	85	100	81	91	87	68	111	62	80	72	20	1144	39
	2016-2017	26	99	80	88	79	84	100	81	92	78	80	104	56	75	19	1141	46 (Sped included)
	2017-2018	28	95	92	73	85	80	85	102	86	84	91	72	101	54	17	1145	93
	2018-2019	33	100	74	86	72	80	79	81	97	77	88	84	72	95	18	1136	93
	2019-2020	25	104	89	73	83	68	83	78	78	104	85	84	79	65	15	1113	78
	2020-2021	27	83	79	77	71	84	76	79	80	75	107	81	76	80	14	1089	66
November																		
	2005-2006	17	68	72	75	84	87	81	97	93	103	99	86	109	90	28	1211	33
	2006-2007	32	93	64	76	76	88	82	81	99	93	109	83	90	102	25	1193	32
	2007-2008	32	88	92	60	75	79	94	85	85	96	100	99	87	83	26	1181	33
	2008-2009	36	91	76	94	68	78	84	90	84	80	94	101	95	81	24	1176	34
	2009-2010	34	105	86	73	94	65	78	85	88	77	89	86	95	92	24	1171	35
	2010-2011	32	108	86	86	71	90	69	78	83	89	87	75	78	91	22	1145	34
	2011-2012	33	98	92	82	88	72	91	67	77	82	98	85	78	79	22	1144	35
	2012-2013	45	94	94	86	82	82	73	95	69	74	97	87	78	71	24	1151	34
	2013-2014	36	90	87	94	87	88	80	78	98	66	86	88	82	73	22	1155	34
	2014-2015	30	88	88	86	92	80	90	86	73	106	71	74	78	78	24	1144	47
	2015-2016	26	90	86	85	86	100	82	92	86	67	111	62	79	73	20	1145	43
	2016-2017	30	96	80	89	79	82	98	81	92	78	79	103	54	73	19	1133	44 (Sped Inc)
	2017-2018	29	97	93	73	85	80	86	102	86	84	90	71	101	54	17	1148	95
	2018-2019	34	101	74	87	73	80	80	80	100	78	87	84	71	97	18	1144	90
	2019-2020	26	106	92	73	84	69	84	82	81	103	87	86	79	65	15	1132	78
	2020-2021	28	82	81	79	71	84	77	77	80	77	108	81	76	82	14	1097	66
December																		
	2005-2006	27	68	72	76	84	87	82	98	92	103	98	86	110	90	28	1223	33
	2006-2007	31	92	65	76	76	88	82	80	97	93	109	84	89	102	25	1189	32
	2007-2008	31	88	93	60	75	79	92	85	84	95	100	99	87	83	26	1177	33
	2008-2009	38	92	74	95	70	78	84	89	86	79	94	100	95	81	24	1179	34
	2009-2010	35	106	86	74	93	64	76	85	87	76	88	86	94	91	24	1165	35
	2010-2011	33	107	86	86	70	90	69	78	83	89	86	75	78	89	22	1141	35
	2011-2012	35	97	92	83	88	71	91	69	77	82	98	85	78	79	22	1147	35

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2012-2013	45	96	96	87	86	83	72	94	69	75	98	87	78	70	24	1160	35
	2013-2014	36	90	87	92	86	87	82	78	99	65	87	84	77	73	22	1145	34
	2014-2015	30	89	88	85	92	79	90	86	71	104	69	73	79	77	25	1137	47
	2015-2016	28	90	86	86	86	100	82	92	86	67	111	61	80	73	19	1147	43
	2016-2017	31	96	80	88	80	83	99	82	93	78	78	103	57	73	19	1140	45
	2017-2018	30	95	92	73	84	79	86	103	86	84	88	71	101	54	17	1143	95
	2018-2019	36	103	74	86	73	79	81	82	101	80	88	85	71	99	18	1156	92
	2019-2020	28	107	91	73	84	69	83	81	81	102	87	86	79	65	15	1131	81
January																		
	2005-2006	28	69	73	76	85	87	83	98	91	103	100	86	106	89	28	1225	33
	2006-2007	32	91	65	75	77	89	82	81	97	95	108	84	88	103	25	1192	32
	2007-2008	35	86	94	60	76	79	90	87	85	95	101	99	87	83	26	1183	33
	2008-2009	38	92	74	96	70	76	84	91	87	79	95	98	93	81	24	1178	34
	2009-2010	35	105	86	72	93	63	77	84	87	77	89	84	94	91	24	1161	36
	2010-2011	40	106	86	85	70	90	70	77	84	88	88	75	79	90	22	1150	36
	2011-2012	38	98	91	83	88	72	93	69	76	83	99	85	78	79	22	1154	35
	2012-2013	44	95	95	86	85	82	74	94	69	73	97	87	77	69	24	1151	35
	2013-2014	37	90	86	93	84	90	81	78	98	63	86	85	80	75	22	1148	34
	2014-2015	32	88	87	85	93	79	89	85	72	104	68	73	80	78	24	1137	48
	2015-2016	30	89	88	86	86	99	83	95	86	68	109	62	80	73	19	1153	43
	2016-2017	31	96	79	86	79	83	99	82	93	77	78	106	57	72	19	1137	66
	2017-2018	33	94	92	73	83	79	84	104	86	82	88	71	99	52	17	1137	92
	2018-2019	36	102	74	86	74	79	82	82	103	81	88	85	71	97	18	1158	94
	2019-2020	28	109	90	71	83	70	82	81	82	103	87	85	79	65	15	1130	79
February																		
	2005-2006	29	67	74	74	85	86	83	99	91	103	101	84	105	88	28	1224	33
	2006-2007	38	91	63	76	78	88	81	79	96	95	108	84	89	106	25	1197	32
	2007-2008	36	86	94	60	76	80	89	87	87	95	101	98	88	79	26	1182	33
	2008-2009	42	93	73	95	67	75	83	88	86	80	97	96	95	81	26	1177	34
	2009-2010	38	100	86	71	92	63	77	84	88	76	92	81	96	91	24	1159	37
	2010-2011	40	105	83	85	70	91	71	75	84	88	88	75	79	90	22	1146	36
	2011-2012	41	98	89	81	89	72	93	71	76	83	100	86	78	76	22	1155	36
	2012-2013	45	95	95	86	86	82	75	95	69	73	96	87	76	67	24	1151	35

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2013-2014	37	89	87	91	83	88	80	77	98	63	85	86	73	78	22	1137	34
	2014-2015	32	88	88	85	93	79	89	84	71	103	68	75	77	78	24	1134	48
	2015-2016	30	91	89	86	86	100	83	96	86	68	110	63	80	75	19	1162	43
	2016-2017	32	96	79	85	80	82	97	81	91	79	77	109	53	70	19	1130	66
	2017-2018	33	95	91	73	85	80	86	103	87	82	90	72	97	53	17	1144	93
	2018-2019	37	102	74	86	74	79	81	82	103	80	92	82	68	98	18	1156	94
	2020-2021	30	108	88	71	84	70	82	81	81	103	85	84	79	65	15	1126	79
March																		
	2005-2006	29	69	74	74	85	87	83	101	92	105	101	85	104	88	28	1220	33
	2006-2007	41	92	63	77	78	87	81	79	96	94	109	84	86	106	25	1198	32
	2007-2008	36	84	94	60	77	81	90	88	87	95	100	96	89	79	26	1182	33
	2008-2009	44	92	74	95	66	76	83	88	85	80	98	95	96	80	26	1178	35
	2009-2010	43	99	86	70	92	62	77	84	86	76	89	81	97	92	24	1158	35
	2010-2011	41	106	83	85	69	91	71	75	83	88	90	75	79	90	22	1148	34
	2011-2012	42	100	88	83	89	73	93	71	77	84	99	86	79	76	22	1162	34
	2012-2013	45	95	96	85	86	82	75	95	69	72	96	86	76	66	24	1148	35
	2013-2014	37	91	87	91	83	88	80	76	98	64	85	86	75	78	22	1141	34
	2014-2015	33	88	86	86	94	79	90	84	71	103	67	75	78	77	24	1135	49
	2015-2016	28	90	89	84	86	101	83	95	84	68	108	60	80	75	18	1149	42
	2016-2017	34	96	79	86	82	82	97	81	91	79	77	111	53	72	19	1139	71
	2017-2018	33	95	91	72	85	79	86	102	84	82	90	72	97	52	17	1137	93
	2018-2019	38	102	74	86	74	79	81	82	103	79	92	80	68	98	18	1154	93
	2019-2020	31	102	88	71	84	70	82	81	81	103	85	85	79	67	15	1124	79
April																		
	2005-2006	30	69	73	74	84	88	83	101	93	105	101	85	104	88	28	1219	33
	2006-2007	38	92	63	78	79	89	83	80	96	93	108	84	86	107	25	1201	32
	2007-2008	35	85	94	60	78	81	90	87	86	95	101	96	87	79	26	1180	33
	2008-2009	46	92	75	93	65	75	83	87	82	80	99	94	96	80	24	1171	35
	2009-2010	47	99	86	70	92	61	77	82	86	75	88	81	96	92	24	1156	35
	2010-2011	41	105	83	85	69	91	71	76	84	87	91	75	80	90	24	1152	34
	2011-2012	43	100	90	83	90	74	91	70	77	84	98	85	77	76	22	1160	34
	2012-2013	50	95	96	85	85	81	74	95	69	72	96	86	76	65	24	1149	35
	2013-2014	41	91	86	90	83	88	81	75	99	64	85	86	73	75	22	1139	34
	2014-2015	34	87	84	87	95	79	89	84	73	101	67	76	78	77	24	1135	49
	2015-2016	30	89	88	83	85	99	81	94	84	68	108	60	79	75	18	1141	41





## Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | [www.mshsl.org](http://www.mshsl.org)

To: Minnesota State High School League Member Schools

From: Erich Martens, Executive Director

Re: Membership Dues and Installment Invoices

Date: Friday, November 20, 2020

This memorandum provides important information regarding MSHSL Membership Dues including the installment payments that were announced on September 3, 2020. It also shares the modified dates for the invoicing and due dates for these payments. Additional background information related to the financial status of the League and recent actions is also included.

On September 3, 2020, MSHSL Member Schools were informed that, due to anticipated reductions in League revenues as a result of the great uncertainty surrounding state tournaments, member schools would be billed additional amounts to maintain the operations of the League. These amounts would be assessed based on the total amount needed to support the League's budget and would be differentiated by size of school.

Over the past few months, school leaders have provided significant feedback asking for additional information supporting the need for the installment payments and sharing concern about the equity of the amounts assessed to member schools. Schools have also requested that additional work be done to develop a sustainable future funding model for the MSHSL.

In response to its member schools' concerns, MSHSL Board of Directors and Staff held engagement sessions to provide more information on our budget and programs. Further, they have studied and discussed the installment payments that have been announced to schools and are planning for additional work in addressing the finances of the Minnesota State High School League.

On Thursday, November 12, 2020, the MSHSL Audit and Finance Committee recommended a revised budget with additional revenue for the 2020-2021 fiscal year that allowed for the reduction of the obligation of member schools by \$250,000. This revised budget was reviewed and supported by the Executive Committee of the Board on Monday, November 16, 2020.

The Audit and Finance Committee recommended, and the Executive Committee approved the decision that this reduction of membership responsibility directly impact Class A and Class AA schools on the grid below. This reduction accounts for 13.66% of the contribution requested of these 378 schools through the installment payments. As a result, schools in Class A and Class AA will have their installment payments reduced by this percentage. The full amount of that reduction will be addressed in the second of the required installment payments and is reflected in the total responsibility as well.

# of Schools	Enrollment	Class	Installment Plan #1 due 12/31/2020	Installment Plan #2 due 2/28/2021	Total Installment Plan Amount
64	1234-3276	AAAA	\$ 5,500	\$ 5,500	\$ 11,000
64	570-1228	AAA	\$ 4,500	\$ 4,500	\$ 9,000
128	205-568	AA	\$ 3,500	\$ 2,544	\$ 6,044
138	102-204	A	\$ 2,500	\$ 1,817	\$ 4,317
66	51 - 100	A	\$ 1,500	\$ 1,090	\$ 2,590
46	5-50	A	\$ 500	\$ 363	\$ 863
Home Schools	1-4		\$ 0	\$ 0	\$ 0
506			\$ 1,555,000	\$ 1,305,000	\$ 2,860,000

Due to ongoing study and the delay in determination of final amounts, the invoices for these payments will reflect these amounts and are scheduled to be sent to schools on December 2, 2020, with the due date for the first installment adjusted to December 31, 2020. Member schools may choose to pay both installments at that time. For schools that have already paid their dues, refunds will be sent for the adjusted amounts if applicable.

### **Budget Information and Background**

In providing additional information regarding adjustments in the revised budget, there are three important items that were considered.

Recently, the bonding bill was passed by the Minnesota legislative bodies and signed into law by Gov. Tim Walz on October 21, 2020. This bill included a provision that allowed a one-time transfer of \$500,000 from the MSHSL Foundation to the League to offset losses created by the COVID pandemic. The MSHSL Foundation Board approved this transfer on Wednesday, November 11, 2020, and the Audit and Finance Committee recommended that this amount be split evenly to reduce member school payments with the other half set aside to assist our 16 regions.

The League has now received commitments from some of our corporate sponsors to maintain their contributions to the League in this challenging year. The amount of these commitments is \$433,000. This anticipated revenue has been recommended to be reserved for expenses related to winter and spring tournaments which are being considered for the coming seasons.

The League continues to work with its financial institution in completing the forgiveness application process for a significant portion of its Paycheck Protection Program loan. The total amount of forgiveness on this loan is projected at more than \$530,000.

The MSHSL Board of Directors is scheduled to meet on December 3, 2020. At this meeting, they will discuss the next steps of moving toward a sustainable financial model for the League.

# Learning Model through the Holidays

As of 11-16-20

**Note:** If you list “in-person” as your learning model and you are following the 6-foot distancing and capacity limits of the hybrid model, please make a notation to that effect.

Example: in-person following hybrid guidelines.

<b>ACGC</b>	Distance Learning until 2025
<b>Adrian</b>	PK - 5 In Person and 7-12 Hybrid; trying to avoid DL
<b>Benson</b>	PreK-12 distance 11/18 – 12/4 for COVID related staffing concerns
<b>BOLD</b>	District going distance from 11/20 to 12/11. Return to building on 12/14.
<b>BLHS</b>	K-12 distance from 11/30 to 12/11
<b>Canby</b>	In-person Learning 11/23 No Plans to change
<b>Cedar Mountain</b>	PreK-12 distance 11/30 – 12/11
<b>Clarkfield Charter</b>	Currently all students in-person following hybrid guidelines, not planning on shifting to distance learning until needed
<b>Dawson-Boyd</b>	Grades K-12 Going to DL Nov 23-Dec 11. Will evaluate as we go forward.
<b>Dream Technical Academy</b>	Distance learning 11/30-1/19
<b>ECHO Charter</b>	K-12 Distance Learning UFN
<b>Eden Valley-Watkins</b>	PreK-12 Hybrid
<b>Edgerton</b>	
<b>Ellsworth</b>	In-Person PK-12

<b>Fulda</b>	
<b>Glencoe-Silver Lake</b>	District going to distance 11/16 – possibly through January.
<b>Hendricks</b>	No plans to change until we have to. Currently in-person for all.
<b>Heron Lake - Okabena</b>	Distance 11/5 to 11/13 due to staffing issues
<b>Hills-Beaver Creek</b>	In Person PK-12
<b>Hutchinson</b>	HS going distance 11/16. District going distance 11/30 - January
<b>Ivanhoe</b>	Currently In-Person (following hybrid guidelines) not planning on shifting to distance learning until needed
<b>Jackson County Central</b>	11/23/20 - 12/11/20 Distance learning all grades
<b>KMS</b>	PreK-6 in-person, 7-12 Hybrid. Will stay in these models as long as staffing holds up.
<b>Lac qui Parle Valley</b>	
<b>Lake Benton</b>	
<b>Lakeview</b>	Currently In-Person (following hybrid guidelines) not planning on shifting to distance learning until needed
<b>Lester Prairie</b>	Distance Learning K-12 starting 11/11 due to staffing issues and surge in positive rates - possibly through December
<b>Litchfield</b>	District going to distance beginning 11/30.
<b>Luverne</b>	PreK-in person, Elementary-Hybrid, MS/HS distance
<b>Lynd</b>	PreK-8 in-person with Hybrid guidelines

<b>MACCRAY</b>	Distance Learning 11-23 to 12-23. Dec. 28 we will review #s and make a determination about Jan 4. Can't staff any of our 3 schools!
<b>Marshall</b>	District in distance until 12/7 PK-4 and ALC Hybrid starting 12/7 5-12 (MS and HS) in Distance until 1/11, then Hybrid
<b>Milroy</b>	Currently In-Person (following hybrid guidelines) not planning on shifting to distance learning until needed
<b>Minneota</b>	HS DL 11/23/20 Elem. Grades 5-6 DL 11/30/20 Elem. Grades K-4 DL 12/1/20
<b>Montevideo</b>	Currently K-12 Hybrid through Thanksgiving - will monitor and adjust accordingly
<b>Mountain Lake</b>	PK-8 Currently In-Person (following hybrid guidelines) 9-12 Distance Learning (11-30 to 12-11) Teacher Prep: 11-24 & 11-25
<b>Murray County Central</b>	K-6 In-Person with Health guidelines, HS distance November 16-30
<b>MRVED ALC</b>	Currently in-person with no plans to adjust our learning model unless circumstances change.
<b>New Century Academy</b>	6-12 In-person through November 20; Planning for DL Nov 23-24. Distance Learning November 30 - January 4
<b>New London-Spicer</b>	PreK-Grade 4 = In-Person; Grade 5 and Grade 6 Transition to Hybrid on November 30. 7-12 Hybrid.  Update 11/17: District moving to distance from 11/30 to 1/19.
<b>New Discoveries Montessori</b>	K-8 In-person through 11/20; Planning for DL week of November 23; K-8 Distance Learning 11/30 to 1/1
<b>Ortonville</b>	PreK-12 Hybrid (Level 3) 11/30-12/31 ( <i>Fridays Distance Learning</i> )

<b>Pipestone Area</b>	PreK-5 In-person, 6-12 Hybrid. No plans to adjust learning model, will monitor and adjust as needed.
<b>Red Rock Central</b>	7-12 Distance Learning Nov. 30 - Dec. 4 and again Jan. 4 - Jan. 8
<b>Redwood Area</b>	District in distance 11/30 to 12/11
<b>Renville County West</b>	PK-5 In person/ 6-12 Hybrid
<b>Round Lake-Brewster</b>	District in distance learning until 11/30.
<b>RTR</b>	MS/HS is 67%/33% Hybrid; PreK-5 is in-person now but are considering PreK-12 Remote Learning for the holidays: (11-30-2020) thru (1-15-2021)
<b>SWWC ELCs</b>	
<b>Tracy</b>	In-Person Learning for all grades.
<b>Wabasso</b>	DL for 11/12 grades through 11/30. In person for K-10 students with measures being taken
<b>WWG</b>	District in distance through 11/30
<b>Willmar</b>	District in distance from 11/30 to 1/19
<b>Windom</b>	District to distance 11/18 to 12/4
<b>Worthington</b>	District in distance starting 11/2 through 11/27 minimum
<b>Yellow Medicine East</b>	District in distance through 12/4 (will consider suspended in-person through 1/4/21 on 12/3)

# PIPESTONE AREA PUBLIC SCHOOLS

## Proposal for PV Solar Array

1401 7<sup>th</sup> St SW

Pipestone, MN 56164



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Exhibit A.....Production Analysis

Exhibit B.....Rough draft of project design layout

Exhibit C.....Project financials and cash flow analysis

Exhibit D.....Racking Specifications

Exhibit E.....Module Specifications



A. INTRODUCTION

October 30<sup>th</sup>, 2020

Kevin Enerson  
Superintendent of Schools  
1401 7<sup>th</sup> St SW  
Pipeston, MN 56164

Dear Mr. Enerson,

We are excited to offer the enclosed proposal for your review in response to the Pipestone Area Schools RFP.

Novel Energy Solutions (NES) is a full-service energy management company with offices in Saint Paul, MN. Since our inception in 2011, NES has developed over 120 MWs of solar projects in Minnesota. As you will see in our proposal, we believe we can meet or exceed your expectations, including the fact that we guarantee every system we construct will meet or exceed our energy production projections.

Thank you in advance and we look forward to working with you on this project.

Respectfully submitted,



Cliff Kaehler  
CEO  
Novel Energy Solutions



## B. COMPANY OVERVIEW

Novel Energy Solutions (NES) is an integrated energy management holding company with three complementary businesses in community solar garden development, distributed solar energy finance and engineering, procurement and construction of solar generation facilities. NES was founded in 2011, growing out of an agriculture family business with a 135 year history in southern Minnesota.

NES has used its deep roots in the community to become a leading Minnesota-based power developer with +100 MWs of community solar garden projects developed and +120 projects of distributed rooftop and ground mount PV projects completed. NES is currently developing the “Pipestone City Solar” 1 MW Community Solar Garden.

NES has a staff of over 70 professionals with a diverse set of experiences, including employees with over 25 years of experience in local government, over 30 years of experience in construction, and 32 years of agriculture and commercial land acquisitions.

To date Novel Energy Solutions has developed over 120+ MWs of solar projects in Minnesota. Assuming we are selected, we are happy to provide audited financial statements showing a financial ability to complete these projects.

## EXECUTIVE AND PROJECT TEAM



**Cliff Kaehler, Founder and CEO** In 2012, after working on Wall Street in the Power and Renewables Group of Credit Suisse’s Investment Bank, Cliff founded Novel Energy Solutions L.L.C. Inspired by what he learned on Wall Street, Cliff recognized solar energy as another valuable crop for farmers back home. As a partner in the family’s Kaehler Cattle Company, Cliff keeps his ag roots active and growing.



**Will Georgia, Chief Operating Officer** Will has a Master in Energy Economics and Policy from Yale University and has spent several years with the U.S. Environmental Protection Agency's Strategic Planning Office. He consulted on electricity markets for a Fortune 500 company, and on clean energy markets in China. Will now leads operations for NES.



**Tobias Brown, Director of Construction** Toby has overseen construction of over 200 MWs of solar projects in the state of Minnesota with NES, and EGP including the Aurora Solar Project which was a 163 MW utility scale solar project in Minnesota spread across 16 sites. Tobias had attended the University of Wisconsin-Madison in Fundamentals of Solar Power Plant Design ([Exhibit A](#)), and the University of Minnesota for the Erosion and Stormwater Management Certification Program for Construction Site Management ([Exhibit B](#)).



**Paula Fitzgerald, Permitting Specialist and Safety Manager** Paula has a Master in Urban Planning from Minnesota State University, Mankato. She worked in both the public and private sectors in the project-management and planning industries throughout her career. Paula successfully managed and permitted projects in Minnesota, California, Nevada, Arizona and South Dakota. She holds an American Institute of Certified Planners (AICP) certificate from the American Planning Association ([Exhibit C](#)), and a Project Management Professional (PMP) designation ([Exhibit D](#)) from the Project Management Institute.

## PROJECT IMPLEMENTATION

Novel Energy Solutions sources all major PV system components for each project and uses only Tier 1 rated solar panels and industry leading inverters and components. NES is also proud to be a fully integrated energy company, so all facets of the project from engineering, procurement, construction, and operations & maintenance will be performed by the NES team.

Upon receiving the award for this RFP, our NES construction manager would perform a site visit to get a scope of work. We would then send it on to our engineering and project development team for the project design and permitting aspect of the process and submit the utility application to Sioux Valley. Upon approval of the utility application we would then order the modules, racking, inverters, and components necessary to complete the project.

Construction start to finish weather depending is 30-45 days, upon mechanical completion NES will then schedule the interconnection with Sioux Valley. Total project timeline from award to interconnection is estimated at 4-6 months, with a cushion factored in for the Utility's timeline.



NES crew construction one of our 1 MW AC Community Solar projects

**C. PROJECT EXPERIENCE**

<b>CUSTOMER</b>	<b>LOCATION</b>	<b>SYSTEM SIZE</b>	<b>SYSTEM TYPE</b>	<b>REFERENCE</b>
Werner Electric Corporate Office	Cottage Grove, MN	1,000 KW	Ballasted Rooftop	Brian Bakalyar, Solar Energy Supervisor 651-302-4773
Don Buhl	Tyler, MN	350 KW	Fixed Ground Mount	Don Buhl, array owner 507-530-4359
MN Farmers Union Office	St. Paul, MN	32 KW	Ballasted Rooftop	Gary Wertish, President 651-288-4065
Faircon Service Company	St. Paul, MN	125 KW	Ballasted Rooftop	Guy Gelakoski, Owner 651-641-0164
Novel Energy Solutions	Gibbon, MN	4,568 KW	Fixed Ground Mount	Toby Brown, Construction Director 651-492-0462



Werner Electric Corporate Office – 1,000 KW

## D. PROJECT DESIGN AND ENGINEERING

The proposed system will utilize 2,658 Canadian Solar 395 watt modules (or other similar Tier 1 modules), with a total system size of 1.050 MW DC. We will install 76 Fronius inverters with a total output of 756 KW AC.

Key points of the system:

- The system will comply with Minnesota state regulations for installing and interconnecting a solar array
- The system shall comply with appropriate Capacity Program qualifications and structure for optimal returns.
- Project will be constructed using a single axis tracking system
- System shall meet or exceed wind and snow load requirements for the MN area.
- System will meet or exceed all NEC interconnection and shutdown requirements.

PROJECT DESIGN

GROUND MOUNT – 1,050 KW DC

LOCATION	SYSTEM SIZE	EST. ANNUAL PRODUCTION	SYSTEM DESIGN
NW corner of property	1,050 KW DC	1,518,000 kWh	Attached Helioscope



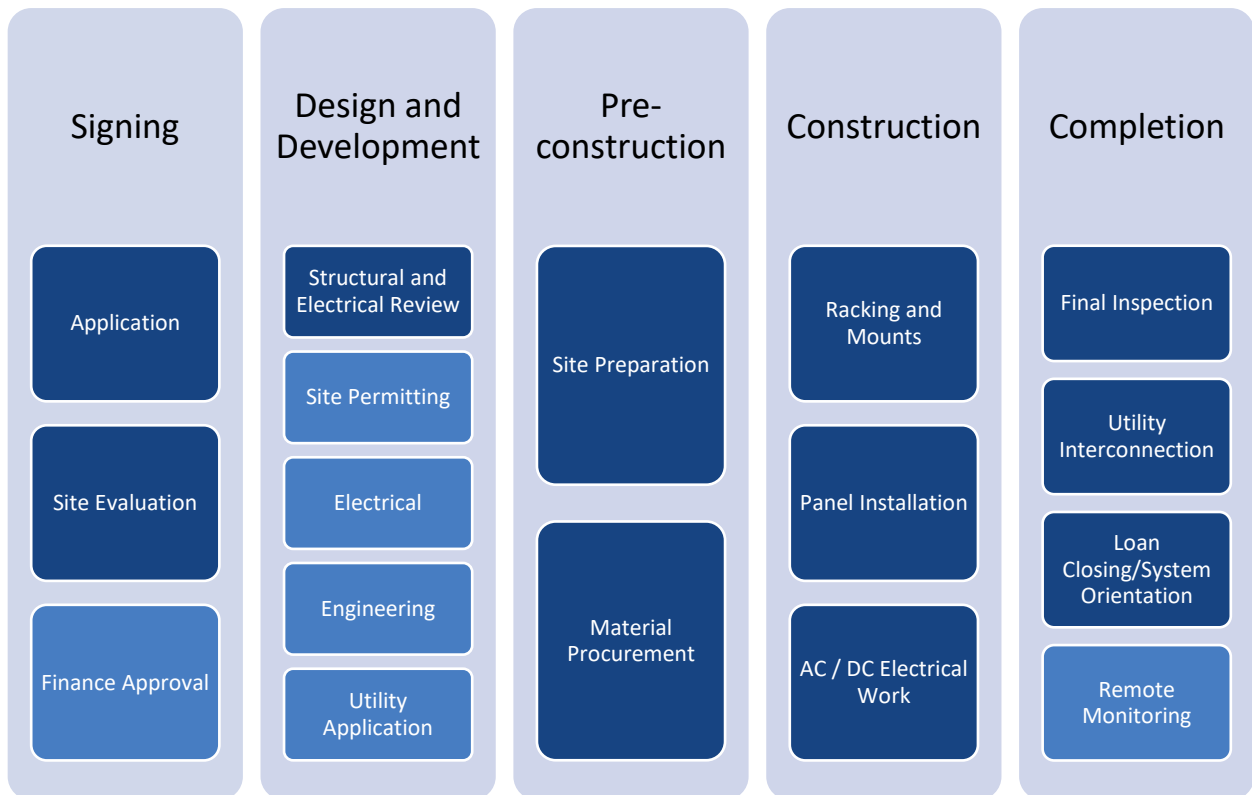
PROJECT SYSTEM LOCATION SUMMARY

The project is located on the northern most portion of the property and would be situated as close to the NW property line as permitting allows. This section contains 2,658 Canadian Solar 395-watt modules at a total system size of 1050 KW DC. The racking utilized for this portion will be OMCO single axis trackers. With this layout there will be 12 rows of panels going North and South.

## E. CONSTRUCTION AND UTILITY INTERCONNECTION

Novel Energy would utilize roughly a 1/4-1/3 acre area for use on the project. We would need this space for parking, equipment and material staging, a job trailer, and onsite facilities. We would keep project material under lock and key using a Conex. Signs and caution tape would be used to designate work zones, and there will be a check in process to ensure that we are compliant with all health and safety regulations. A site specific orientation will be required for all personnel prior to being authorized to work on the project.

## F. SCHEDULE OVERVIEW



Note: Dark Blue indicates onsite operations. Notice will be provided prior to any NES site visits

**G. COST SUMMARY POWER PURCHASE AGREEMENT OPTION**

Complete cashflows are included as Exhibit C.

<b>OPTION</b>	<b>SYSTEM SIZE</b>	<b>YEAR 1 PRODUCTION</b>	<b>25 YEAR CUMULATIVE SAVINGS</b>
Prepaid Lease	1050 KW DC	1,518,000 kWh	\$74,347

**H. OPERATIONS AND MAINTENANCE**

Novel Energy utilizes components that meet or exceed all industry standards for solar PV. Across NES’ installed sites, predicted performance has been within approximately 3% over the past two years. NES has a full-time Operations and Maintenance team that will be dedicated to the service of your project.

Remote monitoring will be utilized on this project. The monitoring platform provides visibility into both the financial and technical performance of the system. Being built into the inverters themselves, the monitoring platform can present data on each inverter’s operation at any given time. This allows for alerts that show specific fault locations and descriptions. Monitoring is accessible from a computer, smartphone, or tablet

**ESTIMATED MAINTENANCE COSTS**

NES assumes all operations, maintenance, and insurance costs for the first 6 years of the lease agreement after commercial operation. At the start of year 7 ownership would flip to Pipestone Schools upon which time they would assume maintenance and insurance costs going forward.

Equipment is warrantied by manufacturer from 10 years on inverters to 80% production on panels at year 25. NES technicians will maintain the project during the first 6 years after commercial operation, where after NES will then perform maintenance at market rates.



SYSTEM OWNERSHIP

NES will be the owner and operator of the system for the first 6 years after commercial operation. At the start of year 7 Pipestone Schools will assume ownership

I. SYSTEM REMOVAL





GROUND MOUNT ARRAY REMOVAL AND REINSTALLATION

After year 6 Pipestone Schools will be the owner of the system, so any decommissioning, removal, and restoration of the site will be at their expense.

J. ENVIRONMENTAL BENEFITS

Solar energy is a key component in the fight to reduce Greenhouse Gas (GHG) and Carbon Dioxide emissions. GHG are gases that trap heat in the atmosphere. Below are some examples of how Pipestone Schools will be helping to reduce GHG emissions and support the environment by participating in a solar program for 25 years.

ENVIRONMENTAL EQUIVALENCIES

				
	Passenger vehicles driven for one year	Pounds of coal burned	Homes' electricity use for one year	Acres of U.S. forests in one year
1050 KW System Ownership	5,800	29,565,375	4,550	35,050

Source: [www.epa.gov/energy/greenhouse-gas-equivalencies-calculator](http://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator)

## K. INSURANCE

Novel Energy shall provide insurance coverage as follows:

- \$1 Million in General Liability
- \$2 Million in Aggregate Limit
- \$10 Million in Umbrella Policy maintained for 5 years

Novel Energy will also meet all requirements and request of Pipestone Schools insurance carrier and Federal/State and Local agencies. A copy of NES's standard Certificate of Liability Insurance will be provided.

## L. BATTERY BACKUP OPTION

This may be a viable addition to the project for the purposes of reducing the school's demand charges.

## M. PIPESTONE SCHOOLS REQUIREMENTS

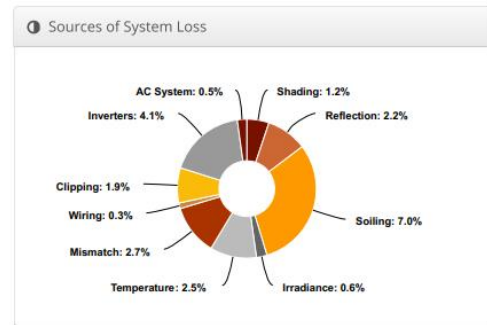
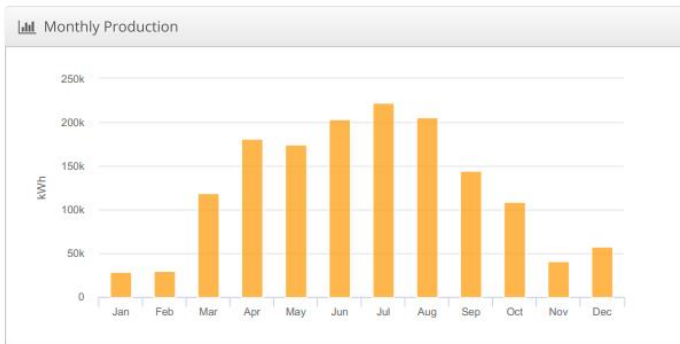
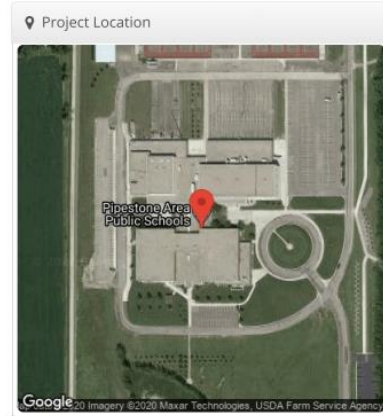
Pipestone Schools will be responsible insurance and routine site maintenance when owning a system. Pipestone Schools will be required to grant NES an easement to access the site.

## Exhibit A

### Design 1 Pipestone Schools, 1401 7th St SW Pipestone MN

Report	
Project Name	Pipestone Schools
Project Address	1401 7th St SW Pipestone MN
Prepared By	Laura Brown laura.brown@novelenergy.biz

System Metrics	
Design	Design 1
Module DC Nameplate	1.05 MW
Inverter AC Nameplate	759.6 kW Load Ratio: 1.38
Annual Production	1,518 GWh
Performance Ratio	79.3%
kWh/kWp	1,445.5
Weather Dataset	TMY, PIPESTONE (AWOS), NSRDB (tmy3, II)
Simulator Version	49ed8c19ab-798bd3d087-a95a2f161a-23dccccf36



Annual Production			
	Description	Output	% Delta
Irradiance (kWh/m <sup>2</sup> )	Annual Global Horizontal Irradiance	1,392.9	
	POA Irradiance	1,822.3	30.8%
	Shaded Irradiance	1,800.9	-1.2%
	Irradiance after Reflection	1,762.0	-2.2%
	Irradiance after Soiling	1,639.3	-7.0%
	<b>Total Collector Irradiance</b>	<b>1,639.3</b>	<b>0.0%</b>
Energy (kWh)	Nameplate	1,721,129.8	
	Output at Irradiance Levels	1,711,605.6	-0.6%
	Output at Cell Temperature Derate	1,669,498.6	-2.5%
	Output After Mismatch	1,624,904.4	-2.7%
	Optimal DC Output	1,620,062.5	-0.3%
	Constrained DC Output	1,590,044.5	-1.9%
	Inverter Output	1,525,250.0	-4.1%
	<b>Energy to Grid</b>	<b>1,517,620.0</b>	<b>-0.5%</b>
Temperature Metrics			
	Avg. Operating Ambient Temp		10.4 °C
	Avg. Operating Cell Temp		19.0 °C
Simulation Metrics			
	Operating Hours		4343
	Solved Hours		4343

Condition Set													
Description	Condition Set 1												
Weather Dataset	TMY, PIPESTONE (AWOS), NSRDB (tmy3, II)												
Solar Angle Location	Meteo Lat/Lng												
Transposition Model	Perez Model												
Temperature Model	Sandia Model												
Temperature Model Parameters	Rack Type	a	b										
	Fixed Tilt	-3.56	-0.075										
	Flush Mount	-2.81	-0.0455										
Soiling (%)	Temperature Delta												
	Fixed Tilt	3°C											
Soiling (%)	Flush Mount												
	Fixed Tilt	0°C											
Soiling (%)	J	F	M	A	M	J	J	A	S	O	N	D	
	30	50	30	2	2	2	2	2	2	2	2	2	
	Irradiation Variance												
	5%												
	Cell Temperature Spread												
	4° C												
	Module Binning Range												
	-2.5% to 2.5%												
	AC System Derate												
	0.50%												
	Module Characterizations	Module	Uploaded By	Characterization									
		CS3W-395 (1000V) (Canadian Solar)	Folsom Labs	Spec Sheet Characterization, PAN									
Component Characterizations	Device	Uploaded By	Characterization										
	Primo 10.0-1 (Fronius)	Folsom Labs	Spec Sheet Efficiency										

Exhibit B



Annual Production Report produced by Laura Brown

**Components**

Component	Name	Count
Inverters	Primo 10.0-1 (Fronius)	76 (759.6 kW)
Strings	10 AWG (Copper)	304 (25,212.3 ft)
Module	Canadian Solar, CS3W-395 (1000V) (395W)	2,658 (1.05 MW)

**Wiring Zones**

Description	Combiner Poles	String Size	Stringing Strategy
Wiring Zone	12	6-11	Along Racking

**Field Segments**

Description	Racking	Orientation	Tilt	Azimuth	Intrarow Spacing	Frame Size	Frames	Modules	Power
Field Segment 1	Single-axis Trackers (N/S)	Portrait (Vertical)	30°	180°	30.0 ft	2x1	1,329	2,658	1.05 MW

**Detailed Layout**

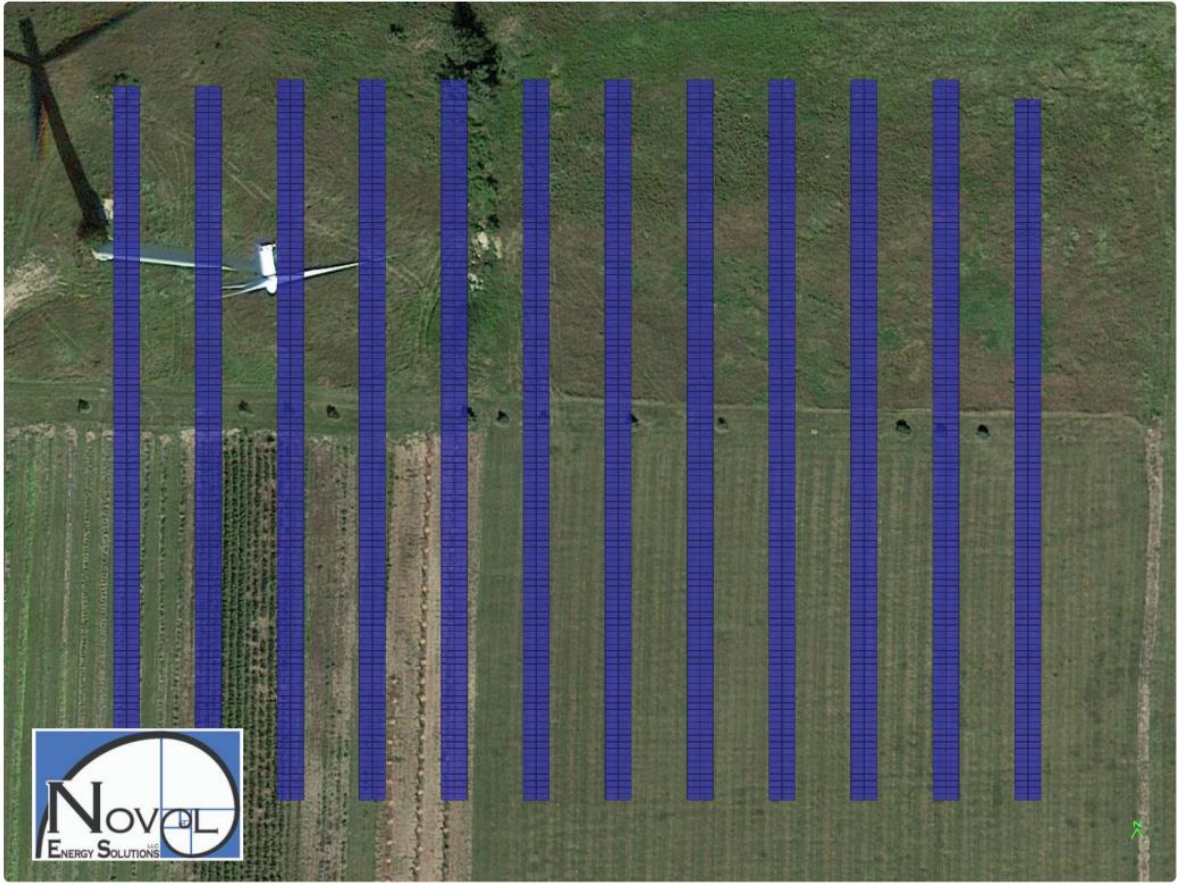


Exhibit C

Up front Lease Payment.....\$1,143,320

First Year Solar Value (excluding demand reduction).....\$53,403

Estimated Demand Charge Reduction.....20-30%

- We recommend doing a deeper dive into the 15 minute interval data and demand time of day usage to assess the economic feasibility of a battery system

Estimated payback (excluding demand reduction).....Year 24

Year	Benefits of Solar Energy			Buy Out Repayments				Net Cash Flow		
	Solar Energy Production (kWh)	Basic Energy Rate (\$/kWh)	Solar Value	Lease Payment	Insurance and O&M	Buyout	Loan For Buyout	Annual Benefit	Cumulative Benefit	Cumulative Benefit With Interest
1	1,514,408	\$ 0.0353	53,403	(1,143,320)	-	-	-	(1,089,917)	(1,089,917)	(1,089,917)
2	1,507,792	\$ 0.0360	54,241	-	-	-	-	54,241	(1,035,676)	(1,111,970)
3	1,501,770	\$ 0.0367	55,113	-	-	-	-	55,113	(980,563)	(1,134,695)
4	1,495,772	\$ 0.0374	55,999	-	-	-	-	55,999	(924,564)	(1,158,125)
5	1,489,798	\$ 0.0382	56,899	-	-	-	-	56,899	(867,665)	(1,182,294)
6	1,483,848	\$ 0.0390	57,814	-	-	-	-	57,814	(809,851)	(1,207,241)
7	1,477,921	\$ 0.0397	58,743	-	(17,886)	-	-	40,857	(768,994)	(1,250,891)
8	1,472,018	\$ 0.0405	59,688	-	(18,247)	-	-	41,441	(727,553)	(1,297,013)
9	1,466,139	\$ 0.0414	60,647	-	(18,614)	-	-	42,033	(685,520)	(1,345,771)
10	1,460,283	\$ 0.0422	61,622	-	(18,990)	-	-	42,633	(642,888)	(1,397,342)
11	1,454,451	\$ 0.0430	62,613	-	(19,372)	-	-	43,241	(599,647)	(1,451,916)
12	1,448,642	\$ 0.0439	63,619	-	(19,763)	-	-	43,857	(555,791)	(1,509,693)
13	1,442,856	\$ 0.0448	64,642	-	(20,161)	-	-	44,481	(511,309)	(1,570,890)
14	1,437,093	\$ 0.0457	65,681	-	(20,567)	-	-	45,114	(466,195)	(1,635,738)
15	1,431,353	\$ 0.0466	66,737	-	(20,981)	-	-	45,756	(420,439)	(1,704,484)
16	1,425,637	\$ 0.0476	67,810	-	(21,404)	-	-	46,406	(374,034)	(1,777,392)
17	1,419,943	\$ 0.0485	68,900	-	(21,836)	-	-	47,065	(326,969)	(1,854,745)
18	1,414,271	\$ 0.0495	70,008	-	(22,276)	-	-	47,732	(279,237)	(1,936,845)
19	1,408,623	\$ 0.0505	71,133	-	(22,724)	-	-	48,409	(230,828)	(2,024,016)
20	1,402,997	\$ 0.0515	72,277	-	(23,182)	-	-	49,094	(181,734)	(2,116,602)
21	1,397,393	\$ 0.0526	73,439	-	(23,649)	-	-	49,789	(131,945)	(2,214,975)
22	1,391,812	\$ 0.0536	74,619	-	(24,126)	-	-	50,493	(81,451)	(2,319,530)
23	1,386,253	\$ 0.0547	75,819	-	(24,612)	-	-	51,207	(30,245)	(2,430,691)
24	1,380,716	\$ 0.0558	77,038	-	(25,108)	-	-	51,930	21,685	(2,548,910)
25	1,375,202	\$ 0.0569	78,276	-	(25,614)	-	-	52,662	74,347	(2,674,671)
26	1,369,709	\$ 0.0581	79,535	-	(26,130)	-	-	53,404	127,751	(2,808,494)
27	1,364,239	\$ 0.0592	80,813	-	(26,657)	-	-	54,156	181,908	(2,950,932)
28	1,358,790	\$ 0.0604	82,112	-	(27,194)	-	-	54,918	236,826	(3,102,579)
29	1,353,363	\$ 0.0616	83,432	-	(27,742)	-	-	55,690	292,517	(3,264,069)
30	1,347,957	\$ 0.0629	84,774	-	(28,301)	-	-	56,473	348,989	(3,436,081)



Exhibit D


OMCO Racking Specifications

System Specifications

		Origin Monofacial	Origin Bifacial
<b>Tracking technology</b>	Single-row, horizontal, balanced, single-axis		
<b>Tracking range</b>	120°		
<b>Modules and configurations</b>	Framed silicon modules	Up to 120	Up to 112
	Series 6 modules	Up to 96	Up to 92
	1 in portrait		
<b>Dimensions</b>	Height - modules at 60°	2.4 m (7.8 feet)	2.4 m (7.8 feet)
	Width - modules horizontal	2.0 m (6.5 feet)	2.0 m (6.5 feet)
	Length	"Up to 122 m (400 feet)"	"Up to 118 m (386 feet)"
<b>Foundations</b>	Driven C posts Driven I or W posts		
<b>Structural materials</b>	Galvanized steel per ASTM A653 US steel		
<b>Drive</b>	1 slew drive per tracker 20 drives per MW (typical)		
<b>Motor</b>	1 24-volt dc brushed motor per tracker 20 drives per MW (typical)		
<b>Control system</b>	1 tracker control unit mounted to each tracker, with internal inclinometer Tracker controllers dc with 30-watt module and onboard battery, or ac 1 network controller per 200 trackers (wireless) or 124 trackers (wired) 1 or more meteorological stations per site 1 remote access unit per site - datalogger and modem - if needed		
<b>Communication</b>	Network controller to tracker controllers: MODBUS over Zigbee wireless, or RS485 wired Network controller to SCADA: MODBUS TCP/IP over ethernet 1 network controller per 200 trackers (wireless) or 124 trackers (wired) Cloud app available for remote monitoring and predictive maintenance		
<b>Step size</b>	1°		
<b>Tracking algorithm</b>	Based on United States Naval Observatory Solar Position Algorithm Tracking accuracy $\pm 2^\circ$		
<b>Backtracking</b>	Optional Optimized for each tracker based on topography		
<b>Night stow</b>	Yes		
<b>Wind stow</b>	Yes		
<b>Snow stow</b>	Yes		
<b>Snow sensor</b>	Optional		
<b>Bearings</b>	Self-lubricating acetal wear surfaces Adjustable in multiple dimensions to take up post misalignment Delivered fully assembled from the factory		
<b>North-south slope</b>	Up to 15%		
<b>Installation</b>	No welding or cutting in the field		
<b>Compliance</b>	UL3703, ASCE7-10		
<b>Warranty</b>	Structural Control system Drive Motor Dampers	10 years 5 years standard, 10 years optional 5 years 5 years 4 years	

Exhibit E

Canadian Solar Specifications







## KuMax




### HIGH EFFICIENCY POLY MODULE


CS3U-375 | 380 | 385 | 390 | 395P (IEC1000V)  
CS3U-375 | 380 | 385 | 390 | 395P (IEC1500V)

**MORE POWER**

-  **Low power loss in cell connection**
-  **Low NMOT: 42 ± 3 °C  
Low temperature coefficient (Pmax): -0.37 % / °C**
-  **Better shading tolerance**
-  **High PTC  
High PTC rating of up to: 93.27 %**

**MORE RELIABLE**

-  **Minimizes micro-cracks**
-  **Lower hot spot temperature**
-  **Heavy snow load up to 5400 Pa,  
wind load up to 3600 Pa\***



**MBB**      **5BB**

**25**  
years

**linear power output warranty\***







**12**  
years

**enhanced product warranty on materials and workmanship\***

\*According to the applicable Canadian Solar Limited Warranty Statement.

**MANAGEMENT SYSTEM CERTIFICATES**  
ISO 9001:2015 / Quality management system  
ISO 14001:2015 / Standards for environmental management system  
OHSAS 18001:2007 / International standards for occupational health & safety

**PRODUCT CERTIFICATES\***  
IEC 61215 / IEC 61730: VDE / CE / MCS / INMETRO  
UL 1703 / IEC 61215 performance: CEC listed (US)  
UL 1703: CSA / IEC 61701 ED2: VDE / IEC 62716: VDE / IEC 60068-2-68: SGS  
Take-e-way

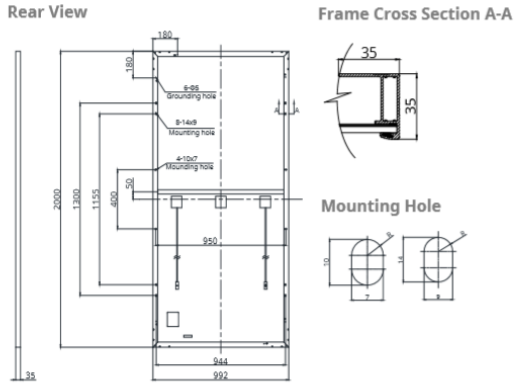
\* As there are different certification requirements in different markets, please contact your local Canadian Solar sales representative for the specific certificates applicable to the products in the region in which the products are to be used.

**CANADIAN SOLAR INC.** is committed to providing high quality solar products, solar system solutions and services to customers around the world. No. 1 module supplier for quality and performance/price ratio in IHS Module Customer Insight Survey. As a leading PV project developer and manufacturer of solar modules with over 36 GW deployed around the world since 2001.

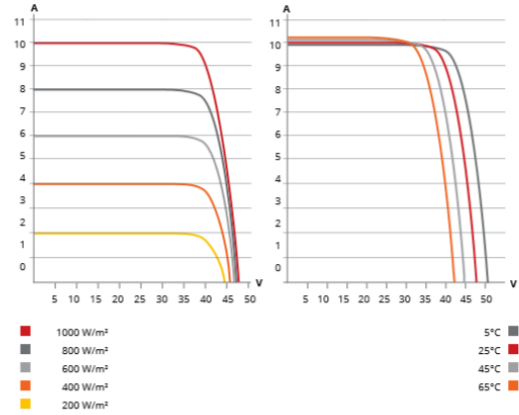
\* For detailed information, please refer to the Installation Manual.

Exhibit E continued.....

**ENGINEERING DRAWING (mm)**



**CS3U-380P / I-V CURVES**



**ELECTRICAL DATA | STC\***

CS3U	375P	380P	385P	390P	395P
Nominal Max. Power (Pmax)	375W	380W	385W	390W	395W
Opt. Operating Voltage (Vmp)	40.2 V	40.4 V	40.6 V	40.8 V	41.0 V
Opt. Operating Current (Imp)	9.34 A	9.42 A	9.50 A	9.56 A	9.64 A
Open Circuit Voltage (Voc)	47.6 V	47.8 V	48.0 V	48.6 V	48.8 V
Short Circuit Current (Isc)	9.91 A	9.99 A	10.07 A	10.17 A	10.24 A
Module Efficiency	18.90%	19.15%	19.41%	19.66%	19.91%
Operating Temperature	-40°C ~ +85°C				
Max. System Voltage	1500V (IEC/UL) or 1000V (IEC/UL)				
Module Fire Performance	TYPE 1 (UL 1703) or CLASS C (IEC 61730)				
Max. Series Fuse Rating	30 A				
Application Classification	Class A				
Power Tolerance	0 ~ + 5 W				

\* Under Standard Test Conditions (STC) of irradiance of 1000 W/m<sup>2</sup>, spectrum AM 1.5 and cell temperature of 25°C. Measurement uncertainty: ±3% (Pmax).

**ELECTRICAL DATA | NMOT\***

CS3U	375P	380P	385P	390P	395P
Nominal Max. Power (Pmax)	279 W	282 W	286 W	290 W	294 W
Opt. Operating Voltage (Vmp)	37.3 V	37.5 V	37.7 V	37.9 V	38.1 V
Opt. Operating Current (Imp)	7.46 A	7.53 A	7.59 A	7.65 A	7.71 A
Open Circuit Voltage (Voc)	44.6 V	44.8 V	45.0 V	45.6 V	45.8 V
Short Circuit Current (Isc)	7.99 A	8.06 A	8.12 A	8.20 A	8.26 A

\* Under Nominal Module Operating Temperature (NMOT), irradiance of 800 W/m<sup>2</sup>, spectrum AM 1.5, ambient temperature 20°C, wind speed 1 m/s.

**MECHANICAL DATA**

Specification	Data
Cell Type	Poly-crystalline
Cell Arrangement	144 [2 X (12 X 6)]
Dimensions	2000 X 992 X 35 mm (78.7 X 39.1 X 1.38 in)
Weight	22.5 kg (49.6 lbs)
Front Cover	3.2 mm tempered glass
Frame	Anodized aluminium alloy, crossbar enhanced
J-Box	IP68, 3 diodes
Cable	4 mm <sup>2</sup> (IEC), 12 AWG (UL)
Cable Length (Including Connector)	Portrait: 400 mm (15.7 in) (+) / 280 mm (11.0 in) (-); landscape: 1250 mm (49.2 in); leap-frog connection: 1670 mm (65.7 in)*
Connector	T4-PC-1 (IEC 1000 V) or PV-KST4/xy-UR, PV-KBT4/xy-UR (IEC 1000 V) or T4-PPE-1 (IEC 1500 V) or PV-KST4-EVO2/XY, PVKBT4-EVO2/XY (IEC 1500 V) or UTXCFA4AM, UTXCMA4AM (IEC1500V)
Per Pallet	30 pieces
Per Container (40' HQ)	660 pieces

\* For detailed information, please contact your local Canadian Solar sales and technical representatives.

**TEMPERATURE CHARACTERISTICS**

Specification	Data
Temperature Coefficient (Pmax)	-0.37 % / °C
Temperature Coefficient (Voc)	-0.29 % / °C
Temperature Coefficient (Isc)	0.05 % / °C
Nominal Module Operating Temperature	42 ± 3°C

**PARTNER SECTION**



\* The specifications and key features contained in this datasheet may deviate slightly from our actual products due to the on-going innovation and product enhancement. Canadian Solar Inc. reserves the right to make necessary adjustments to the information described herein at any time without further notice. Please be kindly advised that PV modules should be handled and installed by qualified people who have professional skills and please carefully read the safety and installation instructions before using our PV modules.

**CANADIAN SOLAR INC.**  
Canadian Solar MSS (Australia) Pty Ltd., 44 Stephenson St, Cremorne VIC 3121, Australia  
support@canadiansolar.com, www.canadiansolar.com/au

Oct. 2019. All rights reserved, PV Module Product Datasheet V5.6\_AU

Manufacture in China, Thailand and Vietnam.





# PIPESTONE AREA SCHOOLS District No. 2689

Kevin Enerson, Superintendent  
Cory Strasser, MS/HS Principal  
Toni Baartman, Elementary Principal  
Melany Wellnitz, Director of Curriculum

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Cal Jans, Maintenance Director  
Jean Bailey, Food Nutrition Director

*"District and Community committed to working together to provide educational excellence and support our students for their future."*

Date: November 3, 2020

To: School Board  
Re: Solar Field RFP  
Fr: Kevin Enerson, Superintendent

One RFP was received by PAS for a Solar Field. The proposal came from NOVEL Energy:

1. They will install a solar field if the District put \$1 million up front in three equal installments.
2. The solar field will pay for itself in 25 years.
3. It is difficult for solar to be competitive due to the \$.035 KWh rate. They need rates around \$.06 KWh to make it viable.
4. The Facility/Buildings & Grounds Committee does not support moving forward with a solar option.

\*In discussions with solar providers, Xcel Energy pays a more competitive rate for solar than Sioux Valley Energy. They stated this is still good for the school because those are very good rates. Our Demand Charge rate is higher than usual, but this can be mitigated through mechanical means or through negotiations.

*"Inspire life-long learners. Build Character. Prepare them for their future."*



# PIPESTONE AREA SCHOOLS District No. 2689

Kevin Enerson, Superintendent  
Cory Strasser, MS/HS Principal  
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Melany Wellnitz, Director of Curriculum

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Cal Jans, Maintenance Director  
Jean Bailey, Food Nutrition Director

*"District and Community committed to working together to provide educational excellence and support our students for their future."*

Date: November 2, 2020

To: School Board  
Re: Turbine Issue  
Fr: Kevin Enerson, Superintendent

Here are the facts regarding the Wind Turbine that have brought together by the Facilities/Buildings Grounds Committee:

1. The turbine bearings went bad and have damaged a shaft in the generator.
2. To repair this, the generator needs to be replaced at a cost of \$65,085.
3. We looked into other repair options but they are not viable.
4. On an average year, the turbine reduces our electricity bill by approximately \$80,000 per year.
5. We pay for an annual maintenance agreement on the turbine of about \$7,000 per year.
6. The rates we get on the electricity produced by the turbine last through 2021. We will need to negotiate new terms. Sioux Valley Energy has indicated we will likely get 50% of the rates or maybe a little better. Our new revenue will be approximately \$40,000, but we still need the maintenance agreement.
7. In meeting with local turbine officials, the life expectancy of a turbine is 12 to 15 years. They say ours is a good turbine and we could get a few more years.
8. Turbine began service in 2003 through a \$750,000 grant from Excel Energy. School district paid \$150,000 toward the turbine at that time.
9. The committee is not sure how much more we will get out of the turbine as there could potentially be issues with the blades or other mechanical systems.
10. In speaking with Kraus Anderson officials, they have connections to salvage companies who would remove the turbine at no cost to us.
11. KLOH radio has equipment in the turbine that needs to be returned.

\*We are also looking into a Solar Field that could be put in by a third party vendor and not cost the District anything to install. The maintenance on this is minimal and we are putting out an RFP to see what the return would be on a solar field.

\*The committee feels it is good to be involved in some type of renewable energy. We have around 5 acres available on the north end of our property.

*"Inspire life-long learners. Build Character. Prepare them for their future."*

CONTRACT BETWEEN PIPESTONE COUNTY  
AND SCHOOL DISTRICT #2689  
TO PROVIDE A LAW ENFORCEMENT RESOURCE OFFICER

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the County of Pipestone, hereinafter referred as the "County", and the Pipestone Area School District #2689, hereinafter referred to as the "School District".

WITNESSETH:

WHEREAS, the School District desires to contract with the County whereby the County, through its Sheriff's Office, would provide law enforcement services within its School District boundaries; and

WHEREAS, the County and the Sheriff agree to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, such contracts are authorized by the provisions of Minn. Stat. 471.59.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed between the parties as follows:

**Section 1. PERFORMANCE OF LAW ENFORCEMENT PROTECTION**

The County agrees, through the office of the Sheriff of the County, to provide five (5) days per week police protection within the limits of the School District to the extent and in the manner hereinafter set forth.

Except otherwise specifically provided herein, the service to be provided by the County shall encompass those duties and functions which are the type normally coming within the jurisdiction of and customarily rendered by the Sheriff under the applicable statutes of the State of Minnesota.

It is agreed that the School District shall receive police protection to be provided by such personnel as may be assigned by the Sheriff using such vehicles as the Sheriff, in his discretion, shall deem necessary. The police protection contemplated hereby shall include patrolling and answering police calls within the School District. The manner in which such service is rendered, the standards of performance, discipline of officers and all matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the County through the Sheriff's Office.

The services contemplated hereby are scheduled police services which will, in fact, be provided to the School District for the number of contracted hours reasonably anticipated and required. It shall include in which, in the opinion of the Sheriff, a police emergency occurs which requires a different use of the officer and/or the patrol vehicle,

performance of special details relating to the law enforcement service, the enforcement of State statutes, performance of traffic law enforcement, enforcement of the Juvenile Code of the State as said code relates to the School District, and other duties and functions customarily performed by a school resource officer.

This contract covers regular on-duty, off-duty, special events, or special services to be performed for the School District of Pipestone.

In addition to the hours that are anticipated under this agreement, it is expected that additional hours will need to be provided on behalf of the School District including, but not limited to, the following: court appearances by Deputies for matters arising in the School District; extended shifts which may be required as the result of a Deputy being involved in business prior to the end of his shift which requires him to spend time beyond the end of this shift; emergency calls; investigations; and official events which are held in the School District that would require additional law enforcement protections. The Sheriff will be responsible for proper statutory required licensing of all the Deputies.

It is agreed that all personnel employed to render the services contemplated hereby shall be employees of the County, and that the County shall therefore be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reasons of their contract with the County entered into through its collective bargaining units.

The County agrees that all insurance required to adequately cover vehicles, personnel and equipment used by the County in the provision of the services contemplated herein will be provided by the County including licensing said vehicles, and these costs are included in the total costs of the contract.

It is agreed that the County shall provide all necessary labor, supervision, equipment, communication facilities, dispatching and necessary supplies to maintain and provide the police service to be rendered hereunder and these costs are included in the total costs of contract to the School District of Pipestone. The School District is not obligated to, or responsible for, or liable for compensation or indemnity to any County official, agent or employee for injury or sickness arising out of his employment, and the County agrees to hold harmless the School District against such claim.

It is hereby agreed the School District and all of its officers, agents and employees shall cooperate and assist the County and the Sheriff to facilitate the provision of the services contemplated here.

## Section 2. TERM OF CONTRACT

The term of this contract extension shall be **November 1, 2020 to October 31, 2024.**

On or before September of each year, the Sheriff shall notify the School District of the next year's budget contract costs.

### **Section 3. COSTS AND PAYMENTS**

For performing and services contemplated hereby, the County agrees to contract for (5) days per week.

It is understood by the County and the School District that costs and expenses herein do not include items of cost and expense attributable to services and facilities provided or available to the School District which by state law the County must provide to the School District.

The Sheriff, County Board, School District Superintendent, and the School District Board shall adjust the yearly rate annually based on proposed budget for the School Resource Officer. This amount shall be paid quarterly to the County and the School District shall receive credit for its share of any benefit to which it may become entitled pursuant to Minnesota Statutes 69.011 (as amended).

### **Section 4, SUPERVISION**

The Sheriff will establish the work schedule to perform the law enforcement services to the School District of Pipestone. The School District of Pipestone or their designee will give input in regards to scheduled police services for their School District. The County shall have the exclusive control and supervision of the personnel provided by the County to render police protection to the School District.

### **Section 5. INDEMNIFICATION**

The School District does not assume any liability for the direct payment of any salaries, wages or other compensation to personnel employed by the County to perform the services contemplated hereby, nor does it assume any other liability other than that provided for in this agreement. Deputy Sheriffs and officers, agents and employees of the Sheriff's Office are deemed to be officers, agents and employees of the County.

There will be annual reviews of Costs and Payments to reflect changes, if any, resulting from the total budget.

The School District, its officers, agents and employees, shall not be deemed to assume any liability for any intentional or negligent acts of the County or any officer, agent or employee of the County, and the County shall indemnify and hold the School District and its officers, agents and employees harmless from any intentional or negligent act of the County or any officer, agent or employee of the County, and the County agrees to defend the School District, and its officers, agents and employees from any claim for damages resulting from any act or circumstances involving the County, its officers, agents or employees or equipment. The County upon the School District's request shall provide a copy of an adequate liability insurance policy to the School District.

The County, its officers and employees and the Sheriff shall not be deemed to assume liability for any intentional or negligent acts of the School District. The School District agrees that it will hold the County and Sheriff harmless from and shall defend its officers, agents and employees against any claim for damages resulting from such acts.

#### **Section 6. COMMUNICATION**

In order to maintain a direct channel of communication between the County and the School District, the Sheriff or one of his Deputies appointed by him, shall attend any School Board meetings when requested by either the board or the School District Superintendent. The Sheriff may also request to appear before the School Board.

#### **Section 7. MOTOR VEHICLES**

The County will lease or purchase at its option one (1) squad car for use in the School District of Pipestone. The County will maintain full insurance coverage for the vehicle. The vehicle shall be fully equipped for police use. Use or ownership of the vehicles will remain with Pipestone County.

#### **Section 8. ARBITRATION PANEL**

In the event a dispute arises between the parties concerning the services to be rendered hereunder, the level thereof or the manner in which such service is provided, an arbitration panel shall be established and the findings of this panel shall be final and conclusive between the County and the School District. This shall be a three-person panel, with one member selected by the School District, and one selected by the County, and the third selected by the two previously selected members. The provisions of the Minnesota Arbitration Act, Minn. Stat. 572 et seq., shall apply.

#### **Section 9. NONDISCRIMINATION;PENALTY**

No discrimination because of race, color, national origin, ancestry, sex or religion shall be made in the employment of persons to perform services by the County under this contract. The County agrees to meet all requirements of Federal and State Statutes pertaining to nondiscrimination employment.

#### **Section 10. COMPLETENESS OF AGREEMENT**

The provision embodied in this agreement contain all covenants, agreements, obligations, and stipulations agreed to by the parties and on execution hereof, any and all previous and existing agreements and/or contracts entered into between the parties are hereby declared by mutual consent to be null and void. Further, there are no other understandings, representations or agreements, written or oral, not incorporated herein. This agreement may not be enlarged, modified or altered except in writing, signed by the parties and endorsed herein. Upon notice given by any party, later negotiations may

be undertaken for the purpose of revising, adding to or striking any provision(s) of this agreement which appears unworkable or insufficient to perfect, maintain, and ensure the purpose of this agreement. Any change of the original provisions of this agreement, after agreement between the County and School District, shall be written and attached to this agreement. This later revision, addition or deletion shall only apply to the provision revised, added or deleted and the remainder of this agreement shall remain in full force and effect.

This contract between the County and the School District will include Exhibit A.

Exhibit A = 2021 Proposed costs for the School District of Pipestone Contractual Agreement calculated on a nine (9) month. **IN WITNESS WHEREOF**, the School District has caused this agreement to be executed by its School District Chair and Clerk by the authority of its governing body adopted by Resolution on the \_\_\_\_\_ day of \_\_\_\_\_, **2020**, and the County of Pipestone has caused this Agreement to be executed by its Chair and attested by its Auditor pursuant to the authority of the Board of County Commissioners by Resolution dully adopted on the \_\_\_\_\_ day of \_\_\_\_\_, **2020**.

**SCHOOL DISTRICT #2689 State of MN**

**BY:** \_\_\_\_\_  
**Chair of the Board**

**BY:** \_\_\_\_\_  
**Clerk of the Board**

**COUNTY OF PIPESTONE**

**BY:** \_\_\_\_\_  
**Chair of the Board**

**BY:** \_\_\_\_\_  
**Clerk of the Board**

**EXHIBIT A**  
**School District #2689 Law Enforcement Contract**

One (1) Deputy is assigned to the School District #2689 State of Minnesota for five days each week of the school year.

The total due to maintain the School Resource Officer for the school year 2020/2021 will be \$45,00.00.

The total due to maintain the School Resource Officer for each calendar year of the contract will be 50% of the School Resource Officer budget.

The amounts are based on the salary of the officer and the equipment used by the officer for the calendar year.

Amounts due may be submitted quarterly to:

Tyler Reisch, Pipestone County  
Auditor/Treasurer  
416 Hiawatha Ave. South  
Pipestone, MN 56164

Respectfully submitted,



Keith Vreeman  
Pipestone County Sheriff

## Pipestone Area Schools 2021-22 Budget Planning Timeline

November 23, 2020	Board adopts the 2020-21 Budget Planning Timeline.
December 7, 2020	District Administrative Team reviews budget forecast and begins to share needs and wants and budget adjustments to fund those needs.
December 2020	School Board Budget Committee will review financial projections for June 30, 2021 and June 30, 2022 General Fund Balances and preliminary 2020 Audit projections.
December 21, 2020	Board reviews the Fund Balance Policy and establishes the General Fund, Fund Balance Goal for the 2021-22 fiscal year.
January-February 2021	Administrative Team prepares the Budget Plan for 2021-22.  School Board Budget Committee will review preliminary budget plans and advise Administrative Team.
February 2021 - Work Session	Administrative Team presents Preliminary 2021-22 Budget Plan to School Board.
March 2021	Administrative Team presents Preliminary Budget Plan to staff. Staff provides feedback on proposed budget.
March 8, 2021 - Special Board Meeting	School Board conducts a public hearing on the Preliminary 2021-22 Budget Plan.
March 2021 - Regular Board Meeting	School Board acts upon the 2021-22 Budget Plan.
May 2021	Administration makes final preparations for the 2021-22 budget.
June 2021	School Board adopts the 2021-22 budget.

# FORM A

## RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District \_\_\_\_\_ School Board recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_ School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES  
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK  
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 3, 2020.

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2689, State of Minnesota, as follows:

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 2689 to the following candidates:
  - a. Randy Erdman
  - b. Katie Wiese
  - c. Lance Oye
  - d. Chrissy DeBates

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

Obsolete Equipment 11-23-20

Army Surplus Utility Vehicle per Cal Jans

**Policy 205 – Open Meetings and Closed Meetings:** One change – “Meetings Conducted by Interactive Technology” has been added on page 4.

**Policy 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations:** I had this policy up for change in 2019 and it was decided to wait on it to update. The only change is “citizens” to “persons”.

**Policy 419 – Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Deliver Devices; Vaping Awareness and Prevention Instruction:** Title change – Vaping Awareness and Prevention Instruction added to title. Title change and changes to Section III and also adding “Vaping Prevention Instructions”.

**Policy 421 – Gifts to Employees and School Board Members:** One addition has been made – “Financial Interest means any ownership or control in an asset which has the potential to produce a monetary return.”

**Policy 507 – Corporal Punishment:** I had this policy up for change in 2019 and it was decided to wait on it to update. Last revision was 2005.

**Policy 516 – Student Medication:** Controlled substance addition. Unclaimed drugs and medications update and additions made.

**Policy 517 – Student Recruiting:** I had this policy up for change in 2019 and it was decided to wait on it to update. Last revision was 2006. No changes have been made.

**Policy 519 – Interviews of Students by Outside Agencies:** I had this policy up for change in 2019 and it was decided to wait on it to update. Last revision was 2006. No changes have been made.

**Policy 525 – Violence Prevention (Applicable to Students and Staff):** Prevention Strategies additions: 1. Training requirements for personnel and school board members by experts familiar with sexual abuse, domestic abuse and personal safety issues. 2. Develop curriculum on child sexual abuse prevention for students. 3. Provide training to all school personnel on recognizing and preventing sexual abuse.

**Policy 528 – Student Parental, Family, and Marital Status Nondiscrimination:** Need to change from Clay Anderson to Rick Zollner.

**Policy 555 – Guidelines for Foreign Exchange Students:** This policy was developed in house in 2008. Cory reviewed and made changes.

**Policy 601 – School District Curriculum and Instruction Goals:** Addition of characteristics of dyslexia and using screening tools recommended by MDE. I had Melany look this over and she gave her approval.

**Policy 602 – Organization of School Calendar and School Day:** Need to delete two Statutes.

**Policy 610 – Field Trips:** Last updated 2006. I’ve brought this before but was not considered as an update. Changes made in the Regulations section in regards to vehicles to use, personal vehicles and preapproval by administration.

**Policy 620 – Credit for Learning:** One change under Definitions – accreditor.

**Policy 703 – Annual Audit:** Add one word (Audit) III E.

**Policy 707 – Transportation of Public-School Students:** Two small changes made in the Homeless Students section.

**Policy 709 – Student Transportation Safety Policy:** I had this policy up for change in 2019 and it was decided to wait on it to update. Under “School Bus Drivers Duties and Responsibilities”, delete Type III vehicle.

**Policy 721 – Uniform Grant Guidance Policy Regarding Federal Revenue Sources:** Change from \$3000 to \$10,000 in “procurement to micro-purchase” and change of \$150,000 to \$250,000 in “procurement by small purchase procedures”.

**Policy 802 – Disposition of Obsolete Equipment and Material:** Added “including a tablet device” and two others under “Exemptions for Surplus School Computers”.

**Policy 904 – Distribution of Materials on School District Property by Non-school Persons:** Change “religious” to religion. One legal reference change.

**Policy 401 – Equal Employment Opportunity, Policy 402 – Disability Nondiscrimination Policy, and Policy 521 – Student Disability Nondiscrimination:** These list Clay and Jeff. Will renew these in 2021.

## **516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication

administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Drugs or medicines that are prescription asthma or reactive airway disease

medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

***[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]***

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke

a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

***[Note: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]***

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced

prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education  
Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### **II. GENERAL STATEMENT OF POLICY**

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Supplementary Trips**

These trips fall into two categories: Local - which includes trips with 150 miles one way from Pipestone and also includes the Minneapolis/St. Paul area. All trips under the Other will usually be financed by the organization and students going on the trip.

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

#### **C. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip

request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### **III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### **IV. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

***Legal References:*** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;  
Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675  
(8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

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## **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 or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### **IV. PROCEDURES**

- A. Meetings

1. Regular Meetings

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

2. Special Meetings

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

3. Emergency Meetings

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

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

4. Recessed or Continued Meetings

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

5. Closed Meetings

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

6. Actual Notice

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

7. Health Pandemic or Declared Emergency

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

8. Meetings Conducted by Interactive Technology

A 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. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

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

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

action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

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

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

appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

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

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

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

#### **VI. PROCEDURES**

##### **A. Agenda Items**

- 1. Persons who wish to have a subject discussed at a public school board

meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

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

#### B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

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

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

D. No Board Action at Same Meeting

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

**VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

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

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

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**III. DEFINITIONS**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices include but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.”

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on

school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

## **V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

## **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

***Legal References:*** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

## **421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

#### **IV. PROCEDURES**

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

#### **V. VIOLATIONS**

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

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

## **507 CORPORAL PUNISHMENT**

### **I. PURPOSE**

The purpose of this policy is to describe limitations on corporal punishment of students.

### **II. GENERAL STATEMENT OF POLICY**

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

### **III. EXCEPTIONS**

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

### **IV. VIOLATION**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

***Legal References:*** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)  
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Adopted: 11-20-95  
Revised: 4-24-06  
Revised: 11-23-20

PAS Policy 517  
Orig. 1995  
Rev. 2000

## **517 STUDENT RECRUITING**

### **I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision-making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### **III. DEFINITION**

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

### **IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled

for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or at a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

### **II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a

part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### **III. IMPLEMENTATION OF POLICY**

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

#### **IV. PREVENTION STRATEGIES**

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching student's violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences

and values among students, and to promote the message of inclusion.

- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

**V. STUDENT SUPPORT**

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

**VI. PERSONNEL**

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 120B.22 (Violence Prevention Education)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)  
18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21  
L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D.  
Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ.  
L.Rep. 205 (N.D. Ill. 1987)

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### **III. IMPLEMENTATION OF POLICY**

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

#### **IV. PREVENTION STRATEGIES**

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching student's violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- H. Establish clear school rules that prevent and deter violence.
- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences

and values among students, and to promote the message of inclusion.

- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

## V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

## VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
Minn. Stat. § 120B.22 (Violence Prevention Education)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.64 (Notification)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)  
18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21  
L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D.  
Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ.  
L.Rep. 205 (N.D. Ill. 1987)

## **555 GUIDELINES FOR FOREIGN EXCHANGE STUDENTS**

### **I. PURPOSE**

To establish guidelines for foreign exchange students to apply to and attend Pipestone Area Schools.

### **II. GENERAL STATEMENT**

To provide foreign exchange students the opportunity to participate in the Pipestone Area Schools education program for one year. Toward that end, the district shall support organized efforts designed to facilitate student exchange by the exchange programs recognized by the State of Minnesota and registered with the Minnesota Secretary of State's Office. According to Minnesota State High School League Rules, foreign students who transfer through a recognized foreign exchange program are eligible to compete at all levels of interscholastic competition for one year.

### **III. ELIGIBILITY TO ENROLL IN PIPESTONE AREA HIGH SCHOOL**

Students who enter the United States with a non-immigrant (student) visa through a state approved international student exchange program are eligible to apply for enrollment for one year at Pipestone Area High School.

Other Eligibility Requirements:

- A. The host family must live within District 2689.
- B. The exchange student must provide evidence of significant English fluency either through examination or teacher affidavit.
- C. The exchange student must receive all vaccinations required by the Minnesota school immunization law.
- D. All foreign exchange students must be approved by the high school principal a minimum of one month prior to entrance to the Pipestone Area Public Schools.
- E. Student transcripts, profiles, etc. must be submitted a minimum of one month prior to entering the high school, unless agreed upon by administration.

### **IV. ENROLLMENT**

- A. The representative or host parents will fill out the standard Pipestone Area Schools registration forms.

- B. At the time of enrollment, proof of English fluency, host family information, proof of student vaccinations, and organization and host family emergency numbers must be provided.
- C. A meeting with the school counselor will be arranged to prepare a class schedule.
- D. The high school principal will be given the names and phone numbers of contact people within each program being served.
- E. It is recommended a maximum of five exchange students may be enrolled in Pipestone Area High School each semester. The high school principal and/or the superintendent may allow more exchange students at their discretion.

## **V. ACADEMIC EXPECTATIONS AND BEHAVIOR**

- A. Foreign exchange students will not receive a Pipestone Area High School diploma unless they have been enrolled as a senior at PAS for that academic year. All exchange students will be enrolled dependent on their age and educational background.
- B. All exchange students will take the required courses for their designated grade level. Exchange students will not take foreign language classes in their native speaking language for credit and are limited to two physical education courses per school year.
- C. Exchange coordinators will work through host parents when requesting grades, processing reports, evaluations, etc. Counselors will not complete program evaluation sheets on each student.
- D. Any behavior that is in violation of the Pipestone Area Schools policy will be reviewed by administration and the exchange student may be removed from our school system.

## **VI. EXPECTATIONS OF HOST FAMILIES**

- A. Exchange students must be in their American home a minimum of three days prior to meeting with the school counselor.
- B. The host parent/parents agree to work with their student's teachers to get grades, progress reports, evaluations and other materials as needed by the program coordinator. Host parents will be expected to attend parent conferences, school admission interviews and any other meetings relating to their host.

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
  - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
  - 2. student performance on the Minnesota Comprehensive Assessments;

3. high school graduation rates; and
  4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
  2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include the following:
  - a. reading, writing, speaking, listening, and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
  - d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
  - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures

other than the student's own;

- e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
  4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
    - a. establishing and achieving personal and career goals;
    - b. adapting to change;
    - c. leading a healthy and fulfilling life, both physically and mentally;
    - d. living a life that will contribute to the well-being of society;
    - e. becoming a self-directed learner;
    - f. exercising ethical behavior.
  5. Students will be given the opportunity to acquire human relations skills necessary to:
    - a. appreciate, understand, and accept human diversity and interdependence;
    - b. address human problems through team effort;
    - c. resolve conflicts with and among others;
    - d. function constructively within a family unit;
    - e. promote a multicultural, gender-fair, disability-sensitive society.
- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a

minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph
  - a. the report must include:
    - i. a summary of the district's efforts to screen for dyslexia;
    - ii. the number of students screened for that reporting year; and
    - iii. the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:

- a. the student’s reading proficiency as measured by a locally adopted assessment;
- b. reading-related services currently being provided to the student and the student’s progress; and
- c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student’s right to a special education evaluation.

- 7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students’ cultural connections.
- 8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student’s educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student’s parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student’s best interest. The student’s school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

## **602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. CALENDAR RESPONSIBILITY**

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
  - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
  - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minn. Stat. § 123A.30, § 123A.32, or § 123A.35 with a school district that qualifies under Section III.B.1.
  - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

#### **IV. SCHOOL DAY RESPONSIBILITY**

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

#### **V. E-LEARNING DAYS**

- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.

**Legal References:** Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)

## **620 CREDIT FOR LEARNING**

### **I. PURPOSE**

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

### **III. DEFINITIONS**

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

- F. “Nonpublic school” is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

#### **IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS**

##### **A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools**

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least five (5) credits from the school district.

##### **B. Transfer of Academic Requirements from Other Schools**

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
  - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
  - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least five (5) credits from the school district.

- c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
  - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
  - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
  - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
  - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
  - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

**V. POST-SECONDARY ENROLLMENT CREDIT**

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
  
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
  - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
  - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
  - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
  - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
  - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
  - 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
  
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

## **VI. CREDIT FROM ONLINE LEARNING COURSES**

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be

counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.

- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

## **VII. ADVANCED ACADEMIC CREDIT**

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

## **VIII. WEIGHTED GRADES**

- A. The school district does not offer weighted grades.

## **IX. PROCESS FOR AWARDING CREDIT**

- A. The building principal will be responsible for carrying out the process to award

credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.

- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.14 (Advanced Academic Credit)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.445 (Nonpublic Education Council)  
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)  
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)  
Minn. Stat. § 124D.095 (Online Learning Option)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

## **703 ANNUAL AUDIT**

### **I. PURPOSE**

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

### **III. REQUIREMENT**

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minn. Stat. § 123B.14, Subd. 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal

Compliance Audit Guide issued by the Office of the State Auditor.

- F. The school board must approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6.

***Legal References:*** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements;  
Statement for Comparison and Correction)

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if

the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. § 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. § 123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board. These include:
- Resident elementary students who reside one mile or more from school.
  - Resident secondary students who live at least one mile, but less than two miles from school.
  - Resident students who live in areas of high traffic and must cross high traffic roads, drug or crime hazards – specifically
    - State Highway 30
    - State Highway 23
    - State Highway 75
    - BNSF Railroad
    - Pipestone County Highway 15
- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level

of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. §

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/  
STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school

district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students

in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)

Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### **B. Student Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the

second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  
2. Rules at the Bus Stop
  - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
  - b. Respect the property of others while waiting at your bus stop.
  - c. Keep your arms, legs, and belongings to yourself.
  - d. Use appropriate language.
  - e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
  
3. Rules on the Bus
  - a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs, and belongings to yourself.
  - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

- 1st offense – warning
- 2nd offense – 3 school-day suspension from riding the bus
- 3rd offense – 5 school-day suspension from riding the bus
- 4th offense – 10 school-day suspension from riding the bus/meeting with parent
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

- 1st offense – warning
- 2nd offense – 5 school-day suspension from riding the bus
- 3rd offense – 10 school-day suspension from riding the bus
- 4th offense – 20 school-day suspension from riding the bus/meeting with parent
- 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student’s consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school

bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days

from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

**B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

**VII. OPERATING RULES AND PROCEDURES**

**A. General Operating Rules**

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will

not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pretrip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - (b) refraining from loading and unloading students in a

vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;

- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
  - (d) placing the type III vehicle in “park” during loading and unloading;
  - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
  - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied

consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
- j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
- k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.

2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.

3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:

- a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

- b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
  - 3. A school bus operated under this section must bear a current certificate of inspection.
  - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date

of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
1. the student's name and address;
  2. the nature of the student's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

#### **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

#### **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school

district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notification of Suspension of License of

Commercial Driver)

Minn. Stat. § 171.321 (Qualifications of School Bus Driver)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

## **721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES**

### **I. PURPOSE**

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

### **II. DEFINITIONS**

#### **A. Grants**

1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability);  
or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for

assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$250,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

G. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and

salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).

- H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

#### IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
  - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.

2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or

d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.

K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.

L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

## V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property,

equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

**VI. FINANCIAL MANAGEMENT REQUIREMENTS**

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)”

means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;

14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));

11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of

the cost, needs, and requirements of the program.

- c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
- d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
- e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

- 1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
- 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
- 3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.

c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.

4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.

2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

**VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and

2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and
  4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

***Legal References:*** 2 C.F.R. § 200.12 (Capital Assets)  
2 C.F.R. § 200.112 (Conflict of Interest)  
2 C.F.R. § 200.113 (Mandatory Disclosures)  
2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)  
2 C.F.R. § 200.212 (Suspension and Debarment)  
2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
2 C.F.R. § 200.302 (Financial Management)  
2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (Real Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)  
2 C.F.R. § 200.338 (Remedies for Noncompliance)  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.473 (Transportation Costs)  
2 C.F.R. § 200.474 (Travel Costs)

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

### **II. GENERAL STATEMENT OF POLICY**

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;

- d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:*** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

## **904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

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

prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

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

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

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

#### **IV. GUIDELINES**

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always

prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

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

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

by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

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

## **VI. PROCEDURES**

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

## **VII. VIOLATION OF POLICY**

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

## **VIII. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures

necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

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

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