

General Meeting of the Board  
Thursday, September 26, 2024 6:30 PM

Boardroom / Teleconference  
1820 Xenium Ln N  
Minneapolis, MN 55441-3790

## **Agenda**

1. **CALL TO ORDER** (*Action*)
2. **APPROVAL OF GENERAL MEETING AGENDA** (*Action*)
3. **AUDIENCE OPPORTUNITY TO SPEAK** (*Information*)
4. **APPROVAL OF CONSENT AGENDA** (*Action*)
  - 4.1. General Board Meeting Minutes from September 12, 2024
  - 4.2. Routine Human Resources Activities for September 26, 2024
  - 4.3. Monthly Financial Report - July 2024
  - 4.4. Monthly Financial Report - August 2024
  - 4.5. Approval of Open Your Heart to the Hungry and Homeless Grant
  - 4.6. Approval of Carl D. Perkins Education Act - Basic and Reserve Funds
  - 4.7. Approval of State of Minnesota Through the Department of Labor and Industry Youth Skills Training (YST) Program Grant
  - 4.8. Approval of Title II – Part A, Teacher and Principal Training and Recruiting
  - 4.9. Approval of Title III – Part A, English Language Acquisition, Language Enhancement and Academic Achievement Funding
5. **SHARE THE SUCCESS & RECOGNITION** - None
6. **SUPERINTENDENT'S REPORT - (20 minutes)** (*Information*)
  - 6.1. Grow Your Own (GYO) Student Pathway
7. **INSTRUCTIONAL REPORT** - None
8. **BUSINESS SERVICES & LABOR RELATIONS REPORT** - None
  - 8.1. Facilities Report - None
  - 8.2. Financial Report - None
  - 8.3. Human Resource Report - None
9. **BOARD BUSINESS - (30 minutes)**
  - 9.1. Policy Review & Revision
    - 9.1.1. 506 Student Discipline Policy (*Action*)
    - 9.1.2. Revised 413 Harassment and Violence Policy (*Action*)
    - 9.1.3. Revised 406 Public and Private Personnel Data Policy (*Action*)
    - 9.1.4. Revised 418 Drug-Free Workplace/Schools (*Action*)
    - 9.1.5. 522 Title IX Policy (*Information*)
      - 9.1.5.1. 5220 Title IX Procedure
  - 9.2. Board Reports (*Information*)
    - 9.2.1. Chair Report - None
    - 9.2.2. AMSD Report
      - 9.2.2.1. September 2024 AMSD Connections Newsletter
  - 9.3. District News (*Information*)
    - 9.3.1. School Board Calendars
    - 9.3.2. September 26, 2024, Board Event Calendar
  - 9.4. Once Around the Table

10. **ADJOURNMENT**

11. 2024-2025 Get on the Bus/Local 2209 & Board Meeting Schedule

# Racial Equity Impact Analysis Tool

## 287 RACIAL EQUITY IMPACT ANALYSIS TOOL



### Purpose

This tool ensures that racial equity is front-and-center in discussions and prompts leaders to examine how BIPOC and low wealth communities may be affected by a proposed action or decision of the district.

### Instructions

**Use the Tool:** Have this tool available during any meeting where decisions are being made

- **Part 1 - Discussion:** Use the guiding questions to facilitate the racial equity discussion
- **Part 2 - Answer Racial Equity Impact Analysis Questions:** Before a decision is made, respond to the four equity impact analysis questions within your meeting agenda
- **Part 3 - Reflect:** Reflect on and recognize your own racial bias, as well as the presence and role of whiteness

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### Part 1: Discussion

Use the below guiding questions to facilitate a discussion about race equity impact

#### Guiding Questions

1. Are multiple racial perspectives involved in the planning? Are participants racially diverse? Were the groups most impacted by the decision included in the discussion?
2. In what ways are we maintaining status quo or advancing race equity? What could be done differently to better support or advance racial equity efforts?
3. Who is advantaged? Who is disadvantaged? Are decisions based on the majority or those at the margins?
4. In what ways does colorblindness exist?
5. How do you know the audience is communicated with in ways that will make sense through *their* lens?
6. In what ways are other marginalized people impacted?

### Part 2: Answer Racial Equity Impact Analysis Questions

1. **Who participated in completing this analysis?**
2. **What are the racial equity impacts of this decision?**
3. **Who will benefit from and/or be burdened by this decision?**
4. **Are there strategies to mitigate any unintended consequences of this decision?**

### Part 3: Reflect

1. Place yourself on the Compass. What feelings came up for you during the planning?
2. What role did your race, experiences, or bias have in the conversation?
3. What aspects of whiteness showed up for you or were observed in others? ([Bellevue Guide](#))

**DISTRICT 287 GENERAL MEETING OF THE BOARD**  
**Intermediate District 287**  
**September 12, 2024**  
**MINUTES**

**1. CALL TO ORDER**

Board Chair Brakke called the general meeting to order at 6:31 PM in the District Service Center Boardroom and by the use of District 287 Teleconferencing. Dr. Tonya Allen recited Intermediate District 287 mission statement: "The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students."

A Roll Call was taken, and a quorum was declared with nine (9) member districts represented and the following Board members in attendance:

286	Brooklyn Center	Ruthie Dallas
273	Edina	Michael Birdman
270	Hopkins	Shannon Andreson
276	Minnnetonka	Michael Remucal
280	Richfield	Crystal Brakke
281	Robbinsdale	ReNae Bowman
283	St. Louis Park	Anne Casey
284	Wayzata	Dan Ginestra
279	Westonka	Heidi Marty

Absent: 272/Ross, 278/Orcutt, and 279/Mosqueda-Jones

Guests:

287 Administration: Superintendent Doud, Tonya Allen, Melissa Brateng, Camille Helgeson, Dr. Elisabeth Lodges Rogers, Brian Schultz, Kevin Witherspoon, Kiarra Zackery, and Wauneen Denson-Mgeni

287 Staff Members: Dr. Allen David, Erik Bruner-Wiltse, Laura McLuen, and Ryan Wilson

**2. APPROVAL OF GENERAL MEETING AGENDA**

The general meeting agenda was presented for approval. *Motion by Dan Ginestra, seconded by Michael Remucal, approve the meeting agenda. All in favor. No votes against. Motion carried.*

**3. OPEN FORUM FOR COMMUNITY COMMENTS - None**

**4. APPROVAL OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from the General Meeting of the Board Minutes from August 22, 2024, and Approval of Authorization of Issuance of Individual Procurement Cards (P-Cards). *Motion by Michael Birdman, seconded by ReNae Bowman, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

**5. SHARE THE SUCCESS & RECOGNITIONS**

Camille Hepola, Director of Communication and Public Relations, presented an update and video on the Welcome Back event for staff and a First Day of School [video](#).

**6. SUPERINTENDENT'S REPORT**

Dr. Tonya Allen, Assistant Superintendent, introduced the new department and building leaders.

**7. INSTRUCTIONAL REPORT - None**

**8. BUSINESS SERVICES & LABOR RELATIONS REPORTS**

**Facilities Report – None**

**Financial Report - None**

**Human Resources Report – None**

Kevin Witherspoon, Director of Human Resources, presented an update on the 2024-2025 District Staffing.

**9. BOARD BUSINESS**

**Policy Review & Revision**

Superintendent Doud presented and recommended approval of the 903 Visitors to School District Buildings and Sites Policy. *Motion by Shannon Andreson, seconded by Heidi Marty, to approve the 903 Visitors to School District Buildings and Sites Policy with the recommendation to replace Guardian with Caregiver.*

Superintendent Doud presented and recommended approval of the 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources. *Motion by Anne Casey, seconded by Ruthie Dallas, to approve the Board Byl721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources as presented.*

Superintendent Doud presented and recommended approval of the resolution motion 721 Uniform Grant Guidance Resolution. *Resolution motion by Michael Birdman, seconded by Michael Remucal, waives the reading and approves the resolution relating to the 721 Uniform Grant Guidance Resolution as provided by the documentation shared. The following voted in favor: Andreson, Birdman, Bowman, Brakke, Casey, Dallas, Ginestra, Marty, and Remucal. Motion carried unanimously. No votes against. The resolution passed.*

Superintendent Doud presented the 506 Student Discipline Policy, 418 Drug-Free Workplace/Schools Policy, 413 Harassment & Violence Policy, 406 Public and Private Personnel Data Policy, and 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction as a first read.

**Chair Report**

Board Chair Brakke presented and recommended approval of a new three-year Superintendent contract effective July 1, 2025 - June 30, 2028. *The motion was made by Shannon Andreson, seconded by Ruthie Dallas, to approve the new three-year Superintendent contract effective July 1, 2025 - June 30, 2028, as presented. All in favor. Motion carried unanimously.*

Board Chair Brakke announced that she will no longer be on the AMSD Executive/Legislative Committee.

**AMSD Report**

Board Chair Brakke shared that the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC) has been prominently featured in the September 2024 AMSD Newsletter.

**Once Around the Table**

**10. ADJOURNMENT**

*Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 7:47 PM.*

The next general meeting will be held on September 26, 2024, at 6:30 PM in the District Service Center Boardroom and by Teleconference.

Submitted by  
Wauneen Mgeni  
Secretary to the Board

Signed: Chair \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Intermediate District 287

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## ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287 SCHOOL BOARD September 26, 2024

New Hires					
Name	Position	Department or Site	Reason for Opening	Effective Date	FTE
Amanda Cook*	Principal	Ann Bremer Education Center	Replacement J. Nagel	08/22/2024	1.0
Allan David	Assistant Principal	Ann Bremer Education Center	Replacement D. Peterson	08/22/2024	1.0
Brooke Mastro	EBD Teacher	North Education Center	Additional Enrollment	08/26/2024	1.0
Tali Metrikin	Educational Support Professional	North Education Center	Additional Enrollment	08/26/2024	.875
Amanda Tinebra	Math Teacher	Care and Treatment Programs	Replacement B. Anderson	08/26/2024	1.0
Tanisa Winter	Administrative Support V	Equity and Inclusion	Replacement F. O'Bannon	08/19/2024	1.0
Quita Cooper	Educational Support Professional	Ann Bremer Education Center	Additional Enrollment	08/30/2024	.875
Shilekia Joplin	Educational Support Professional	South Education Center	Additional Enrollment	08/29/2024	.875
Doris Rogers	Educational Support Professional	West Education Center	Additional Enrollment	08/26/2024	.875
Kelly Worley	Educational Support Professional	Career & Tech Center	Additional Enrollment	08/26/2024	.875
Monique Boyd	School Social Worker	Ann Bremer Education Center	Replacement K. Utter	08/26/2024	1.0
Safa Ali	Educational Support Professional	North Education Center	Additional Enrollment	08/26/2024	.875
Jamal Ali	Educational Support Professional	West Education Center	Additional Enrollment	09/11/2024	.875
Katherine Brown	Educational Support Professional	Northern Star Online	Additional Enrollment	09/11/2024	.875

Taylor Burns	Administrative Support IV	Student Information Systems	Internal Transfer: C. Daly	09/11/2024	1.0
Claire Castro	Educational Support Professional	South Education Center	Replacement: S. Hazzard	08/26/2024	.875
Angeline Diane	Educational Support Professional	North Education Center	Additional Enrollment	08/26/2024	.875
David Doll	Educational Support Professional	South Education Center	Additional Enrollment	08/26/2024	.875
Versie Donaby	Educational Support Professional	Ann Bremer Education Center	Internal Transfer: M. Coleman	08/26/2024	.875
Suzanne Fenno	Educational Support Professional	North Education Center	Additional Enrollment	08/26/2024	.875
Apree Gardner-Henry	Educational Support Professional	West Education Center	Additional Enrollment	08/26/2024	.875
Shelly Hallberg	Educational Support Professional	Career & Tech Center	Replacement: S. George	08/26/2024	.875
Jacob Hooper	Educational Support Professional	South Education Center	Additional Enrollment	08/26/2024	.875
Joshua Hooper	Educational Support Professional	South Education Center	Additional Enrollment	08/26/2024	.875
Fartun Jama	Educational Support Professional	Ann Bremer Education Center	Additional Enrollment	08/26/2024	.875
Sarah Johnson	Educational Support Professional	Ann Bremer Education Center	Replacement: L. Deerson	08/26/2024	.875
Steven Johnson	Educational Support Professional	Ann Bremer Education Center	Additional Enrollment	09/11/2024	.875
Erica Shaw	Educational Support Professional	South Education Center	Additional Enrollment	08/26/2024	.875
Roshanda Walton	Educational Support Professional	North Education Center	Additional Enrollment	09/11/2024	.875
John Williams	Educational Support Professional	South Education Center	Replacement: P. Arena	08/26/2024	.875
Renee Duncan*	School Nurse	West Education Center	Replacement: L. Legois Goggin	09/09/2024	1.0
Yah Guannu	Educational Support Professional	North Education Center	Additional Enrollment	09/18/2024	.875
Maela Corley-Gamble	Deaf Blind Intervener	Itinerant Services	Additional Enrollment	09/13/2024	.875
Avery Fiske	Administrative Support IV	Itinerant Services	Replacement: S. Kosek	09/18/2024	1.0

Patricia Flomo	Educational Support Professional	Ann Bremer Education Center	Additional Enrollment	09/18/2024	.875
Destiny Jean	Educational Support Professional	South Education Center	Additional Enrollment	08/26/2024	.875
Madison Patterson	Educational Support Professional	North Education Center	Additional Enrollment	09/18/2024	.875
Kierra Hemphill	Educational Support Professional	North Education Center	Additional Enrollment	09/11/2024	.875
Mardea Nyankun	Educational Support Professional	North Education Center	Additional Enrollment	09/11/2024	.875
Semaj Rankin	Educational Support Professional	South Education Center	Additional Enrollment	09/18/2024	.875
Jamie Schoener	Educational Support Professional	West Education Center	Additional Enrollment	09/11/2024	.875
Ellie Thompson	Educational Support Professional	Care & Treatment Programs	Replacement: P. Bergren	09/11/2024	.875

\*Current employee

License Transitions						
Name	Position	Department or Site	Licensure Area	Prior Approval Type	Current Approval Type	Effective Date
Katherine Zawislak	DHH Teacher	Itinerant Services	Oral/Aural Deaf Education	Tier 1	Tier 3	08/26/2024

Temporary Hiring Agreement: Assignments				
Name	Position	Department or Site	Effective Date	End Date
Nicole Allbee	Admin Support	Human Resources Department	08/27/2024	12/31/2024
Barbara Becker	D/HH Teacher Substitute	Itinerant Services	08/26/2024	06/05/2025
Lynn Legois-Goggin	School Nurse Substitute	District-wide Services	09/20/2024	06/05/2025
Miriam Klane	D/HH Teacher Substitute	Itinerant Services	08/26/2024	06/05/2025
Delorianne Sander	Occupational Therapist	Itinerant Services	09/16/2024	03/01/2025
Clark Orlaska	Curriculum & Teacher Mentor	West Education Center	09/15/2024	10/15/2024

<b>Temporary Hiring Agreement: NSO/IS</b>				
<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Effective Date</b>	<b>End Date</b>
Crista Browne-Krosch	American Sign Language Teacher	Northern Star Online	08/15/2024	06/30/2025
Matthew Huron	Social Studies Teacher	Northern Star Online	08/26/2024	06/30/2025

<b>Temporary Hiring Agreement: Out of Field Permissions</b>					
<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Reason for Opening</b>	<b>Effective Date</b>	<b>FTE</b>
<b>Fully Licensed New Hires</b>					
Bailey Dobratz	ASD Teacher	South Education Center	Temporary License	08/26/2024	1.0
Robert Mestas	DAPE Teacher	South Education Center	Temporary License	09/04/2024	1.0
Heidi Sheen	ASD Teacher	South Education Center	Temporary License	09/03/2024	1.0
<b>Fully Licensed Current Staff</b>					
Melissa Casey	BVI Teacher	Itinerant Services	Temporary License	08/26/2024	1.0
James Schmidtke	ASD Teacher	Ann Bremer Education Center	Temporary License	08/26/2024	1.0

<b>Temporary Hiring Agreement: Tier 1 or Tier 2 Licenses</b>					
<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Reason for Opening</b>	<b>Effective Date</b>	<b>FTE</b>
<b>Tier 1 Hires</b>					
Vanessa Ressen	ASD Teacher	Ann Bremer Education Center	Temporary License	08/26/2024	1.0
Trishanna Hill-Burns	EBD Teacher	North Education Center	Temporary License	08/26/2024	1.0
Vanessa Lara	Behavior Intervention Specialist	South Education Center	Temporary License	08/26/2024	1.0
Matthew Fistler	EBD Teacher	North Education Center	Temporary License	08/26/2024	1.0
Keila DiPietro	ASD Teacher	Ann Bremer Education Center	Temporary License	08/26/2024	1.0
Madonna Indgjer	ASD Teacher	Ann Bremer Education Center	Temporary License	08/26/2024	1.0
Paul Ruhland	Work Experience Coordinator	South Education Center	Temporary License	08/26/2024	1.0
Brian Schwahn	Computer Science & IT Teacher	Career & Tech Center	Temporary License	08/26/2024	1.0
Spencer Wirth-Davis	Music Teacher	North Education Center	Temporary License	08/26/2024	1.0

**Tier 2 Hires**

Camille Erickson	ASD Teacher	South Education Center	Temporary License	08/26/2024	1.0
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**Extended Leaves of Absence:**

<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Effective Date</b>	<b>End Date</b>	<b>FTE</b>
Dawn Reese	Educational Support Professional	South Education Center	08/26/2024	06/06/2025	.0411
Megan Petrowiak	Educational Support Professional	West Education Center	08/26/2024	10/14/2024	.875
Stephanie Jaramillo Quiroz	Educational Support Professional	South Education Center	09/03/2024	06/06/2025	.164
Yazmin Quiroz Pascual	Educational Support Professional	South Education Center	08/26/2024	06/06/2025	.072
Matthew Fistler	Educational Support Professional to accept a temporary licensed position	North Education Center	08/26/2024	06/06/2025	.875
Trishanna Hill-Burns	Educational Support Professional to accept a temporary licensed position	North Education Center	08/26/2024	06/06/2025	.875
Joshua Ask	Educational Support Professional to accept a temporary licensed position	South Education Center	08/26/2024	06/06/2025	.875
Madonna Indgjer	Educational Support Professional to accept a temporary licensed position	Ann Bremer Education Center	08/26/2024	06/06/2025	.875
Vanessa Ressen	Educational Support Professional to accept a temporary licensed position	Ann Bremer Education Center	08/26/2024	06/06/2025	.875
James Schmidtke	Educational Support Professional to accept a temporary licensed position	Ann Bremer Education Center	08/26/2024	06/06/2025	.875

<b>Separations: Resignation</b>				
<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Reason (if internal movement)</b>	<b>Effective Date</b>
Amanda Cook	Assistant Director of Special Education	Special Education Department	To accept a Principal Position	08/22/2024
Michelle Christenson	School Counselor	North Education Center	Personal Reasons	09/13/2024
Daniel Jacobson	Literacy Coach	Ann Bremer Education Center	Personal Reasons	09/13/2024
Mimi Johnson	ASD Teacher	South Education Center	Personal Reasons	08/29/2024
Dedre Mackie	Chemical Health Counselor	Student Supports Department	Personal Reasons	08/30/2024
Daniel Griffiths	EBD Teacher	West Education Center	Personal Reasons	09/13/2024
Musu Wopea	Educational Support Professional	Care and Treatment Programs	Personal Reasons	08/21/2024
DeNedra Peeler	Educational Support Professional	North Education Center	Personal Reasons	08/23/2024
Jimeshia Lewis	Educational Support Professional	North Education Center	Personal Reasons	08/29/2024
Edgar Gomez Rodriguez	Educational Support Professional	West Education Center	Personal Reasons	08/30/2024
Holly Reiss	Administrative Support Grade IV	Student Information Systems Department	Personal Reasons	08/28/2024

<b>Separations: Retirements (Regular/Disability)</b>			
<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Effective Date</b>
Gretchen Shogren	Educational Support Professional	South Education Center	11/29/2024

# CONSENT AGENDA - RECOMMENDATION

**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## July Monthly Financial Reports

September 26, 2024

### Author

Dana Trattles, Business Services Administrative Support  
Brian Schultz, Executive Director of Business Services

### Summary

The July Budget to Actual Comparison and other financial Reports for Board approval

- Revenues are at 19.4% of budget, this is slightly lower than the prior two years percentages.
- Expenditures are at 3.8% of budget, this is slightly lower than the prior two years percentages.
- Monthly disbursements totaled \$9,623,841.51 (\$4,912,520.46 through Accounts Payable, \$1,501,049.57 Bond payments through wire transfer, and \$3,210,271.48 through Payroll).
- Regular Investments totaled \$26,211,492.48 including earned interest and dividends totaling \$99,428.77.
- 2022A LTFM Bond Investments had a total balance of \$3,454,957.90 and the activity for the month was interest earnings of \$41,419.43 and a distribution for expenses of \$205,158.46.
- Cash is higher than the two prior year's level.
- Donations – None

The amounts shown for 2023-24 are as of the end of the fiscal year at June 30th, and are preliminary at this point. They reflect the normal month end which is basically on a cash basis without accrual entries. Numerous receivables and payables are calculated after year-end, and these amounts will continue to change up to and through the audit process.

### Recommendation

The Board approve the July Monthly Financial Reports.

**DISTRICT 287**  
**REVENUE COMPARISON**

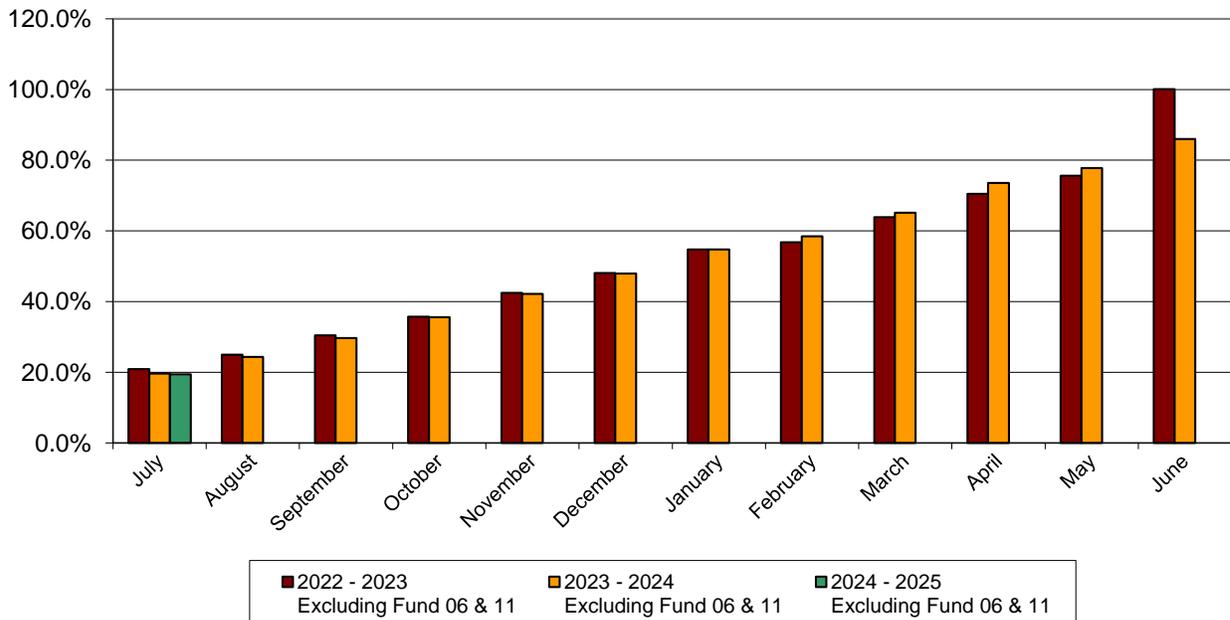
Month	2022 - 2023		2023 - 2024		2024 - 2025		2024 - 2025	
	Excluding Fund 06 & 11		Excluding Fund 06 & 11		Excluding Fund 06 & 11		Including Fund 06 & 11	
	\$	%	\$	%	\$	%	\$	%
July	23,192,942	20.9%	23,454,555	19.7% <sup>2</sup>	26,006,092	19.4% <sup>3</sup>	26,047,511	19.5%
August	4,486,051	25.0%	5,555,759	24.3% <sup>2</sup>				
September	6,032,596	30.4%	6,418,580	29.7% <sup>2</sup>				
October	5,841,372	35.7%	7,033,514	35.6% <sup>2</sup>				
November	7,490,646	42.4% <sup>1</sup>	7,853,633	42.2% <sup>2</sup>				
December	6,260,247	48.1% <sup>1</sup>	6,852,360	47.9% <sup>2</sup>				
January	7,338,783	54.7% <sup>1</sup>	8,090,580	54.7% <sup>2</sup>				
February	2,303,833	56.8% <sup>1</sup>	4,501,636	58.5% <sup>2</sup>				
March	7,885,058	63.9% <sup>1</sup>	7,937,907	65.2% <sup>2</sup>				
April	7,250,156	70.4% <sup>1</sup>	10,002,641	73.5% <sup>2</sup>				
May	5,714,807	75.6% <sup>1</sup>	5,089,254	77.8% <sup>2</sup>				
June	27,134,282	100.1% <sup>1</sup>	9,753,173	86.0% <sup>2</sup>				
<b>TOTAL</b>	<b>110,930,774</b>	<b>100.1%</b>	<b>102,543,593</b>	<b>86.0%</b>	<b>26,006,092</b>	<b>19.4%</b>	<b>26,047,511</b>	<b>19.5%</b>
<b>BUDGET</b>	<b>110,842,085</b> <sup>1</sup>		<b>119,257,057</b> <sup>2</sup>		<b>133,794,419</b> <sup>3</sup>		<b>133,874,419</b>	

<sup>1</sup> excludes Funds 06 & 11 budgeted revenue of \$4,734,553

<sup>2</sup> excludes Funds 06 & 11 budgeted revenue of \$55,000

<sup>3</sup> excludes Funds 06 & 11 budgeted revenue of \$80,000

**REVENUE COMPARISON - ALL FUNDS**  
**YTD REVENUE BY MONTH**  
**(excluding Fund 06 & 11)**



## Board- Revenue/Expense Summary by Fund Report

July	2024-2025	Intermediate District No. 287				
Revenue Fund	Prior YE Act	Budget	MTD Activity	YTD Activity	% Used	YTD Unrealized
01 - GENERAL FUND	9,047,610.62	18,528,330.00	3,140,564.09	3,140,564.09	16.95%	15,387,765.91
02 - FOOD SERVICE FUND	497,652.61	974,270.00	0.00	0.00	0.00%	974,270.00
04 - COMMUNITY SERVICE FUND	0.00	0.00	0.00	0.00		0.00
06 - BUILDING CONSTRUCTION FUND	0.00	0.00	0.00	0.00		0.00
07 - DEBT SERVICE FUND	7,630,074.29	9,062,376.00	5,717,808.88	5,717,808.88	63.09%	3,344,567.12
08 - TRUST FUND	0.00	0.00	0.00	0.00		0.00
10 - SCHOLARSHIP FUND	301.55	5,356.00	0.00	0.00	0.00%	5,356.00
11 - LTFM BOND FUND	130,069.46	80,000.00	41,419.43	41,419.43	51.77%	38,580.57
12 - ALC - ACADEMIC FUND	7,248,845.97	13,357,314.00	2,177,335.81	2,177,335.81	16.30%	11,179,978.19
13 - CAREER & TECH FUND	1,340,735.69	2,674,173.00	913,291.54	913,291.54	34.15%	1,760,881.46
14 - SPECIAL EDUCATION FUND	62,216,212.50	74,387,375.00	13,833,401.59	13,833,401.59	18.60%	60,553,973.41
20 - INTERNAL SERVICE FUND	617,064.98	686,700.00	14,658.68	14,658.68	2.13%	672,041.32
21 - SELF HEALTH INSURANCE FUND	13,930,637.09	14,111,440.00	209,031.08	209,031.08	1.48%	13,902,408.92
51 - STUDENT CLUB FUND	14,457.94	7,085.00	0.00	0.00	0.00%	7,085.00
<b>Total Revenue</b>	<b>102,673,662.70</b>	<b>133,874,419.00</b>	<b>26,047,511.10</b>	<b>26,047,511.10</b>	<b>19.46%</b>	<b>107,826,907.90</b>

**DISTRICT 287**  
**EXPENDITURE COMPARISON**

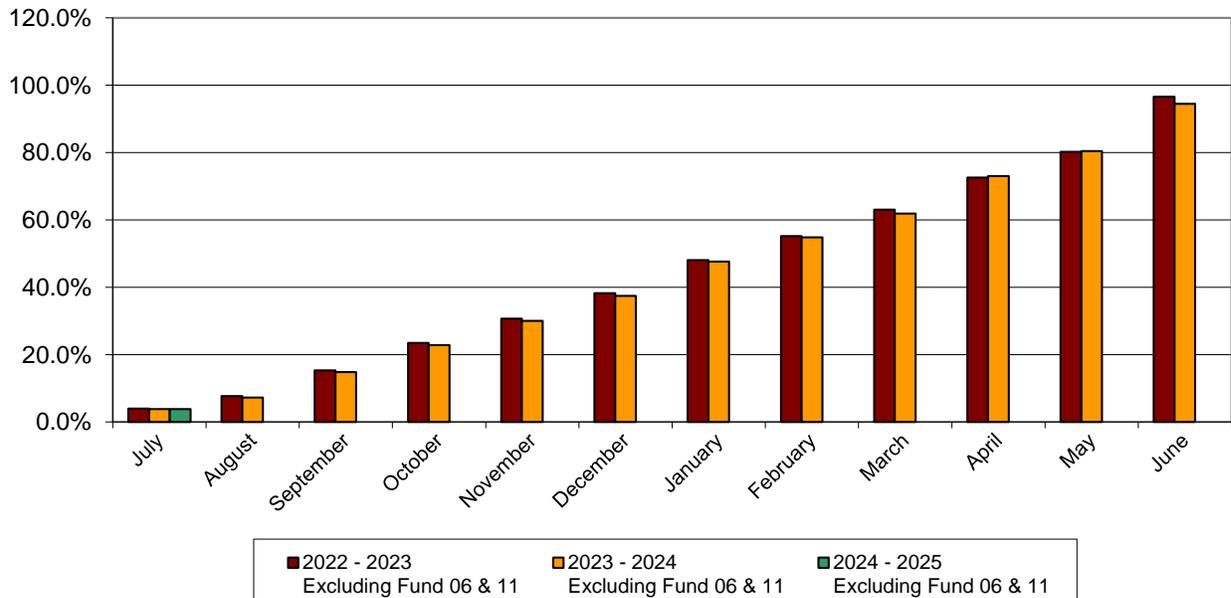
Month	2022 - 2023		2023 - 2024		2024 - 2025		2024 - 2025	
	Excluding Fund 06 & 11		Excluding Fund 06 & 11		Excluding Fund 06 & 11		Including Fund 06 & 11	
	\$	%	\$	%	\$	%	\$	%
July	4,329,606	3.9%	4,424,027	3.8% <sup>2</sup>	5,000,633	3.8% <sup>2</sup>	5,000,633	3.8%
August	4,135,827	7.7%	3,954,604	7.3% <sup>2</sup>				
September	8,396,694	15.3%	8,668,867	14.8% <sup>2</sup>				
October	9,015,517	23.5%	9,257,161	22.8% <sup>2</sup>				
November	7,908,978	30.7% <sup>1</sup>	8,286,923	30.0% <sup>2</sup>				
December	8,310,856	38.2% <sup>1</sup>	8,555,529	37.4% <sup>2</sup>				
January	10,876,386	48.1% <sup>1</sup>	11,690,319	47.6% <sup>2</sup>				
February	7,802,263	55.2% <sup>1</sup>	8,340,543	54.8% <sup>2</sup>				
March	8,659,691	63.0% <sup>1</sup>	8,148,996	61.9% <sup>2</sup>				
April	10,529,808	72.6% <sup>1</sup>	12,848,626	73.0% <sup>2</sup>				
May	8,408,779	80.2% <sup>1</sup>	8,498,201	80.4% <sup>2</sup>				
June	18,041,489	96.6% <sup>1</sup>	16,213,977	94.5% <sup>2</sup>				
<b>TOTAL</b>	<b>106,415,894</b>	<b>96.6%</b>	<b>108,887,773</b>	<b>94.5%</b>	<b>5,000,633</b>	<b>3.8%</b>	<b>5,000,633</b>	<b>3.8%</b>
<b>BUDGET</b>	<b>110,162,497</b> <sup>1</sup>		<b>115,244,351</b> <sup>2</sup>		<b>130,940,229</b> <sup>2</sup>		<b>132,116,006</b>	

<sup>1</sup> excludes Funds 06 & 11 budgeted expenditures of \$346,290

<sup>2</sup> excludes Funds 06 & 11 budgeted expenditures of \$947,361

<sup>2</sup> excludes Funds 06 & 11 budgeted expenditures of \$1,175,777

**EXPENDITURE COMPARISON - ALL FUNDS**  
**YTD EXPENDITURES BY MONTH**  
**(excluding Fund 06 & 11)**



**Board- Revenue/Expense Summary by Fund Report**

July		2024-2025		Intermediate District No. 287		
<b>Expenditure Fund</b>	<b>Prior YE Act</b>	<b>Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>% Used</b>	<b>YTD Unrealized</b>
01 - GENERAL FUND	17,259,608.15	18,709,739.00	1,557,947.16	1,557,947.16	8.33%	17,151,791.84
02 - FOOD SERVICE FUND	823,796.76	974,270.00	27,285.93	27,285.93	2.80%	946,984.07
04 - COMMUNITY SERVICE FUND	0.00	0.00	0.00	0.00		0.00
06 - BUILDING CONSTRUCTION FUND	0.00	0.00	0.00	0.00		0.00
07 - DEBT SERVICE FUND	6,884,236.11	6,882,410.00	1,178,992.25	1,178,992.25	17.13%	5,703,417.75
08 - TRUST FUND	0.00	0.00	0.00	0.00		0.00
09 - AGENCY FUND	0.00	0.00	0.00	0.00		0.00
10 - SCHOLARSHIP FUND	3,341.66	12,526.00	0.00	0.00	0.00%	12,526.00
11 - LTFM BOND FUND	581,826.44	1,175,777.00	0.00	0.00	0.00%	1,175,777.00
12 - ALC - ACADEMIC FUND	12,417,900.23	13,237,994.00	520,102.72	520,102.72	3.93%	12,717,891.28
13 - CAREER & TECH FUND	1,816,231.21	2,633,283.00	10,128.53	10,128.53	0.38%	2,623,154.47
14 - SPECIAL EDUCATION FUND	58,364,638.74	74,503,269.00	780,472.84	780,472.84	1.05%	73,722,796.16
20 - INTERNAL SERVICE FUND	681,882.44	748,500.00	192.50	192.50	0.03%	748,307.50
21 - SELF HEALTH INSURANCE FUND	10,620,458.10	13,230,500.00	925,511.12	925,511.12	7.00%	12,304,988.88
51 - STUDENT CLUB FUND	15,679.35	7,738.00	0.00	0.00	0.00%	7,738.00
<b>Total Expenses</b>	<b>109,469,599.19</b>	<b>132,116,006.00</b>	<b>5,000,633.05</b>	<b>5,000,633.05</b>	<b>3.79%</b>	<b>127,115,372.95</b>

# Intermediate District 287

## *Responsive. Innovative. Solutions.*

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### INTER-OFFICE MEMORANDUM

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DATE: **August 2, 2024**

TO: Members of the School Board

FROM: Brian C. Schultz, Exec. Dir. of Business Services & Operations

RE: **Cash Report - July** Claims, Payroll, Receipts, and Investments

A. Recommendation: Request the Board approve payment of the items listed below:

1. A/P payments for: <b>July 2024</b>	Totaling \$ <u>4,912,520.46</u>
a) Check #'s 114202 - 114215, 114231 - 114258, 114261 - 114282, 114285 - 114286, 114291 - 114308, 114311 - 114347 (July); 114216 - 114222, 114224 - 114230 (Aug.) and Wire Transfers - #'s 4000001909 - 4000001919, 4000001930 - 4000001936, 4000001946 - 4000001947, 4000001949 - 4000001970, 4000001972 (July); 4000001920 - 4000001929 (Aug.) 9000006528 - 9000006555, 9000006561 - 9000006618 (Aug.)	
2. Bond payments for: <b>July 2024</b>	Totaling \$ <u>1,501,049.57</u>
a) Wire Transfers - #'s JE 20240428, 20240429, 20250001	
3. Payroll payments for: <b>July 2024</b>	Totaling \$ <u>3,210,271.48</u>
a) Check #'s b) Direct Deposit #'s 9000138018 - 9000139198, 9000135941 - 9000138978, 9000138604	
4. Receipts for: <b>July 2024</b>	Totaling \$ <u>9,779,727.52</u>
a) Receipt #'s 20250001 - 20250052	
5. Invest. at end of mo. <b>July 2024</b>	
a) Fund 01 - General Fund \$ 26,211,492.48	
b) Fund 11 - 2022A LTFM Bond (Construction Costs) \$ <u>3,454,957.90</u>	
	<u>\$ 29,666,450.38</u>

This report has been prepared under the direction of Dave Anderson and is presented for approval by the School Board. Dave and I would be glad to answer any questions.

INTERMEDIATE DISTRICT 287  
INVESTMENTS ON HAND  
JULY 2024

**#01-104-00 - Investments (General)**

INSTITUTION	RATE OF RETURN (%)	DATE	ACTIVITY	AMOUNT INVESTED
PMA - MNTrust IS Account Balance	5.202			57,645.11
PMA - MNTrust Savings Deposit Account - Nexbank, SSB - ICS	5.260			15,951,306.31
PMA - MNTrust Savings Deposit Account - Bell Bank	5.260			6,408,441.06
PMA - MNTrust Term Series - EagleBank, VA	5.379			237,050.00
PMA - MNTrust Term Series - Farmers Ins Group Fed Credit Union, C	5.390			237,050.00
PMA - MNTrust Term Series - 5Star Bank, CO	5.399			237,050.00
PMA - MNTrust Term Series - Pacific National Bank, FL	5.362			237,100.00
PMA - MNTrust Term Series - Western Alliance Bank, CA	5.366			237,050.00
PMA - MNTrust Term Series - Preferred Bank, NY	5.382			237,100.00
PMA - MNTrust Term Series - ServisFirst Bank, FL	5.369			237,100.00
PMA - MNTrust Term Series - American Plus Bank, N.A., CA	5.390			237,050.00
PMA - MNTrust Term Series - First Central Credit Union, TX	5.425			237,000.00
PMA - MNTrust Term Series - Greenstate Credit Union, IA	5.499			236,850.00
PMA - MNTrust Term Series - Latino Community Credit Union, NC	5.539			236,750.00
PMA - MNTrust Term Series - Modern Bank, National Assn, NY	5.482			236,900.00
PMA - MNTrust Term Series - NorthEast Community Bank, NY	5.215			237,500.00
PMA - MNTrust Term Series - BAC Community Bank, CA	5.209			237,500.00
PMA - MNTrust Term Series - First State Bank of DeQueen, AR	5.261			237,400.00
PMA - MNTrust Term Series - First Nat Bank of Hutchinson, KS	5.152			237,650.00
Total PMA - MNTrust Investments on Books				<u><u>26,211,492.48</u></u>

**ACTIVITY DETAIL:**

Investments on our Book at End of Prior Month	26,112,063.71
Current Month Activity	
Deposits	-
Withdrawals	-
Interest Earned - Recorded	99,175.20
Dividends Earned	253.57
Interest/Dividends Earned - To Be Recorded in Next Month	-
Total Investments at End of Month & Un-recorded Interest	<u><u>26,211,492.48</u></u>

**#11-104-00 - Investments (2022A LTFM Bond - Construction Costs)**

INSTITUTION	RATE OF RETURN (%)	DATE	ACTIVITY	AMOUNT INVESTED
PMA - MNTrust IS Account Balance	5.202			1,574,234.31
PMA - MNTrust CD Account Balance	4.059-4.718			913,800.00
PMA - MNTrust SEC Account Balance	4.001-4.360			966,923.59
Total PMA - MNTrust Investments on Books for Fund 11				<u><u>3,454,957.90</u></u>

**ACTIVITY DETAIL:**

Investments on our Book at End of Prior Month	3,618,696.93
Current Month Activity:	
Deposits	
Distributions/Repemptions	(205,158.46)
Interest/Dividends/Purchases Earned - Recorded	41,419.43
Adjustments - move funds not used for closing costs to construction (from Fund 07)	
Interest/Dividends Earned - To Be Recorded in Next Month	
Total Investments at End of Month & Un-recorded Interest	<u><u>3,454,957.90</u></u>

Total 2022A LTFM Investments (Fund 11) at End of Month 3,454,957.90

INTERMEDIATE DISTRICT 287  
INVESTMENT ACTIVITY - 2022A LTFM BOND  
July 2024

**Investments (2022A LTFM Bond - Construction Costs) - MNTrust**

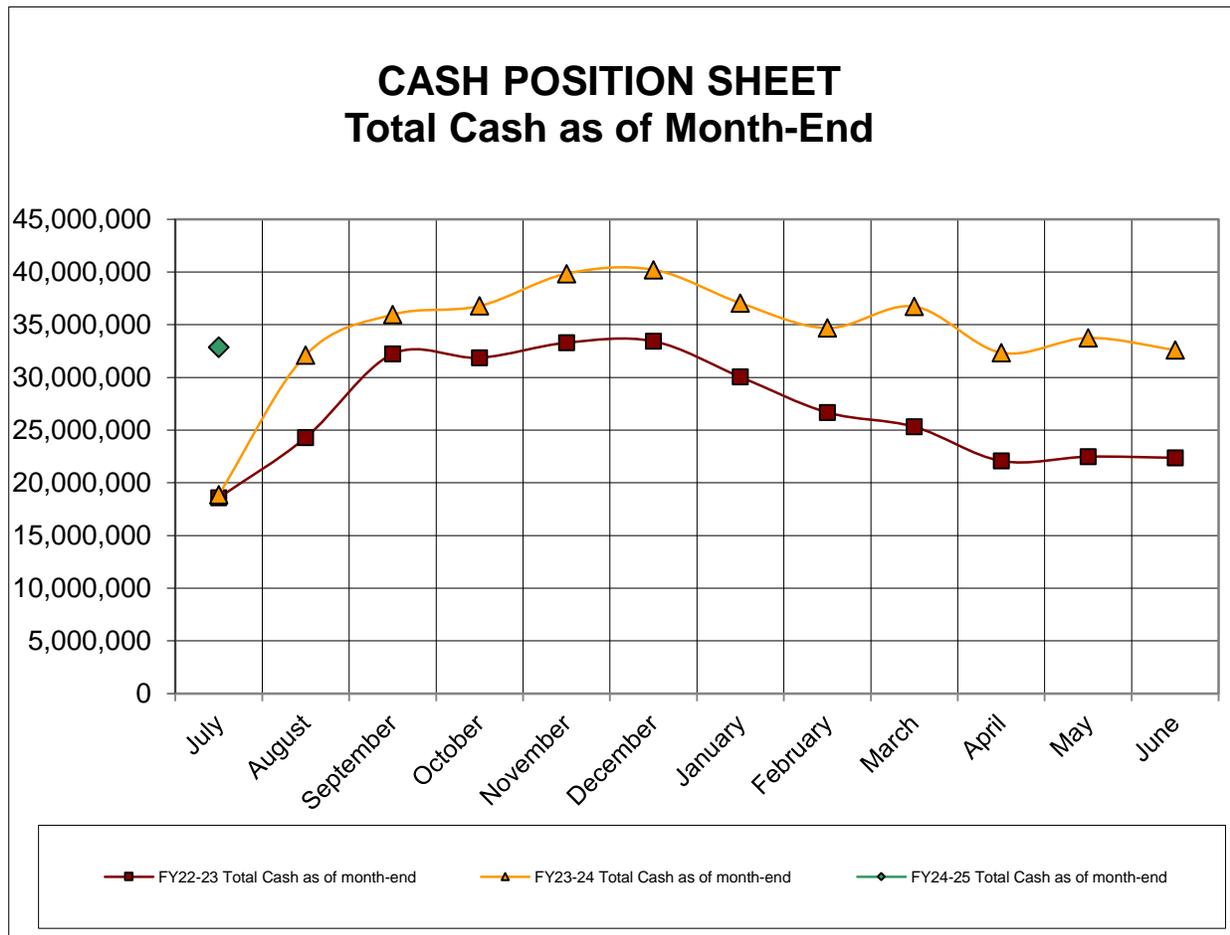
MONTH POSTED	DATE	DESCRIPTION	AMOUNT
Nov-22	11/22/22	Proceeds from 2022A LTFM Bond	4,740,596.00
Nov-22	11/30/22	Interest/Dividends	4,282.32
Dec-22	12/30/22	Distributions/Construction Draws	-45,645.18
Jan-23	01/01/23	Interest/Dividends	687.30
Feb-23	02/07/23	Distributions/Construction Draws	-15,000.00
Feb-23	02/28/23	Interest/Dividends (for Jan & Feb '23)	19,146.93
Mar-23	03/31/23	Interest/Dividends	5,534.59
Apr-23	04/28/23	Distributions/Construction Draws	-165,570.33
Apr-23	04/30/23	Interest/Dividends	5,018.40
May-23	05/31/23	Distributions/Construction Draws	-39,431.25
May-23	05/31/23	Interest/Dividends	5,132.72
Jun-23	06/30/23	Interest/Dividends	8,599.22
Jul-23	07/31/23	Distributions/Construction Draws	-172,551.00
Jul-23	07/31/23	Interest/Dividends	9,456.04
Aug-23	08/31/23	Interest/Dividends	17,655.68
Sep-23	09/30/23	Interest/Dividends	5,613.71
Sep-23	09/30/23	Distributions/Construction Draws	-64,403.28
Oct-23	10/31/23	Interest/Dividends	14,867.49
Oct-23	10/31/23	Distributions/Construction Draws	-459,154.50
Nov-23	11/30/23	Interest/Dividends	4,587.09
Dec-23	12/28/23	Distributions/Construction Draws	-118,947.96
Dec-23	12/31/23	Interest/Dividends	8,053.03
Jan-24	01/31/24	Interest/Dividends - recorded in Feb.	8,951.48
Feb-24	02/29/24	Interest/Dividends	8,674.49
Mar-24	04/01/24	Interest/Dividends	4,290.91
Apr-24	04/30/24	Distributions/Construction Draws	-90,040.61
Apr-24	04/30/24	Interest/Dividends	4,057.92
May-24	05/31/24	Distributions/Construction Draws	-15,421.57
May-24	05/31/24	Interest/Dividends	3,871.68
Jun-24	06/30/24	Distributions/Construction Draws	-114,204.33
Jun-24	06/30/24	Interest/Dividends	39,989.94
Jul-24	07/31/24	Distributions/Construction Draws	-205,158.46
Jul-24	07/31/24	Interest/Dividends	41,419.43
<b>2022A LTFM Bond Investments - Balance as of End of Month</b>			<b><u>3,454,957.90</u></b>

# Intermediate District 287

## Cash and Investment Position Sheet- Monthly Total Net Cash- All Accounts

<u>Date</u>	<u>FY22-23 Total Cash as of month-end</u>	<u>FY23-24 Total Cash as of month-end</u>	<u>FY24-25 Total Cash as of month-end</u>
July	18,572,017	18,858,236	32,864,612
August	24,288,930	32,119,813	
September	32,223,695	35,958,742	
October	31,867,127	36,774,908	
November	33,293,625	39,840,981	
December	33,430,295	40,212,901	
January	30,048,503	37,055,362	
February	26,677,119	34,683,875	
March	25,316,842	36,722,274	
April	22,075,795	32,345,881	
May	22,481,243	33,746,144	
June	22,374,821	32,610,936	

- Includes Self-Funded Insurance Cash Balances.



INTERMEDIATE DISTRICT 287

JULY 2024 ACTIVITY

ELECTRONIC TRANSFERS IN:

DATE	TO	AGENCY	RECEIPT #	AMOUNT	DESCRIPTION
7/3/2024	MSDLAF	MN STATE MMB	20250042	1,160,173.75	MA 3RD PARTY BILLING
7/15/2024	MSDLAF	2022A LTFM BOND	20250043	205,158.46	COP REIMBURSEMENT REQUEST
7/15/2024	MSDLAF	MN STATE MMB	20250044	6,826,375.34	IDEAS ONL LEARN, SP ED
7/29/2024	MSDLAF	HEALTHPARTNERS	20250045	325,029.96	RX REBATE
7/30/2024	MSDLAF	BENEFIT RESOURCE INC	20250046	20,688.20	COBRA JUL PAYMENTS
7/31/2024	MSDLAF	BRAINTREE	20250047	156,784.90	JUL TUITION
7/31/2024	MSDLAF	MSDLAF	20250048	38,288.00	INTEREST EARNED JUL 2024
7/31/2024	MSDLAF	PAYPAL	20250049	2,125.80	JUL TUITION
7/31/2024	MSDLAF	SQUARE - BREMER BEAN SHOP ABEC	20250050	(5.00)	JUL STORE SALES
7/31/2024	MSDLAF	SQUARE - JITTERBUG NEC	20250051	(5.00)	JUL STORE SALES
7/31/2024	MSDLAF	SQUARE - COMMON GROUNDS SEC	20250052	74.48	JUL STORE SALES
<b>MTD TOTALS</b>				<b>8,734,688.89</b>	

**INTERMEDIATE DISTRICT 287**

**JULY 2024 ACTIVITY**

**WIRE TRANSFERS OUT:**

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
7/1/2024	MSDLAF	US BANK	9000006528-9000006532	64,043.17	AP ACH PAYMENTS
7/3/2024	MSDLAF	US BANK	9000006533-9000006541	56,395.80	AP ACH PAYMENTS
7/9/2024	MSDLAF	HEALTH PARTNERS	4000001949	68,322.56	HPAI CLAIMS
7/10/2024	MSDLAF	US BANK	9000006542-9000006545	64,971.99	AP ACH PAYMENTS
7/11/2024	MSDLAF	US BANK	9000006546-9000006555	107,752.17	AP ACH PAYMENTS
7/15/2024	MSDLAF	EDUCATORS BENEFIT CONSULTANTS	4000001909	54,177.90	403B RETIREMENT
7/15/2024	MSDLAF	MN DEPT OF REVENUE	4000001910	50.00	STATE TAXES
7/15/2024	MSDLAF	MN DEPT OF REVENUE	4000001911	51,082.16	STATE TAXES
7/15/2024	MSDLAF	PUBLIC EMPLOYEES RETIREMENT	4000001912	37,873.08	PERA
7/15/2024	MSDLAF	TEACHERS RETIREMENT ASSN	4000001913	173,137.39	TRA
7/15/2024	MSDLAF	US BANK	4000001914	304,549.97	FEDERAL TAXES
7/15/2024	MSDLAF	BPAS	4000001930	8,936.97	VEBA
7/15/2024	MSDLAF	EDUCATORS BENEFIT CONSULTANTS	4000001931	24,342.72	403B RETIREMENT
7/15/2024	MSDLAF	MN DEPT OF REVENUE	4000001932	169.58	STATE TAXES
7/15/2024	MSDLAF	MN DEPT OF REVENUE	4000001933	31,826.60	STATE TAXES
7/15/2024	MSDLAF	PUBLIC EMPLOYEES RETIREMENT	4000001934	50,955.53	PERA
7/15/2024	MSDLAF	TEACHERS RETIREMENT ASSN	4000001935	72,917.45	TRA
7/15/2024	MSDLAF	US BANK	4000001936	208,349.12	FEDERAL TAXES
7/15/2024	MSDLAF	TEACHERS RETIREMENT ASSN	4000001946	429.00	TRA
7/15/2024	MSDLAF	US BANK	4000001947	397.80	FEDERAL TAXES
7/15/2024	MSDLAF	HEALTH PARTNERS	4000001962	204,728.05	HPAI CLAIMS
7/15/2024	MSDLAF	US BANK	4000001970	204.77	CASH MANAGEMENT SERVICES
7/15/2024	MSDLAF	HEALTH PARTNERS	4000001972	671.99	FREQUENT FITNESS CLAIMS
7/15/2024	MSDLAF	US BANK	9000135941-9000136459	923,104.48	PAYROLL
7/15/2024	MSDLAF	US BANK	9000138018-9000138602	655,740.97	PAYROLL
7/15/2024	MSDLAF	PITNEY BOWES	JE 20250007	25.00	ACCESS & SHIPPING W/O HW OR METER
7/16/2024	MSDLAF	US BANK	9000138603	2,199.60	PAYROLL
7/17/2024	MSDLAF	US BANK	9000006561-9000006573	441,863.25	AP ACH PAYMENTS
7/18/2024	MSDLAF	US BANK	VOID 900136073	(819.03)	PAYROLL
7/19/2024	MSDLAF	US BANK	9000138604	819.03	PAYROLL
7/22/2024	MSDLAF	HEALTH PARTNERS	4000001963	206,210.81	HPAI CLAIMS
7/22/2024	MSDLAF	XCEL ENERGY	4000001968	14.57	UTILITY BILL
7/23/2024	MSDLAF	US BANK	JE 20240428, 20240429	1,487,504.01	NEC 2010E LOAN W/QSCB
7/23/2024	MSDLAF	US BANK	JE 20250001	13,545.56	NEC 2011A INTEREST
7/24/2024	MSDLAF	US BANK	9000006608-9000006618	57,652.17	AP ACH PAYMENTS
7/25/2024	MSDLAF	US BANK	9000006574-9000006607	10,086.97	STAFF REIMBURSEMENTS
7/26/2024	MSDLAF	AVIBEN	4000001966	107,266.60	403B RETIREMENT
7/26/2024	MSDLAF	EMPOWERU	4000001967	100,773.90	MN STATE RETIREMENT SYSTEMS
7/29/2024	MSDLAF	CITY OF PLYMOUTH	4000001950	873.35	UTILITY BILL
7/29/2024	MSDLAF	CITY OF MINNETONKA	4000001951	561.59	UTILITY BILL
7/29/2024	MSDLAF	CITY OF MINNETONKA	4000001952	147.92	UTILITY BILL
7/29/2024	MSDLAF	CITY OF NEW HOPE	4000001953	2,058.04	UTILITY BILL
7/29/2024	MSDLAF	BENEFIT RESOURCES INC.	4000001954	1,728.80	FLEX SPENDING ACCOUNT PAYMENTS
7/29/2024	MSDLAF	BENEFIT RESOURCES INC.	VOID 4000001954	(1,728.80)	FLEX SPENDING ACCOUNT PAYMENTS VOID

**INTERMEDIATE DISTRICT 287**

**JULY 2024 ACTIVITY**

7/29/2024	MSDLAF HEALTH PARTNERS	4000001965	209,041.62	HPAI CLAIMS
7/31/2024	MSDLAF EDUCATORS BENEFIT CONSULTANTS	4000001915	54,177.90	403B RETIREMENT
7/31/2024	MSDLAF MN DEPT OF REVENUE	4000001916	51,082.16	STATE TAXES
7/31/2024	MSDLAF PUBLIC EMPLOYEES RETIREMENT	4000001917	37,873.08	PERA
7/31/2024	MSDLAF TEACHERS RETIREMENT ASSN	4000001918	173,137.39	TRA
7/31/2024	MSDLAF US BANK	4000001919	304,549.97	FEDERAL TAXES
7/31/2024	MSDLAF BPAS	4000001955	9,164.25	VEBA
7/31/2024	MSDLAF EDUCATORS BENEFIT CONSULTANTS	4000001956	24,892.72	403B RETIREMENT
7/31/2024	MSDLAF MN DEPT OF REVENUE	4000001957	82.36	STATE TAXES
7/31/2024	MSDLAF MN DEPT OF REVENUE	4000001958	34,144.52	STATE TAXES
7/31/2024	MSDLAF PUBLIC EMPLOYEES RETIREMENT	4000001959	60,391.64	PERA
7/31/2024	MSDLAF TEACHERS RETIREMENT ASSN	4000001960	83,309.33	TRA
7/31/2024	MSDLAF US BANK	4000001961	222,194.25	FEDERAL TAXES
7/31/2024	MSDLAF BENEFIT RESOURCES INC.	4000001964	23,476.79	FLEX SPENDING ACCOUNT PAYMENTS
7/31/2024	MSDLAF BENEFIT RESOURCES INC.	4000001969	9,252.80	FLEX SPENDING MONTHLY INVOICE
7/31/2024	MSDLAF US BANK	9000136460-9000136978	922,592.48	PAYROLL
7/31/2024	MSDLAF US BANK	9000138605-9000139198	706,633.95	PAYROLL
<b>MTD TOTALS</b>			<b>8,521,911.77</b>	

**DONATION REPORT  
INTERMEDIATE DISTRICT 287  
2024-2025  
JULY 2024**

DONATION DATE	DESCRIPTION	VIN #	EST. VALUE	DONOR	CAMPUS	PROGRAM
	NO DONATIONS RECEIVED					
	<b>TOTAL</b>	<b>\$0.00</b>				

# CONSENT AGENDA - RECOMMENDATION

**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## August Monthly Financial Reports

September 26, 2024

### Author

Dana Trattles, Business Services Administrative Support  
Brian Schultz, Executive Director of Business Services & Operations

### Summary

The August Budget to Actual Comparison and other financial Reports for Board approval

- Revenues are at 23.7% of budget, this is slightly lower than the prior two years percentages.
- Expenditures are at 7.6% of budget, this is in between the prior two years percentages.
- Monthly disbursements totaled \$8,358,619.31 (\$5,104,065.54 through Accounts Payable and \$3,254,553.77 through Payroll).
- Regular Investments totaled \$26,311,364.34 including earned interest and dividends totaling \$99,871.86.
- 2022A LTFM Bond Investments had a total balance of \$3,255,459.90 and the activity for the month was distribution for expenses of \$243,211.97 and interest earnings of \$43,713.97.
- Cash is higher than the two prior year's level.
- Donations – None.

The amounts shown for 2023-24 are as of the end of the fiscal year at June 30th, and are preliminary at this point. They reflect the normal month end which is basically on a cash basis without accrual entries. Numerous receivables and payables are calculated after year-end, and these amounts will continue to change up to and through the audit process.

### Recommendation

The Board approve the August Monthly Financial Reports.

**DISTRICT 287**  
**REVENUE COMPARISON**

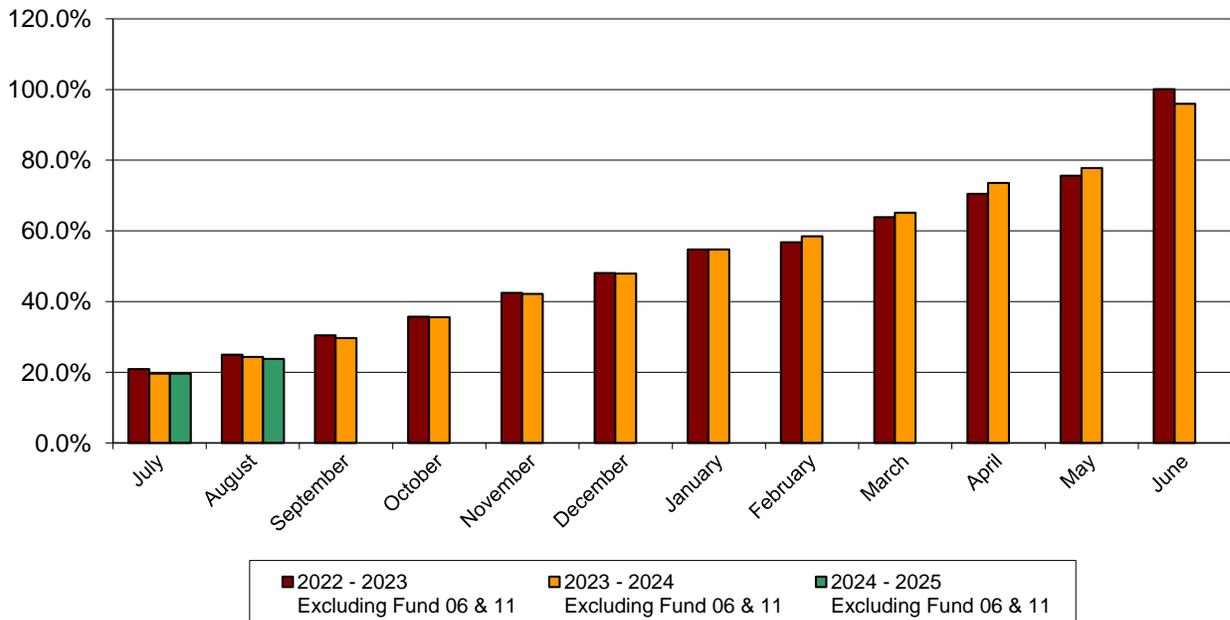
Month	2022 - 2023		2023 - 2024		2024 - 2025		2024 - 2025	
	Excluding Fund 06 & 11		Excluding Fund 06 & 11		Excluding Fund 06 & 11		Including Fund 06 & 11	
	\$	%	\$	%	\$	%	\$	%
July	23,192,942	20.9%	23,454,555	19.7% <sup>2</sup>	26,242,661	19.6% <sup>3</sup>	26,284,080	19.6%
August	4,486,051	25.0%	5,555,759	24.3% <sup>2</sup>	5,533,085	23.7% <sup>3</sup>	5,576,799	23.8%
September	6,032,596	30.4%	6,418,580	29.7% <sup>2</sup>				
October	5,841,372	35.7%	7,033,514	35.6% <sup>2</sup>				
November	7,490,646	42.4% <sup>1</sup>	7,853,633	42.2% <sup>2</sup>				
December	6,260,247	48.1% <sup>1</sup>	6,852,360	47.9% <sup>2</sup>				
January	7,338,783	54.7% <sup>1</sup>	8,090,580	54.7% <sup>2</sup>				
February	2,303,833	56.8% <sup>1</sup>	4,501,636	58.5% <sup>2</sup>				
March	7,885,058	63.9% <sup>1</sup>	7,937,907	65.2% <sup>2</sup>				
April	7,250,156	70.4% <sup>1</sup>	10,002,641	73.5% <sup>2</sup>				
May	5,714,807	75.6% <sup>1</sup>	5,089,254	77.8% <sup>2</sup>				
June	27,134,282	100.1% <sup>1</sup>	21,671,833	96.0% <sup>2</sup>				
<b>TOTAL</b>	<b>110,930,774</b>	<b>100.1%</b>	<b>114,462,253</b>	<b>96.0%</b>	<b>31,775,746</b>	<b>23.7%</b>	<b>31,860,880</b>	<b>23.8%</b>
<b>BUDGET</b>	<b>110,842,085</b> <sup>1</sup>		<b>119,257,057</b> <sup>2</sup>		<b>133,794,419</b> <sup>3</sup>		<b>133,874,419</b>	

<sup>1</sup> excludes Funds 06 & 11 budgeted revenue of \$4,734,553

<sup>2</sup> excludes Funds 06 & 11 budgeted revenue of \$55,000

<sup>3</sup> excludes Funds 06 & 11 budgeted revenue of \$80,000

**REVENUE COMPARISON - ALL FUNDS**  
**YTD REVENUE BY MONTH**  
**(excluding Fund 06 & 11)**



## \_Board- Revenue/Expense Summary by Fund Report

August	2024-2025		Intermediate District No. 287			
Revenue Fund	Prior YE Act	Budget	MTD Activity	YTD Activity	% Used	YTD Unrealized
01 - GENERAL FUND	11,076,455.95	18,528,330.00	195,866.21	3,291,430.30	17.76%	15,236,899.70
02 - FOOD SERVICE FUND	518,595.27	974,270.00	18,623.34	32,086.34	3.29%	942,183.66
04 - COMMUNITY SERVICE FUND	0.00	0.00	0.00	0.00		0.00
06 - BUILDING CONSTRUCTION FUND	0.00	0.00	0.00	0.00		0.00
07 - DEBT SERVICE FUND	7,630,074.29	9,062,376.00	58,148.10	5,775,956.98	63.74%	3,286,419.02
08 - TRUST FUND	0.00	0.00	0.00	0.00		0.00
10 - SCHOLARSHIP FUND	301.55	5,356.00	0.00	0.00	0.00%	5,356.00
11 - LTFM BOND FUND	130,069.46	80,000.00	43,713.97	85,133.40	106.42%	-5,133.40
12 - ALC - ACADEMIC FUND	7,639,061.34	13,357,314.00	11,951.17	2,457,393.11	18.40%	10,899,920.89
13 - CAREER & TECH FUND	1,644,855.44	2,674,173.00	0.00	913,291.54	34.15%	1,760,881.46
14 - SPECIAL EDUCATION FUND	71,382,691.90	74,387,375.00	5,019,036.72	18,852,438.31	25.34%	55,534,936.69
20 - INTERNAL SERVICE FUND	617,068.28	686,700.00	14,920.37	29,579.05	4.31%	657,120.95
21 - SELF HEALTH INSURANCE FUND	13,938,690.91	14,111,440.00	213,349.48	422,380.56	2.99%	13,689,059.44
51 - STUDENT CLUB FUND	14,457.94	7,085.00	1,190.00	1,190.00	16.80%	5,895.00
<b>Total Revenue</b>	<b>114,592,322.33</b>	<b>133,874,419.00</b>	<b>5,576,799.36</b>	<b>31,860,879.59</b>	<b>23.80%</b>	<b>102,013,539.41</b>

**DISTRICT 287**  
**EXPENDITURE COMPARISON**

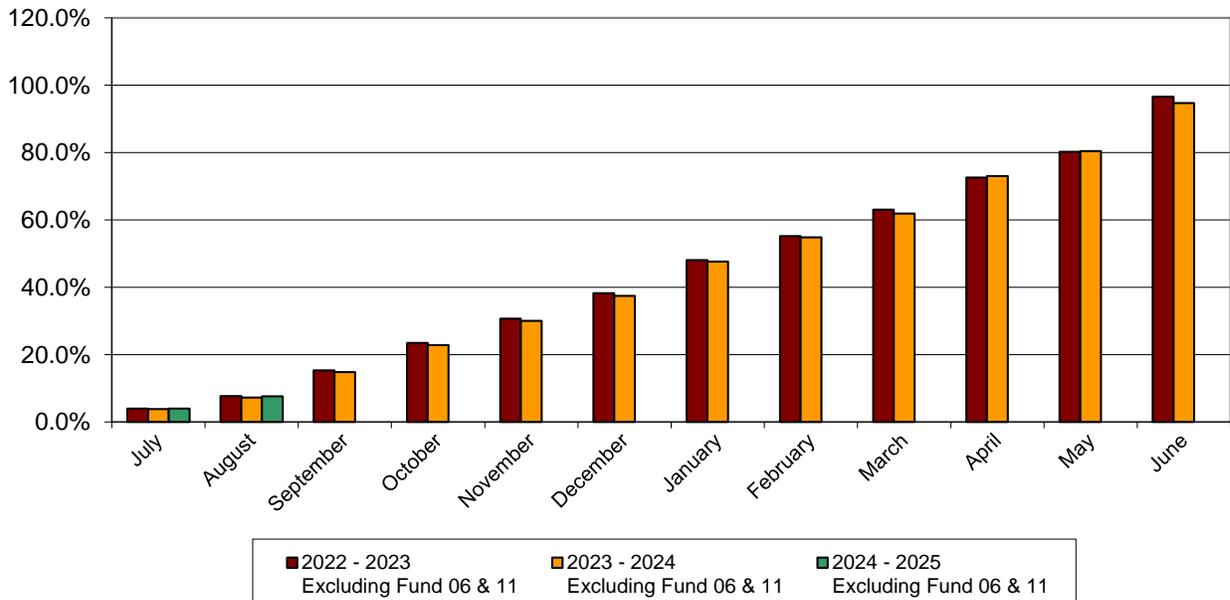
Month	2022 - 2023		2023 - 2024		2024 - 2025		2024 - 2025	
	Excluding Fund 06 & 11		Excluding Fund 06 & 11		Excluding Fund 06 & 11		Including Fund 06 & 11	
	\$	%	\$	%	\$	%	\$	%
	Amount	of Budget	Amount	of Budget	Amount	of Budget	Amount	of Budget
July	4,329,606	3.9%	4,424,027	3.8% <sup>2</sup>	5,234,275	4.0% <sup>2</sup>	5,234,275	4.0%
August	4,135,827	7.7%	3,954,604	7.3% <sup>2</sup>	4,735,735	7.6% <sup>2</sup>	4,738,018	7.5%
September	8,396,694	15.3%	8,668,867	14.8% <sup>2</sup>				
October	9,015,517	23.5%	9,257,161	22.8% <sup>2</sup>				
November	7,908,978	30.7% <sup>1</sup>	8,286,923	30.0% <sup>2</sup>				
December	8,310,856	38.2% <sup>1</sup>	8,555,529	37.4% <sup>2</sup>				
January	10,876,386	48.1% <sup>1</sup>	11,690,319	47.6% <sup>2</sup>				
February	7,802,263	55.2% <sup>1</sup>	8,340,543	54.8% <sup>2</sup>				
March	8,659,691	63.0% <sup>1</sup>	8,148,996	61.9% <sup>2</sup>				
April	10,529,808	72.6% <sup>1</sup>	12,848,626	73.0% <sup>2</sup>				
May	8,408,779	80.2% <sup>1</sup>	8,498,201	80.4% <sup>2</sup>				
June	18,041,489	96.6% <sup>1</sup>	16,468,097	94.7% <sup>2</sup>				
<b>TOTAL</b>	<b>106,415,894</b>	<b>96.6%</b>	<b>109,141,893</b>	<b>94.7%</b>	<b>9,970,010</b>	<b>7.6%</b>	<b>9,972,293</b>	<b>7.5%</b>
<b>BUDGET</b>	<b>110,162,497</b> <sup>1</sup>		<b>115,244,351</b> <sup>2</sup>		<b>130,940,229</b> <sup>2</sup>		<b>132,116,006</b>	

<sup>1</sup> excludes Funds 06 & 11 budgeted expenditures of \$346,290

<sup>2</sup> excludes Funds 06 & 11 budgeted expenditures of \$947,361

<sup>2</sup> excludes Funds 06 & 11 budgeted expenditures of \$1,175,777

**EXPENDITURE COMPARISON - ALL FUNDS**  
**YTD EXPENDITURES BY MONTH**  
**(excluding Fund 06 & 11)**



## Board- Revenue/Expense Summary by Fund Report

August	2024-2025	Intermediate District No. 287				
Expenditure Fund	Prior YE Act	Budget	MTD Activity	YTD Activity	% Used	YTD Unrealized
01 - GENERAL FUND	17,320,369.85	18,709,739.00	1,649,179.16	3,398,314.76	18.16%	15,311,424.24
02 - FOOD SERVICE FUND	829,028.85	974,270.00	22,961.43	72,678.92	7.46%	901,591.08
04 - COMMUNITY SERVICE FUND	0.00	0.00	0.00	0.00		0.00
06 - BUILDING CONSTRUCTION FUND	0.00	0.00	0.00	0.00		0.00
07 - DEBT SERVICE FUND	6,884,236.11	6,882,410.00	3,500.00	1,182,492.25	17.18%	5,699,917.75
08 - TRUST FUND	0.00	0.00	0.00	0.00		0.00
09 - AGENCY FUND	0.00	0.00	0.00	0.00		0.00
10 - SCHOLARSHIP FUND	3,341.66	12,526.00	0.00	0.00	0.00%	12,526.00
11 - LTFM BOND FUND	1,027,033.33	1,175,777.00	2,283.00	2,283.00	0.19%	1,173,494.00
12 - ALC - ACADEMIC FUND	12,463,393.52	13,237,994.00	788,029.76	1,337,677.16	10.10%	11,900,316.84
13 - CAREER & TECH FUND	1,845,462.33	2,633,283.00	48,949.42	59,077.95	2.24%	2,574,205.05
14 - SPECIAL EDUCATION FUND	58,463,880.65	74,503,269.00	1,072,640.72	1,857,013.56	2.49%	72,646,255.44
20 - INTERNAL SERVICE FUND	695,304.72	748,500.00	63,817.21	50,587.43	6.76%	697,912.57
21 - SELF HEALTH INSURANCE FUND	10,621,196.10	13,230,500.00	1,086,208.03	2,011,719.15	15.21%	11,218,780.85
51 - STUDENT CLUB FUND	15,679.35	7,738.00	449.02	449.02	5.80%	7,288.98
<b>Total Expenses</b>	<b>110,168,926.47</b>	<b>132,116,006.00</b>	<b>4,738,017.75</b>	<b>9,972,293.20</b>	<b>7.55%</b>	<b>122,143,712.80</b>

# Intermediate District 287

## *Responsive. Innovative. Solutions.*

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### INTER-OFFICE MEMORANDUM

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DATE: **Sept. 11, 2024**

TO: Members of the School Board

FROM: Brian C. Schultz, Exec. Dir. of Business Services & Operations

RE: **Cash Report - August** Claims, Payroll, Receipts, and Investments

A. Recommendation: Request the Board approve payment of the items listed below:

1. A/P payments for: <b>August 2024</b>	Totaling	\$	<u>5,104,065.54</u>
a) Check #'s 114216 - 114222, 114224 - 114230, 114348 - 114519 and Wire Transfers - #'s 4000001920 - 4000001929, 4000001973 - 4000001998, 4000002000 - 4000002006, 4000002008 - 4000002009, 9000006619 - 9000006728			
2. Bond payments for: <b>August 2024</b>	Totaling	\$	<u>-</u>
a) Wire Transfers - #'s <i>JE - None</i>			
3. Payroll payments for: <b>August 2024</b>	Totaling	\$	<u>3,254,553.77</u>
a) Check #'s b) Direct Deposit #'s 9000136979 - 9000138016, 9000139199 - 9000140212			
4. Receipts for: <b>August 2024</b>	Totaling	\$	<u>18,080,725.69</u>
a) Receipt #'s 20250053 - 20250137			
5. Invest. at end of mo. <b>August 2024</b>			
a) Fund 01 - General Fund		\$	26,311,364.34
b) Fund 11 - 2022A LTFM Bond (Construction Costs)		\$	<u>3,255,459.90</u>
		\$	<u>29,566,824.24</u>

This report has been prepared under the direction of Dave Anderson and is presented for approval by the School Board. Dave and I would be glad to answer any questions.

INTERMEDIATE DISTRICT 287  
INVESTMENTS ON HAND  
AUGUST 2024

**#01-104-00 - Investments (General)**

INSTITUTION	RATE OF RETURN (%)	DATE	ACTIVITY	AMOUNT INVESTED
PMA - MNTrust IS Account Balance	5.207			57,900.02
PMA - MNTrust Savings Deposit Account - Nexbank, SSB - ICS	5.260			16,022,372.57
PMA - MNTrust Savings Deposit Account - Bell Bank	5.260			6,436,991.75
PMA - MNTrust Term Series - EagleBank, VA	5.379			237,050.00
PMA - MNTrust Term Series - Farmers Ins Group Fed Credit Union	5.390			237,050.00
PMA - MNTrust Term Series - 5Star Bank, CO	5.399			237,050.00
PMA - MNTrust Term Series - Pacific National Bank, FL	5.362			237,100.00
PMA - MNTrust Term Series - Western Alliance Bank, CA	5.366			237,050.00
PMA - MNTrust Term Series - Preferred Bank, NY	5.382			237,100.00
PMA - MNTrust Term Series - ServisFirst Bank, FL	5.369			237,100.00
PMA - MNTrust Term Series - American Plus Bank, N.A., CA	5.390			237,050.00
PMA - MNTrust Term Series - First Central Credit Union, TX	5.425			237,000.00
PMA - MNTrust Term Series - Greenstate Credit Union, IA	5.499			236,850.00
PMA - MNTrust Term Series - Latino Community Credit Union, N	5.539			236,750.00
PMA - MNTrust Term Series - Modern Bank, National Assn, NY	5.482			236,900.00
PMA - MNTrust Term Series - NorthEast Community Bank, NY	5.215			237,500.00
PMA - MNTrust Term Series - BAC Community Bank, CA	5.209			237,500.00
PMA - MNTrust Term Series - First State Bank of DeQueen, AR	5.261			237,400.00
PMA - MNTrust Term Series - First Nat Bank of Hutchinson, KS	5.152			237,650.00
<b>Total PMA - MNTrust Investments on Books</b>				<b><u>26,311,364.34</u></b>

**ACTIVITY DETAIL:**

Investments on our Book at End of Prior Month	26,211,492.48
Current Month Activity	
Deposits	-
Withdrawals	-
Interest Earned - Recorded	99,616.95
Dividends Earned	254.91
Interest/Dividends Earned - To Be Recorded in Next Month	-
<b>Total Investments at End of Month &amp; Un-recorded Interest</b>	<b><u>26,311,364.34</u></b>

**#11-104-00 - Investments (2022A LTFM Bond - Construction Costs)**

INSTITUTION	RATE OF RETURN (%)	DATE	ACTIVITY	AMOUNT INVESTED
PMA - MNTrust IS Account Balance	5.207			1,838,036.31
PMA - MNTrust CD Account Balance	4.059-4.718			450,500.00
PMA - MNTrust SEC Account Balance	4.001-4.360			966,923.59
<b>Total PMA - MNTrust Investments on Books for Fund 11</b>				<b><u>3,255,459.90</u></b>

**ACTIVITY DETAIL:**

Investments on our Book at End of Prior Month	3,454,957.90
Current Month Activity:	
Deposits	
Distributions/Repemptions	(243,211.97)
Interest/Dividends/Purchases Earned - Recorded	43,713.97
Adjustments - move funds not used for closing costs to construction (from Fund 07)	
Interest/Dividends Earned - To Be Recorded in Next Month	
<b>Total Investments at End of Month &amp; Un-recorded Interest</b>	<b><u>3,255,459.90</u></b>

**Total 2022A LTFM Investments (Fund 11) at End of Month** **3,255,459.90**

INTERMEDIATE DISTRICT 287  
INVESTMENT ACTIVITY - 2022A LTFM BOND  
August 2024

**Investments (2022A LTFM Bond - Construction Costs) - MNTrust**

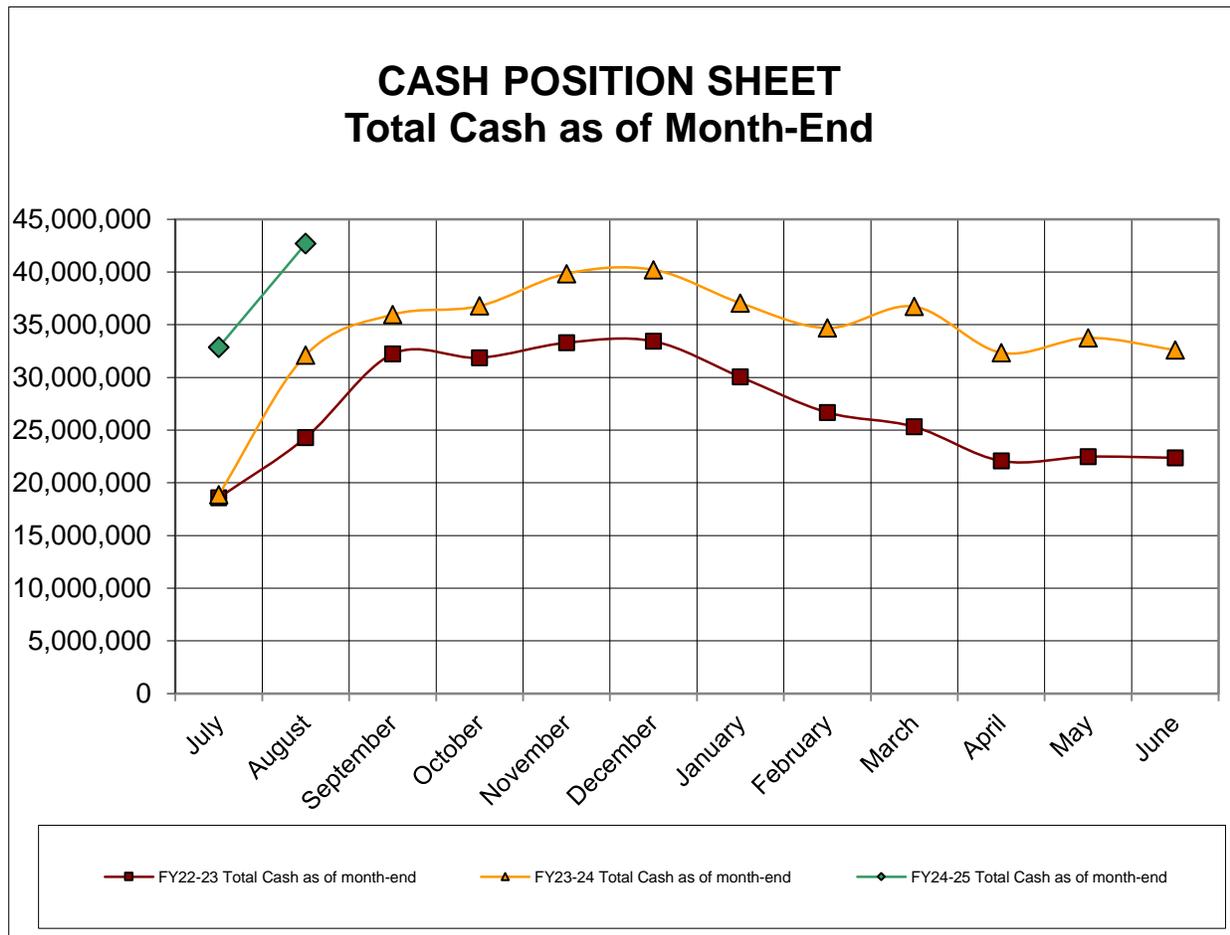
MONTH POSTED	DATE	DESCRIPTION	AMOUNT
Nov-22	11/22/22	Proceeds from 2022A LTFM Bond	4,740,596.00
Nov-22	11/30/22	Interest/Dividends	4,282.32
Dec-22	12/30/22	Distributions/Construction Draws	-45,645.18
Jan-23	01/01/23	Interest/Dividends	687.30
Feb-23	02/07/23	Distributions/Construction Draws	-15,000.00
Feb-23	02/28/23	Interest/Dividends (for Jan & Feb '23)	19,146.93
Mar-23	03/31/23	Interest/Dividends	5,534.59
Apr-23	04/28/23	Distributions/Construction Draws	-165,570.33
Apr-23	04/30/23	Interest/Dividends	5,018.40
May-23	05/31/23	Distributions/Construction Draws	-39,431.25
May-23	05/31/23	Interest/Dividends	5,132.72
Jun-23	06/30/23	Interest/Dividends	8,599.22
Jul-23	07/31/23	Distributions/Construction Draws	-172,551.00
Jul-23	07/31/23	Interest/Dividends	9,456.04
Aug-23	08/31/23	Interest/Dividends	17,655.68
Sep-23	09/30/23	Interest/Dividends	5,613.71
Sep-23	09/30/23	Distributions/Construction Draws	-64,403.28
Oct-23	10/31/23	Interest/Dividends	14,867.49
Oct-23	10/31/23	Distributions/Construction Draws	-459,154.50
Nov-23	11/30/23	Interest/Dividends	4,587.09
Dec-23	12/28/23	Distributions/Construction Draws	-118,947.96
Dec-23	12/31/23	Interest/Dividends	8,053.03
Jan-24	01/31/24	Interest/Dividends - recorded in Feb.	8,951.48
Feb-24	02/29/24	Interest/Dividends	8,674.49
Mar-24	04/01/24	Interest/Dividends	4,290.91
Apr-24	04/30/24	Distributions/Construction Draws	-90,040.61
Apr-24	04/30/24	Interest/Dividends	4,057.92
May-24	05/31/24	Distributions/Construction Draws	-15,421.57
May-24	05/31/24	Interest/Dividends	3,871.68
Jun-24	06/30/24	Distributions/Construction Draws	-114,204.33
Jun-24	06/30/24	Interest/Dividends	39,989.94
Jul-24	07/31/24	Distributions/Construction Draws	-205,158.46
Jul-24	07/31/24	Interest/Dividends	41,419.43
Aug-24	08/31/24	Distributions/Construction Draws	-243,211.97
Aug-24	08/31/24	Interest/Dividends	43,713.97
<b>2022A LTFM Bond Investments - Balance as of End of Month</b>			<b><u>3,255,459.90</u></b>

# Intermediate District 287

## Cash and Investment Position Sheet- Monthly Total Net Cash- All Accounts

<u>Date</u>	<u>FY22-23 Total Cash as of month-end</u>	<u>FY23-24 Total Cash as of month-end</u>	<u>FY24-25 Total Cash as of month-end</u>
July	18,572,017	18,858,236	32,864,612
August	24,288,930	32,119,813	42,689,540
September	32,223,695	35,958,742	
October	31,867,127	36,774,908	
November	33,293,625	39,840,981	
December	33,430,295	40,212,901	
January	30,048,503	37,055,362	
February	26,677,119	34,683,875	
March	25,316,842	36,722,274	
April	22,075,795	32,345,881	
May	22,481,243	33,746,144	
June	22,374,821	32,610,936	

- Includes Self-Funded Insurance Cash Balances.



**INTERMEDIATE DISTRICT 287**  
**AUGUST 2024 ACTIVITY**

**ELECTRONIC TRANSFERS IN:**

DATE	TO	AGENCY	RECEIPT #	AMOUNT	DESCRIPTION
8/1/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250112	31,181.08	GOVERNORS ARP, ARP HOMELESS GRANT
8/8/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250113	2,900.62	TITLE II
8/8/2024	MSDLAF	MSDLAF	20250114	(26.22)	INTEREST DEDUCTION AUG 2024
8/9/2024	MSDLAF	2022A LTFM BOND	20250115	243,211.97	COP REIMBURSEMENT REQUEST
8/9/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250116	201,426.72	PROJECT AWARE
8/14/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250117	36,588.89	RESTRICTIVE PROCEDURE GRANT
8/15/2024	MSDLAF	MN STATE MMB	20250118	5,019,608.85	IDEAS SP ED
8/15/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250119	27,951.94	TITLE III
8/22/2024	MSDLAF	MN STATE MMB-FNS	20250120	5,781.38	CHILD NUTRITION JUL - ABEC
8/22/2024	MSDLAF	MN STATE MMB-FNS	20250121	6,545.34	CHILD NUTRITION JUL - NEC
8/22/2024	MSDLAF	MN STATE MMB-FNS	20250122	5,717.37	CHILD NUTRITION JUL - SEC
8/22/2024	MSDLAF	MN STATE MMB-FNS	20250123	579.25	CHILD NUTRITION JUL - WEC
8/22/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250124	234,992.06	CLSD GRANT, GYO ADULT
8/23/2024	MSDLAF	MN PROFESSIONAL EDUCATOR LICENSIN	20250125	1,564.47	TEACHER MENTORSHIP & RETENTION GRANT
8/29/2024	MSDLAF	BENEFIT RESOURCE INC	20250126	19,909.76	COBRA AUG PAYMENTS
8/29/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250127	367,454.21	PERKINS RESERVE, PERKINS BASIC
8/30/2024	MSDLAF	BRAINTREE	20250128	5,698.17	AUG TUITION
8/30/2024	MSDLAF	MN STATE MMB	20250129	9,163,006.14	IDEAS GEN ED, ONL LEARN, SP ED, SPED SITES/PRGS, INDIAN ED
8/30/2024	MSDLAF	MN DEPT OF EDUCATION-034	20250130	10,839.91	ANTI BIAS TRAUMA GRANT
8/30/2024	MSDLAF	MSDLAF	20250131	37,554.87	INTEREST EARNED AUG 2024
8/30/2024	MSDLAF	PAYPAL	20250132	70.92	AUG TUITION
8/30/2024	MSDLAF	SQUARE - BREMER BEAN SHOP ABEC	20250133	106.98	AUG STORE SALES
8/30/2024	MSDLAF	SQUARE - HENNEPIN TEA & COFFEE HTC	20250134	1.64	AUG STORE SALES
8/30/2024	MSDLAF	SQUARE - JITTERBUG NEC	20250135	(5.00)	AUG STORE SALES
8/30/2024	MSDLAF	SQUARE - COMMON GROUNDS SEC	20250136	76.58	AUG STORE SALES
8/30/2024	MSDLAF	SQUARE - SNACK SHACK WEC	20250137	58.24	AUG STORE SALES
<b>MTD TOTALS</b>				<b>15,422,796.14</b>	

**INTERMEDIATE DISTRICT 287**  
**AUGUST 2024 ACTIVITY**

<b>WIRE TRANSFERS OUT:</b>					
<b>DATE</b>	<b>FROM</b>	<b>AGENCY</b>	<b>WIRE #</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
8/1/2024	MSDLAF US BANK		9000006619-9000006627	3,481.87	AP ACH PAYMENTS
8/5/2024	MSDLAF HEALTH PARTNERS		4000001973	147,170.10	HPAI CLAIMS
8/6/2024	MSDLAF BANK OF MONTREAL		4000001974	51,857.09	P-CARD EXPENSE
8/8/2024	MSDLAF SUBURBAN WASTE MN		4000001985	975.84	UTILITY BILL
8/8/2024	MSDLAF US BANK		9000006628-9000006641	164,871.01	AP ACH PAYMENTS
8/12/2024	MSDLAF HEALTH PARTNERS		4000001986	341,337.05	HPAI CLAIMS
8/12/2024	MSDLAF US BANK		9000006642	1,078.19	AP ACH PAYMENTS
8/13/2024	MSDLAF PITNEY BOWES		4000001989	25.00	ACCESS & SHIPPING W/O HW OR METER
8/13/2024	MSDLAF PITNEY BOWES		4000001990	1,000.00	RESERVE ACCOUNT
8/14/2024	MSDLAF US BANK		4000001987	237.20	CASH MANAGEMENT SERVICES
8/15/2024	MSDLAF EDUCATORS BENEFIT CONSULTANTS		4000001920	54,177.90	403B RETIREMENT
8/15/2024	MSDLAF MN DEPT OF REVENUE		4000001921	51,082.16	STATE TAXES
8/15/2024	MSDLAF PUBLIC EMPLOYEES RETIREMENT		4000001922	37,873.08	PERA
8/15/2024	MSDLAF TEACHERS RETIREMENT ASSN		4000001923	173,137.39	TRA
8/15/2024	MSDLAF US BANK		4000001924	304,549.97	FEDERAL TAXES
8/15/2024	MSDLAF BPAS		4000001975	9,245.06	VEBA
8/15/2024	MSDLAF EDUCATORS BENEFIT CONSULTANTS		4000001976	25,617.80	403B RETIREMENT
8/15/2024	MSDLAF MN DEPT OF REVENUE		4000001977	393.32	STATE TAXES
8/15/2024	MSDLAF MN DEPT OF REVENUE		4000001978	38,464.71	STATE TAXES
8/15/2024	MSDLAF PUBLIC EMPLOYEES RETIREMENT		4000001979	69,428.91	PERA
8/15/2024	MSDLAF TEACHERS RETIREMENT ASSN		4000001980	84,090.40	TRA
8/15/2024	MSDLAF US BANK		4000001981	238,237.47	FEDERAL TAXES
8/15/2024	MSDLAF TEACHERS RETIREMENT ASSN		4000001982	198.00	TRA
8/15/2024	MSDLAF US BANK		4000001983	183.60	FEDERAL TAXES
8/15/2024	MSDLAF HEALTH PARTNERS		4000001984	738.00	FREQUENT FITNESS CLAIMS
8/15/2024	MSDLAF US BANK		9000006643-9000006670	5,506.78	STAFF REIMBURSEMENTS
8/15/2024	MSDLAF US BANK		9000006671-9000006678	8,899.75	AP ACH PAYMENTS
8/15/2024	MSDLAF US BANK		9000136979-9000137497	922,592.47	PAYROLL
8/15/2024	MSDLAF US BANK		9000139199-9000139802	760,010.10	PAYROLL
8/16/2024	MSDLAF US BANK		9000139803	1,015.20	PAYROLL
8/19/2024	MSDLAF HEALTH PARTNERS		4000001991	194,188.96	HPAI CLAIMS
8/19/2024	MSDLAF XCEL ENERGY		4000002000	18.74	UTILITY BILL
8/19/2024	MSDLAF CITY OF RICHFIELD		4000002008	2,949.52	UTILITY BILL
8/20/2024	MSDLAF CITY OF PLYMOUTH		4000001988	927.72	UTILITY BILL
8/22/2024	MSDLAF TEACHERS RETIREMENT ASSN		4000002001	429.00	TRA
8/22/2024	MSDLAF US BANK		9000006679-9000006684	41,824.47	AP ACH PAYMENTS
8/23/2024	MSDLAF HEALTH PARTNERS		4000002003	628.00	FREQUENT FITNESS CLAIMS
8/23/2024	MSDLAF CITY OF MINNETONKA		4000002004	786.67	UTILITY BILL
8/23/2024	MSDLAF CITY OF NEW HOPE		4000002005	1,329.90	UTILITY BILL
8/26/2024	MSDLAF HEALTH PARTNERS		4000002002	280,174.32	HPAI CLAIMS
8/29/2024	MSDLAF US BANK		9000006725-9000006728	30,395.38	AP ACH PAYMENTS
8/30/2024	MSDLAF EDUCATORS BENEFIT CONSULTANTS		4000001925	54,177.90	403B RETIREMENT
8/30/2024	MSDLAF MN DEPT OF REVENUE		4000001926	51,082.40	STATE TAXES
8/30/2024	MSDLAF PUBLIC EMPLOYEES RETIREMENT		4000001927	37,873.11	PERA
8/30/2024	MSDLAF TEACHERS RETIREMENT ASSN		4000001928	173,138.18	TRA
8/30/2024	MSDLAF US BANK		4000001929	304,551.24	FEDERAL TAXES
8/30/2024	MSDLAF BPAS		4000001992	9,270.38	VEBA
8/30/2024	MSDLAF EDUCATORS BENEFIT CONSULTANTS		4000001993	25,851.78	403B RETIREMENT
8/30/2024	MSDLAF MN DEPT OF REVENUE		4000001994	343.88	STATE TAXES
8/30/2024	MSDLAF MN DEPT OF REVENUE		4000001995	39,749.78	STATE TAXES
8/30/2024	MSDLAF PUBLIC EMPLOYEES RETIREMENT		4000001996	50,206.36	PERA
8/30/2024	MSDLAF TEACHERS RETIREMENT ASSN		4000001997	87,904.24	TRA

**INTERMEDIATE DISTRICT 287**

**AUGUST 2024 ACTIVITY**

8/30/2024	MSDLAF US BANK	4000001998	229,645.33	FEDERAL TAXES
8/30/2024	MSDLAF BENEFIT RESOURCES INC.	4000002006	9,072.80	FLEX SPENDING MONTHLY INVOICE
8/30/2024	MSDLAF BENEFIT RESOURCES INC.	4000002006	22,778.31	FLEX SPENDING ACCOUNT PAYMENTS
8/30/2024	MSDLAF XCEL ENERGY	4000002009	18,934.67	UTILITY BILL
8/30/2024	MSDLAF US BANK	9000006685-9000006724	16,918.38	STAFF REIMBURSEMENTS
8/30/2024	MSDLAF US BANK	9000137498-9000138016	922,595.01	PAYROLL
8/30/2024	MSDLAF US BANK	9000139804-9000140212	648,340.99	PAYROLL

**MTD TOTALS**

**6,753,562.84**

**DONATION REPORT  
INTERMEDIATE DISTRICT 287  
2024-2025  
AUGUST 2024**

DONATION DATE	DESCRIPTION	VIN #	EST. VALUE	DONOR	CAMPUS	PROGRAM
	NO DONATIONS RECEIVED					
	<b>TOTAL</b>	<b>\$0.00</b>				

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Acceptance of the Open Your Heart to the Hungry and Homeless Grant**

September 26, 2024

### **Author**

Brian Schultz, Executive Director of Business Services

### **Summary**

Intermediate District 287 has been awarded \$7,000.00 from the Board of Directors of Open Your Heart to the Hungry and Homeless. The funds from this award will be used to purchase items for homeless students to enable them to worry less about basic necessities so that they can focus and thrive in their educational pursuits. These funds are available from July 1, 2024 through June 30, 2025.

### **Recommendation**

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Acceptance of the Carl D. Perkins Education Act - Basic and Reserve Funds**

September 26, 2024

### **Author**

Brian Schultz Executive Director of Business Services

### **Summary**

Intermediate District 287 as the Hennepin West Consortium Fiscal Agent has been awarded an estimated amount of \$676,436.69 of Secondary Basic Allocation Funds and \$68,306.10 in Secondary Reserve Allocation Funds for FY25 from the Carl D. Perkins Education Act. These funds will be used to provide programs and services for special population students in vocational education. The funds are available from July 1, 2024 through June 30, 2025.

### **Recommendation**

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Acceptance of the State of Minnesota through the Department of Labor and Industry Youth Skills Training (YST) Program Grant**

September 26, 2024

### **Author**

Brian Schultz, Executive Director of Business Services

### **Summary**

Intermediate District 287 on behalf of the Hennepin West Consortium has been awarded a \$100,000.00 from the State of Minnesota Department of Labor and Industry Youth Skill Training (YST) Program. The funds from this award will be used to implement Youth Skills Training programs that provide student learners 16 years of age and older with industry related instruction, safety training, industry recognized credentials and safe, healthy and meaningful paid work experiences in high-growth and high-demand industries. These funds are available from July 1, 2024 – June 30, 2026.

### **Recommendation**

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Acceptance of the Title II –Part A, Teacher and Principal Training and Recruiting**

September 26, 2024

### **Author**

Brian Schultz, Executive Director of Business Services

### **Summary**

Intermediate District 287 has been awarded \$4,393.76 Federal Title II – Part A, Teacher and Principal Training and Recruiting. Title II funds are for the improvement of teaching skills and in the instruction or core curricula area, specifically mathematics and science. These federal funds are available from July 1, 2024 through June 30, 2025.

### **Recommendation**

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Acceptance of Title III –Part A, English Language Acquisition, Language Enhancement and Academic Achievement Funding**

September 26, 2024

### **Author**

Brian Schultz, Executive Director of Business Services

### **Summary**

Intermediate District 287 has been awarded \$16,099.25 Federal Title III – Part A, English Language Acquisition, Language Enhancement and Academic Achievement. Title III funds are designed to help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency. The funds are for a consortium of four districts – Intermediate District 287, Westonka, Princeton, and St. Francis districts, with 287 managing these funds for FY25. The consortia provision allows school districts with small awards to pool resources for maximum effectiveness. These federal funds are available from July 1, 2024 through June 30, 2025.

### **Recommendation**

It is recommended that the Board approves this award.

# Intermediate District 287

*RESPONSIVE. INNOVATIVE. SOLUTIONS.*

## DISTRICT POLICY

### *Second Read*

**POLICY SERIES: Students**

**SUBJECT: Student Discipline**

**BOARD APPROVED: September 2012, October 2014**

**REVISION DATE: October 2016, April 2024,**

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## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

This policy's purpose is to ensure that students are aware of and comply with the school district's expectations for student conduct. This policy will enhance the school district's ability to maintain a positive learning environment. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

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

The Board is committed to providing innovative educational services that meet the unique needs of its students. To that end, the Board advocates a proactive approach to issues of student conduct and behavior that keeps students in the learning environment.

The District adheres to the use of positive behavioral supports. School environments that are positive, predictable, relevant, and effective are safer, healthier, and more caring, have enhanced learning and teaching outcomes and can provide a continuum of support for all students.

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

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

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

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

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

### **III. DEFINITIONS**

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.
- C. "Parent" means the student's guardian/ caregiver, legal guardian, or surrogate guardian identified by the district.

### **IV. POLICY**

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
  - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
  - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

## V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. School leaders are responsible for co-creating a school-wide ecosystem where students and adults feel seen, heard, and empowered. They are responsible for monitoring the systems, structures, supports, culture and climate to ensure a culturally responsive learning environment for both educators and students. The school principal is given the responsibility and authority to enforce the expectations, rules, and regulations within the student/family handbook. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- D. Teachers. Educators are responsible for leveraging their sphere of influence with the students and families they serve by co-creating a classroom learning environment that affirms students and families as equal partners. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents/Families play a critical role to ensure students are successful in school and in life. They shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
  1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
  2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death

to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## **VI. STUDENT RIGHTS**

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

## **VII. STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

## **VIII. Student Code of Conduct**

- A. All students have the responsibility to:
  1. Conduct themselves in an appropriate, respectful, and courteous manner at all times.
  2. Familiarize themselves with the Student Handbook and all District policies and procedures governing student rights, obligations, and responsibilities and act accordingly.
  3. Follow all official notices and directives and comply with reasonable instructions given by an authority.
  4. Attend their program on a regular and consistent basis.
  5. Appropriately use all District property and equipment.
  6. Cooperate fully and truthfully in any inquiry or investigation conducted by the District.
  7. Immediately report to District staff any threat, harassment, hazing, bullying, act of intimidation or retaliation, and physical or verbal abuse or assault.
  8. Dress appropriately for District activities, so that one's dress, appearance does not interfere with or disrupt the educational process or District activities, or pose a threat to the health or safety of the student or others.

- B. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  2. The use of profanity or obscene language, or the possession of obscene materials;
  3. Gambling, including, but not limited to, playing a game of chance for stakes;
  4. Violation of the school district's Hazing Prohibition Policy;
  5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  6. Violation of the school district's Student Attendance Policy;
  7. Opposition to authority using physical force or violence;
  8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy; It is not a violation of this policy for an Indigenous adult to light tobacco on District property as part of a traditional Indigenous spiritual or cultural ceremony. An Indigenous person is someone who is a member of an Indian tribe as defined under Minnesota law.
  9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
  10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
  11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
  12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
  13. Violation of the school district's Weapons Policy;
  14. Violation of the school district's Violence Prevention Policy;
  15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
  16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
  17. Possession, use, or distribution of fireworks or any substance or combination of

- substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
  19. Violation of any local, state, or federal law as appropriate;
  20. Acts disruptive of the educational process, including, but not limited to, disruptive or disrespectful behavior, defiance of authority, cheating, improper activation of fire alarms, or bomb threats;
  21. Violation of the school district's Internet Acceptable Use and Safety Policy;
  22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
  23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
  24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
  25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
  26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
  27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
  28. Possession or distribution of slanderous, libelous, or pornographic materials;
  29. Violation of the school district's Bullying Prohibition Policy;
  30. Student attire which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  31. Criminal activity;
  32. Falsification of any records, documents, notes, or signatures;
  33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
  34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
  35. Words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
  36. Violation of the school district's Harassment and Violence Policy;
  37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
  38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
  39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, sexual orientation, gender identify, or gender expression;
43. Violation of the school district's Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **IX. RECESS AND OTHER BREAKS**

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
  1. a student causes or is likely to cause serious physical harm to other students or staff;
  2. the student's parent or guardian specifically consents to the use of recess detention; or
  3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

## **X. Disciplinary Action Options**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's

misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
2. Restorative Practices;
3. Meeting with a school counselor, school psychologist, or school social worker to help determine what kind of additional support is needed;
4. Social Emotional Learning (SEL) skills instruction;
5. Other positive supports that teach needed behavior skills and /or replacement behaviors;
6. Community service in the school;
7. Collaborative and Proactive Solutions (CPS);
8. For students receiving special education services a review of the current Individual Education Plan (IEP) to include the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP);
9. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
10. Parent contact;
11. Parent conference;
12. Removal from class;
13. In-school suspension;
14. Restriction/Loss of privileges;
15. Revised class schedule;
16. Referral to in-school or community support services;
17. Referral to community resources or outside agency services;
18. Referral to police, other law enforcement agencies, or other appropriate authorities;
19. Preparation of an admission or readmission plan;
20. Other disciplinary action as deemed appropriate by the school district.
21. In Extreme Circumstances:
  - a. A suspension or dismissal, under the Pupil Fair Dismissal Act, for a portion of a day may occur and requires approval from the Assistant Superintendent or designee.
  - b. A recommendation will be made to the home district regarding any proposed exclusion or expulsion, under the Pupil Fair Dismissal Act, for example, based on weapons possession with willful intent to cause harm.
  - c. Police intervention and/or County Crisis team intervention will require notification to the Executive Director and/or Directors of Special Services and Education Programs.

## **XI. Removing Students From Class**

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

1. Conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods. A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class. Authority to remove a student from class shall rest with the staff immediately involved. If removal is for part of one class period simply to provide the student with some time to avoid problems, self-regulated, or due to violent behavior.

The following procedures must be observed:

- A. Students must be sent to another area clearly designated by the building principal.
- B. Staff will provide constant supervision of the student.
- C. Staff will involve the principal and/or other staff if support is needed.
- D. Staff will document the following information:
  1. Specific grounds for removal
  2. Length of period of removal
  3. Conditions of re-entry/re-admission plan
- E. Staff will contact the parent and provide the above information.
- F. Building Administrators will monitor students who are removed from class on a monthly basis and determine support as needed.
- G. Removal from class of students with disabilities must comply with the conditions specified in state and federal laws and rules. The student's special education case manager will be notified of the incident leading to removal from class.

## **XII. DISMISSAL**

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

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

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners, as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Violation of any reasonable school board regulation, including those found in this policy;
  2. Conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  3. Conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Disciplinary Dismissals Prohibited
1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
    - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
    - b. kindergarten through Grade 3.
  2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
  3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.
- D. Suspension Procedures
1. "Suspension" means an action by the school administration, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
  2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
  3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
  4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision

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

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

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

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may

- appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
  11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
  12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
  13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
  14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
  15. The student cannot be compelled to testify in the dismissal proceedings.
  16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
  17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
  18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
  19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
  20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
  21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

### **XIV. NOTIFICATION OF POLICY VIOLATIONS**

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

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

### **XV. STUDENT DISCIPLINE RECORDS**

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

### **XVI. STUDENTS WITH DISABILITIES**

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

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

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

## **XVII. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

## **XVIII. DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy, including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

## **XIX. DISTRIBUTION OF POLICY**

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

## **XX. REVIEW OF POLICY**

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

### ***Legal References:***

[Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)

[Minn. Stat. § 120B.02 \(Educational Expectations and Graduation Requirements for Minnesota Students\)](#)

[Minn. Stat. § 120B.232 \(Character Development Education\)](#)

[Minn. Stat. § 121A.26 \(School Preassessment Teams\)](#)

[Minn. Stat. § 121A.29 \(Reporting; Chemical Abuse\)](#)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. §§ 121A.60 (Definitions)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District;  
Exceptions) Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 152.22, Subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

***Cross References:***

Policy 413 (Harassment and Violence)  
Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)  
Policy 501 (School Weapons)  
Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
Policy 514 (Bullying Prohibition Policy)  
Policy 524 (Internet Acceptable Use and Safety Policy)  
Policy 525 (Violence Prevention)  
Policy 526 (Hazing Prohibition)

# Intermediate District 287

*RESPONSIVE. INNOVATIVE. SOLUTIONS.*

## DISTRICT POLICY

### *SECOND READ*

**POLICY SERIES: Employee**

**BOARD APPROVED: October 2012, June 2017**

**REVISION DATE: December 2019, September 2024**

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## **413 Harassment & Violence Policy**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity and expression, or disability (Protected Class based on MN Human Rights Act), as well as immigration status.

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

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  1. an act done with intent to cause fear in another of immediate bodily harm or death;
  2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
  1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Some Protected Classifications; Definitions

1. "Disability" means, with respect to an individual who
  - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors having legal status or custody with:
  - a. the minor's parent or parents or the minor's legal guardian or guardians; or
  - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians.Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
8. "Gender identity" is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.
9. "Gender expression" is how a person publicly presents their gender. This can include behavior and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual

nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

## IV. REPORTING

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The District encourages the reporting party or complainant to use the report form available from the administrator of each building or available from the District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the District human rights officer or to the Superintendent. The Human Rights Officer is:

Dr. Kevin Witherspoon  
1820 Xenium Lane North  
Plymouth, MN 55441  
763-550-3133  
[kjwitherspoon@district287.org](mailto:kjwitherspoon@district287.org)

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Director of Human Resources as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
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- J. Use of formal reporting forms is not mandatory
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **VIII. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **IX. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

***Cross References:***

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

# Intermediate District 287

*RESPONSIVE. INNOVATIVE. SOLUTIONS.*

## DISTRICT POLICY

### *SECOND READ*

**POLICY SERIES: Employees**

**BOARD APPROVED: February 2013**

**REVISION DATE: September 2024**

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## **406 Public and Private Personnel Data**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

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

- A. All data on individuals collected, created, received, maintained or disseminated by the District, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the District.
- B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the District, applicants for employment, volunteers for the District, independent contractors, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the District by an employee as part of an organized self-evaluation effort by the District to request suggestions from all employees on ways to cut costs, make the District more efficient, or to improve District operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the District for a position.
- G. "Protected health information," means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights

and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on current and former employees, including volunteers and independent contractors, is public:
1. name;
  2. employee identification number, which may not be the employee's social security number;
  3. actual gross salary;
  4. salary range;
  5. terms and conditions of employment relationship;
  6. contract fees;
  7. actual gross pension;
  8. the value and nature of employer-paid fringe benefits;
  9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  10. job title;
  11. bargaining unit, as applicable;
  12. job description;
  13. education and training background;
  14. previous work experience;
  15. date of first and last employment;
  16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
  17. 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 District;
  18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
  19. work location;
  20. work telephone number;
  21. badge number;
  22. work-related continuing education;
  23. honors and awards received; and
  24. payroll time sheets or other comparable data that are used only 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.
- B. The following information on current and former applicants for employment or to an advisory board/commission is public:
1. veteran status;
  2. relevant test scores;
  3. rank on eligible list;

4. job history;
  5. education and training; and
  6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body (school board).
1. Data about applicants for appointment to a public body collected by the school district as a result of being assigned by a member district, are private data on individuals except that the following are public:
    - a. name;
    - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
    - c. education and training;
    - d. employment history;
    - e. volunteer work;
    - f. awards and honors;
    - g. prior government service;
    - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
    - i. veteran status.
  2. Once an individual is assigned by the member district to a public body, the following additional items of data are public:
    - a. residential address;
    - b. either a telephone number or electronic mail address where the assigned board member can be reached, or both at the request of the appointee;
    - c. first and last dates of service on the public body;
    - d. the existence and status of any complaints or charges against an assigned board member; and
    - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
  3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An assigned board member 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.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. §13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. §13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources, and only if the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending, or potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement with another person.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data not listed in Section IV are private and will only be shared with District staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the District to administer employee assistance

programs are private.

- D. Parking space leasing data with regard to data on individuals is private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The District may display a photograph of a current or former employee to prospective witnesses as part of the District's investigation of any complaint or charge against the employee.
- H. The District may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
  - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  - 3. A court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the District in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the District determines that the employee's access to that data would:
  - 1. threaten the personal safety of the complainant or a witness; or
  - 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The District shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the District's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner

of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

- O. The District shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student,
  - 1. if an investigation conducted by or on behalf of the District or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
  - 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of

background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

#### **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

#### **VII. CHANGE IN CLASSIFICATIONS**

The classification of data in the possession of the District shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### **VIII. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of personnel records by the District shall be controlled by state and federal law, as follows:

- A. The District shall comply with the general records retention schedule for school districts approved by the Minnesota Records Disposition Panel.
- B. For data not listed under the retention schedule approved by the Minnesota Records Disposition Panel, the District shall comply with the authority of the proper state or federal agency.
- C. The administration shall develop procedures to assure compliance with state and federal authority on data retention and destruction of records.

#### **IX. RESPONSIBLE AUTHORITY**

The Board has designated the Superintendent, 1820 Xenium Lane North, Plymouth, MN 55441 as the Responsible Authority with overall responsibility for the maintenance and security of personnel data. The Responsible Authority delegates the maintenance and security of personnel data duties to the Director of Human Resources, 1820 Xenium Lane North, Plymouth, MN 55441.

#### **Legal References:**

[Minn. Stat. Ch. 13 \(Minnesota Government Data Practices Act\)](#)  
[Minn. Stat. § 13.02 \(Definitions\)](#)  
[Minn. Stat. § 13.03 \(Access to Government Data\)](#)  
[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)  
[Minn. Stat. § 13.37 \(General Nonpublic Data\)](#)  
[Minn. Stat. § 13.39 \(Civil Investigation\)](#)  
[Minn. Stat. § 13.41 \(Licensing Data\)](#)  
[Minn. Stat. § 13.43 \(Personnel Data\)](#)  
[Minn. Stat. § 13.601, subd. 3 \(Elected and Appointed Officials\)](#)  
[Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)  
[Minn. Stat. § 122A.20, Subd. 2 \(Mandatory Reporting\)](#)  
[Minn. Stat. § 122A.40, Subds. 13 and 16 \(Employment; Contracts; Termination\)](#)  
[Minn. Stat. § 123B.03 \(Background Check\)](#)  
[Minn. Stat. § 123B.143, subd. 2 \(Disclose Past Buyouts\)](#)  
[Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)  
[Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)  
[Minn. Stat. § 253B.07 \(Judicial Commitment: Preliminary Procedures\)](#)  
[Minn. Stat. Ch. 260E \(Reporting of Maltreatment of Minors\)](#)  
[Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)  
[Minn. R. Pt. 1205 \(Data Practices\)](#)  
[P.L. 104-191 \(HIPAA\)](#)  
[45 C.F.R. Parts 160, 162, and 164 \(HIPAA Regulations\)](#)

#### **Cross References:**

MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

**POLICY**

***Second Read***

**POLICY SERIES: Employee**

**BOARD APPROVED: October 2010**

**REVISION DATE: September 2014, June 2019, September 2024**

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**POLICY 418 DRUG-FREE WORKPLACE/SCHOOLS**

**I. PURPOSE**

The purpose of this policy is to maintain safe and healthy learning and work environments by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

**II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school locations (including bus and all District 287 owned buildings and leased spaces), is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other District personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school or district location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.
- E. The District will offer information to students and families about community resources for chemical health information and services.

**III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including

- analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
  - D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
  - E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
  - F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
  - G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
  - H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
  - I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
  - J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program as a pupil solely because the patient or person is enrolled in the registry program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

## **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures, which can be found on the [district website](#).
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

## **VI. SCHOOL PROGRAMS**

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
  2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

## **VII. ENFORCEMENT**

### **A. Students**

1. Students may be required to participate in programs and activities that provide education regarding the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension.

### **B. Employees**

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge based on progressive discipline within their contract/work agreement.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01, Subd. 15a (Definitions)  
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)  
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)  
Minn. Stat. § 342.56 (Limitations)  
Minn. Stat. § 609.684 (Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

# Intermediate District 287

*RESPONSIVE. INNOVATIVE. SOLUTIONS.*

## UNIFORM PROCEDURE

### *FIRST READ*

**SUBJECT: Title IX Sex Nondiscrimination Procedure**

**RELATES TO POLICY SERIES: 500 Students**

**DATE SIT APPROVED:**

**DATE EL APPROVED**

**REVISION DATE:**

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## **5220 Title IX Procedure**

### **I. General**

The school district has adopted these grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

### **II. Definitions**

- A. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.
- B. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the District office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- C. "Pregnancy or related conditions" means:
  - 1. Pregnancy, childbirth, termination of pregnancy, or lactation;
  - 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
  - 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- D. "Gender identity" is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.
- E. "Gender expression" is how a person publicly presents their gender. This can include behavior and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender.

### III. Complaints

- A. **Complaints of Sex-based Harassment.** The following people have a right to make a complaint of sex (including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity and gender expression) discrimination including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
1. A "complainant," which includes:
    - a. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
    - b. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the school district's education program or activity;
  2. A parent, guardian, Caregiver or other authorized legal representative with the legal right to act on behalf of a complainant; or
  3. The school district's Title IX Coordinator:  
Dr. Kevin Witherspoon  
1820 Xenium Lane North  
Plymouth, MN 55441  
[kjwitherspoon@district287.org](mailto:kjwitherspoon@district287.org)  
763-550-3133
- B. **Complaints of Sex Discrimination other than Sex-Based Harassment.** In addition to the people identified in Paragraph 1, the following people have a right to make a complaint of sex discrimination other than sex-based harassment:
1. Any student or employee of the school district; or
  2. Any person other than a student or employee who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.
- C. **Consolidation.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

### IV. Basic Requirements of Title IX Grievance Procedures

- A. The school district will treat complainants and respondents equitably.
- B. The school district requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

- C. The school district presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures.
- D. The school district has established the following reasonably prompt timeframes for the major stages of the grievance procedures:
  - 1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
  - 2. An appeal of a decision dismissing a complaint must be received by the school district within five (5) days of the date the notice of dismissal was provided to the parties.
  - 3. Any appeal of a dismissal will be decided within ten (10) calendar days of the day the appeal was received by the school district.
  - 4. The school district will seek to conclude the grievance process within 90 calendar days of the date the complaint was received by the school district.
- E. The school district has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay:
  - 1. Any party or an investigator, decisionmaker, appellate decisionmaker, or informal resolution facilitator may make a request to the Title IX Coordinator to extend the timeline for good cause. If the Title IX Coordinator determines the reason for the extension constitutes good cause, the Title IX Coordinator will notify the parties of the reason for delay.
  - 2. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
- F. The school district will take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures.
- G. The school district will objectively evaluate all evidence that is relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- H. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, unless an exception below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- a. Evidence that is protected under a privilege as recognized by federal or Minnesota law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district has that party's or witness's voluntary, written consent for use in the grievance procedures; and
- c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

## **V. Notice of Allegations**

- A. Upon initiation of the school district's grievance procedures, the school district will notify the parties of the following:
  1. The school district's Title IX grievance procedures, and if applicable, any informal resolution process;
  2. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;
  3. Retaliation is prohibited; and
  4. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
- B. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice, the school district will provide notice of the additional allegations to the parties whose identities are known.

## **VI. Dismissal of a Complaint**

- A. The school district may dismiss a complaint of sex discrimination if:
  - 1. The school district is unable to identify the respondent after taking reasonable steps to do so;
  - 2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
  - 3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
  - 4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:
  - 1. Procedural irregularity that would change the outcome;
  - 2. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
  - 3. The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
- D. If the dismissal is appealed, the school district will:
  - 1. Notify the parties of any appeal, including notice of the allegations if notice was not previously provided to the respondent;
  - 2. Implement appeal procedures equally for the parties;
  - 3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
  - 4. Ensure that the decisionmaker for the appeal has received training required by Title IX;
  - 5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
  - 6. Notify the parties of the result of the appeal and the rationale for the result.
- E. When a complaint is dismissed, the school district must, at a minimum:

1. Offer supportive measures to the complainant as appropriate;
  2. If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
  3. Take other appropriate prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- F. Dismissal of a complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

## **VII. Investigation**

- A. The school district will provide for adequate, reliable, and impartial investigation of complaints.
- B. The burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
- C. The school district will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
- D. The school district will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
- E. The school district will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
- a. The school district will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
  - b. The school district will provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
  - c. The school district will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.
- F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility  
The decisionmaker may ask questions of parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district will:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. This standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination;
3. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination;
4. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
  - a. Coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination;
  - b. Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
  - c. Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity;
4. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

**VIII. Informal Resolution**

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process offered by the school district. Informal resolution is not available to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, Minnesota, or local law.

## **IX. Disciplinary Sanctions & Remedies for Complaints of Sex-Based Harassment**

- A. Supportive measures may be made available to complainants and respondents, as appropriate. Available supportive measures include: reassignment of classes, transportation changes, no-contact directives, alternate passing times, escorts, extensions of deadlines or course-related requirements, counseling or support from designated adults, and other measures that are necessary and appropriate to ensure complainants and respondents are not denied equal access to the school district's education program and activity.
- B. Following a determination that sex-based harassment occurred by a student-respondent, the school district may impose discipline consistent with Policy 506. Following a determination that sex-based harassment occurred by an employee-respondent, the school district may impose discipline consistent with any applicable personnel policy, collective bargaining agreement, or Minnesota law, including suspension without pay and termination or discharge.
- C. Following a determination that sex-based harassment occurred, available remedies may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, leaves of absence, monitoring of certain areas of school district buildings or property, transfer, transportation changes, and other remedies determined appropriate by the Title IX Coordinator.

September 2024

Volume 21

Number 11

## Empowering Future Educators

### September 27, 2024 Executive/Legislative Committee Meeting

7:30 a.m. - 9 a.m.

Anderson Center  
Bethel University  
Arden Hills

### October 4, 2024 Board of Directors Meeting

7 a.m. - 9 a.m.

Quora Education Center  
NE Metro 916  
Little Canada

### October 25, 2024 Executive/Legislative Committee Meeting

7:30 a.m. - 9 a.m.

Anderson Center  
Bethel University  
Arden Hills

### November 1, 2024 Board of Directors Meeting

7 a.m. - 9 a.m.

Quora Education Center  
NE Metro 916  
Little Canada

In a groundbreaking initiative, four Intermediate School Districts in Minnesota — 287, 288, 916 and 917 — are leading a transformative effort alongside Minnesota State University, Mankato to pioneer the state's inaugural Registered Teacher Apprenticeship Program. This collaborative endeavor, under the umbrella of the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC), marks a pivotal moment in addressing Minnesota's critical staffing needs within special education.



From left, Intermediate District 288 Supt. Dr. Jeff Horton, Intermediate District 916 Supt. Dr. Val Rae Boe, Intermediate District 287 Supt. Marcy Doud, and Intermediate District 917 Supt. Dr. Michael Favor address the inaugural cohort of apprentices and journeyworkers in the Intermediate District Teacher Residency Apprenticeship Collaborative (ITRAC), Minnesota's first registered teacher apprenticeship program, in Edina on Thursday, Aug. 22, 2024.

*Continued on page 2*

Twelve AMSD member school districts have important referendum questions on the ballot this fall. In addition, many AMSD member districts have school board elections. The [AMSD Election Guide](#) provides a comprehensive overview of education funding and explains why referendum revenue continues to be a key funding stream for school districts. The guide also provides sample questions to ask legislative candidates and links to see what's on your ballot and find information on the Minnesota Secretary of State's website about how to vote early by mail or in person. Please share the Election Guide with your colleagues and community members and encourage them to get engaged in the electoral process. Thank you for your leadership!

**From the AMSD Chair, Laura Oksnevad, St. Anthony-New Brighton Board Member**

# The Impact of Minnesota's First Registered Teacher Apprenticeship Program

*Continued from page 1*

"We are grateful for the collaboration between the Department of Labor and Industry, the MN Department of Education, and the four Minnesota Intermediate School Districts to provide the first Registered Teacher Apprenticeship Program in Minnesota," said Marcy Doud, Intermediate District 287 Superintendent. "Together, we look forward to developing exceptional special education teachers for our students and families."

This program, which started in June 2024, targets Educational Support Professionals, providing them with Related Technical Instruction from Minnesota State University, Mankato and job-embedded learning under the mentorship of their district's experienced teachers known as Journeyworkers. This approach not only fulfills licensure requirements for Emotional-Behavioral Disorders (EBD) and Autism Spectrum Disorders (ASD) but also aligns with the [2023 Standards of Effective Practice](#)— a crucial step toward improving educational outcomes. "Northeast Metro 916 is proud to be part of this groundbreaking Apprenticeship Program collaboration. This innovative initiative will assist in developing a highly skilled workforce for our setting IV special education programs and deliver significant and positive outcomes for our students," said Dr. Val Rae Boe, Intermediate District 916 Superintendent.

"This program will help by being a better fit into my everyday life. Being able to have the coursework built into the work we do with the students will help lessen the stress the typical school work puts on working adults," said an Intermediate School District 287 apprentice.

The Registered Teacher Apprenticeship Program, partly funded by the Special Education Pipeline grant and the One-Time Intermediate Apprenticeship funding from the last legislative session, addresses several key challenges facing Minnesota's education system today:

- Recruitment and Retention - By offering a structured pathway into teaching, the program helps fill critical vacancies in special education. This is particularly crucial as teacher shortages persist across the state.
- Diversity in the Workforce - Through targeted recruitment and support, the program aims to diversify the educator workforce, ensuring that classrooms reflect the communities they serve.
- Removing Barriers - The apprenticeship program aims to eliminate financial and systemic obstacles, thus expanding opportunities for individuals who previously considered teaching beyond their reach.
- Meeting Educational Standards - aligning the [2023 Standards of Effective Practice](#) ensures that apprentices graduate fully prepared to meet the needs of diverse learners from day one.



*The inaugural cohort of apprentices in Minnesota's first registered teacher apprenticeship program.*

"Minnesota State University, Mankato is honored to engage in this unique and transformative Apprenticeship partnership. We have collaborated to create this theory to immediate practice Special Education degree and licensure program that is going to have a positive impact for and with students up to 22 years old," said Teri Preisler, Acting Director of the Center for Educator Partnerships and Student Support for the MSU-Mankato College of Education.

*Continued on page 3*

# Addressing the Complexities of Special Education

Continued from page 2

The collaboration between the four intermediate school districts, Minnesota State University, Mankato, and state agencies demonstrates a commitment to innovative education practices. By nurturing local talent and investing in their professional development, the program not only strengthens individual career paths but also enhances educational outcomes for students with special needs.



*An apprentice writes down how they want their apprenticeship to reflect teamwork, one of the Elevate Teaching characteristics.*

"I believe this program is important because it helps paras move into a more stable role for the students. Also helps teachers learn new ways of thinking and implementing their ideals in a safe learning environment," said a Intermediate School District 288 apprentice.

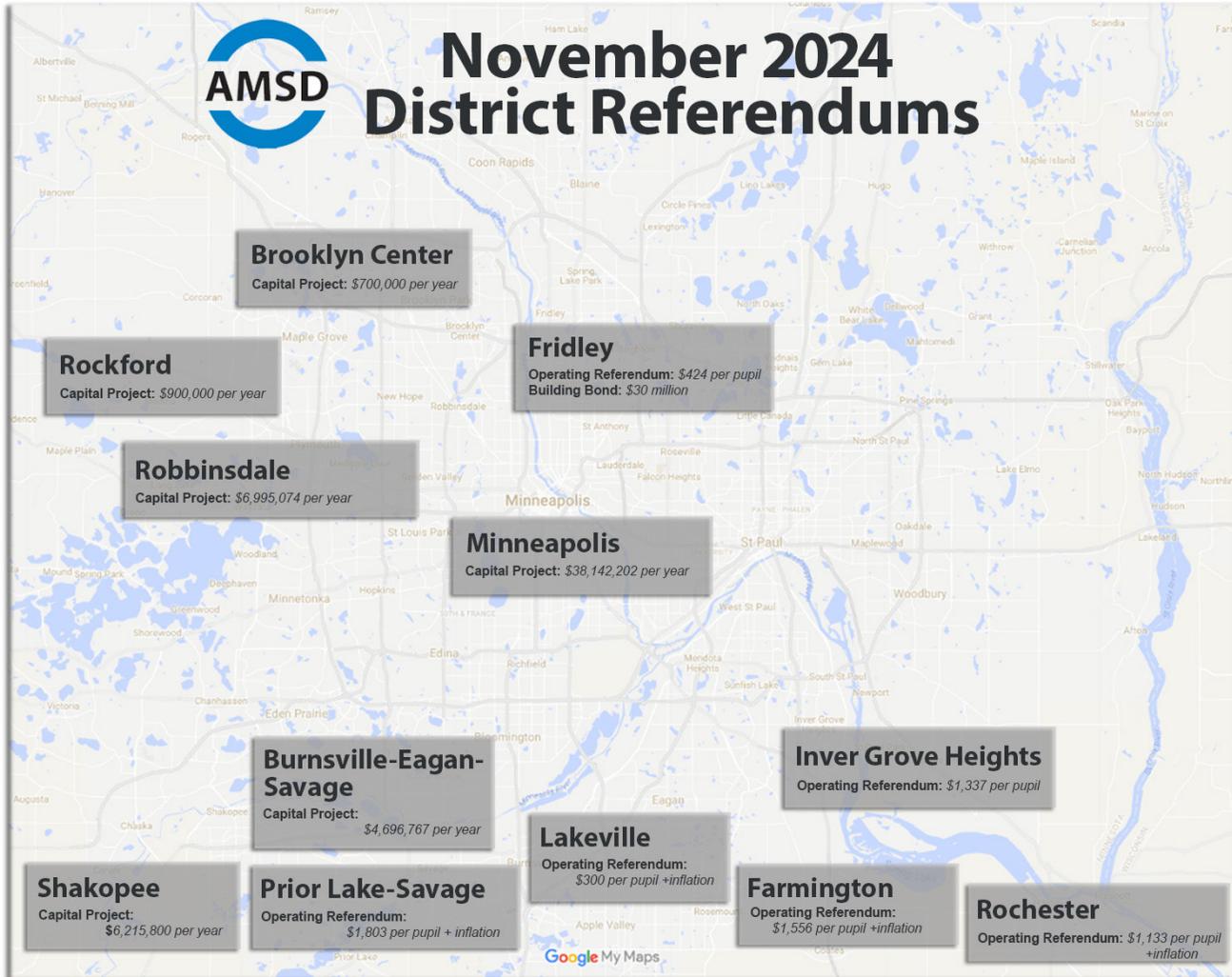
The program is sponsored by [BrightWorks](#).

"We are excited and honored to serve in the Sponsorship role for the first Teacher Apprenticeship program in the state of Minnesota," said Gina Boots, BrightWorks spokesperson. "Educational Service Agencies (ESAs) have a proven record of implementing state-wide initiatives on behalf of the districts we serve. We are fully committed to ensuring a successful implementation of ITRAC, as well as continued development on making this a sustainable model that can be a viable option across the state."

The ITRAC Registered Teacher Apprenticeship Program represents a significant step forward in addressing the complexities of special education. Learn more about each of the intermediate school districts by visiting the [Intermediate District 287](#), [Intermediate District 288](#), [Intermediate District 916](#), and [Intermediate District 917](#) websites.

*This month's member feature was submitted by staff from Intermediate District 287, Intermediate District 288, Intermediate District 916, and Intermediate District 917.*

# Twelve AMSD Districts on the November Ballot with Referendums



Twelve AMSD school districts will have 13 referendum questions on the ballot on Nov. 5 — a significant number that speaks to the financial challenges Minnesota school districts face even after the funding increases approved in the 2023 legislative session.

This year's ballot questions include operating referendum requests, capital project levy renewals or increases, and a bond question. [A chart on the AMSD website](#) outlines the AMSD member district referendum questions and includes a link to the school district website where detailed information about the referendum questions can be found. Voters are encouraged to contact their local school officials if they have questions about their school district's referendum.

## Why referendums are necessary

While the education bill approved in the 2023 legislative session provided a significant overall funding increase and made important progress toward reducing funding shortfalls in the special education and English learner programs, education funding in Minnesota continues to be a State and local partnership.

The most important source of financial support for school districts comes through the General Education Program. There are several components to the General Education Program with the vast

Continued on page 5

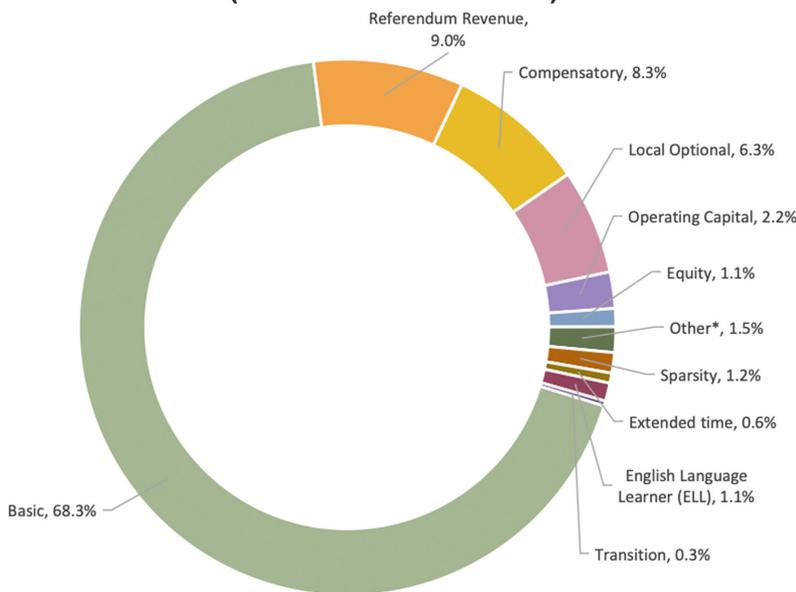
# Referendums Provide Critical Resources for Schools

Continued from page 4

majority provided by basic revenue — often referred to as the basic formula. Basic revenue accounts for about 70 percent of general education revenue and is used to pay for employee salaries and benefits, supply costs and other operational costs. While overall education revenue has exceeded inflation since 2003, the basic formula has lagged far behind the rate of inflation. In fact, the basic formula would be \$1,364 per pupil higher today if it has kept pace with inflation since 2003.

The federal government provides a modest share of education funding, and the remaining comes from local property taxes. As illustrated in the graph below, two key local levies, voter approved referendum revenue (9 percent) and local optional revenue (6.3 percent), provide nearly 16 percent of general education revenue. Local optional revenue, like the basic formula, has lost considerable ground to inflation since it went into effect in 2014. If it had simply kept pace with inflation since 2014, it would be \$182 per pupil higher today.

### FY2024 General Education Program Components (2023-24 School Year)



\*Other includes Declining Enrollment, Small Schools, Gifted & Talented, PSEO, and various other Adjustments.

Source: Minnesota House of Representatives Fiscal Analysis Department, November 2023

A large share of the overall state funding increase provided in 2023 was targeted to specific programs such as universal meals, the READ Act, summer unemployment insurance, professional development, and specific job classifications.

The result is that even with the funding increases approved the last two legislative sessions, districts are struggling to cover inflationary costs and contract settlements with employee groups.

Six of the AMSD districts going to voters this fall are seeking Capital Projects referendums, which are most commonly used to ensure safe and secure school buildings and to provide the technology students need to succeed in our

digital economy. The State does not provide a dedicated funding stream for technology, leaving school districts dependent on local capital project levies.

Major building projects are also funded primarily at the local level. The State provides limited funding for deferred maintenance and equipment purchases but new construction, additions to existing buildings, and major renovations are generally financed by the sale of bonds following the approval of a bond referendum by the voters.

By law each district going out for referendums of any type are required to provide detailed information about the referendums and projects, as well as provide an estimate of costs and the impact on homeowners in the district. The ballot language for the 2024 election is available on the [MN Secretary of State's website](#). Voters can access their sample ballots by entering their address and zip code. Voters are also encouraged to visit their school district website for more specific details and information about their proposed referendums.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Board Calendar (Second & Fourth Thursday of the Month)

*Start Time: 6:30 PM*

<b>January 2024 – December 2024</b>	
<del>January 11, 2024</del> Conflict MSBA Meeting January 25, 2024	
February 8, 2024	February 22, 2024
March 14, 2024	<del>March 28, 2024</del> Conflict with Spring Break
April 11, 2024	April 25, 2024
May 9, 2024	May 23, 2024
June 13, 2024	June 27, 2024
No July Meeting	
August 22, 2024	
September 12, 2024	September 26, 2024
October 10, 2024	October 24, 2024
November 14, 2024	
December 12, 2024	

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Board Calendar (Second & Fourth Thursday of the Month)

*Start Time: 6:30 PM*

**TENTATIVE**

<b>January 2025 – December 2025</b>	
January 9, 2025 <i>(possible conflict MSBA Conference)</i>	January 23, 2025
February 13, 2025	February 27, 2025
March 13, 2025	<del>March 27, 2025</del> <i>(Conflict with Spring Break)</i>
April 10, 2025	April 24, 2025
May 8, 2025	May 22, 2025
June 12, 2025	June 26, 2025
No July Meeting	
August 28, 2025	
September 11, 2025	September 25, 2025
October 9, 2025	October 23, 2025
November 13, 2025	
December 11, 2025	

**INTERMEDIATE DISTRICT 287**  
**September 26, 2024**  
**SCHOOL BOARD CALENDAR**

**September 2024**

26	Thursday	General Meeting of the Board	6:30 PM	DSC
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**October 2024**

10	Thursday	General Meeting of the Board	6:30 PM	DSC
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24	Thursday	General Meeting of the Board	6:30 PM	DSC
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**November 2024**

14	Thursday	School Board Retreat	4:30 PM	DSC
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14	Thursday	General Meeting of the Board	6:30 PM	DSC
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**December 2024**

12	Thursday	General Meeting of the Board	6:30 PM	DSC
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***TENTATIVE*****January 2025**

09	Thursday	General Meeting of the Board	6:30 PM	DSC
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*(does not conflict MSBA Conference)*

23	Thursday	General Meeting of the Board	6:30 PM	DSC
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**February 2025**

13	Thursday	School Board Retreat	4:30 PM	DSC
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13	Thursday	General Meeting of the Board	6:30 PM	DSC
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27	Thursday	General Meeting of the Board	6:30 PM	DSC
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**March 2025**

13	Thursday	General Meeting of the Board	6:30 PM	DSC
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27	Thursday	General Meeting of the Board	6:30 PM	DSC
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*(conflict with Spring Break)***April 2025**

10	Thursday	General Meeting of the Board	6:30 PM	DSC
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24	Thursday	General Meeting of the Board	6:30 PM	DSC
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**May 2025**

08	Thursday	School Board Retreat	4:30 PM	DSC
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08	Thursday	General Meeting of the Board	6:30 PM	DSC
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22	Thursday	General Meeting of the Board	6:30 PM	DSC
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**June 2025**

12	Thursday	General Meeting of the Board	6:30 PM	DSC
26	Thursday	General Meeting of the Board	6:30 PM	DSC

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◆ General Board Meeting – Date Change

◆ New Event

◆ Event Date Change

# Intermediate District 287

*RESPONSIVE. INNOVATIVE. SOLUTIONS.*

## Get on the Bus & Local 2209 Breakfast Schedule

2024-2025

### Get on the Bus

Tuesday, October 15<sup>th</sup>  
North Education Center  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

Tuesday, December 3<sup>rd</sup>  
Career and Technical Center  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

Tuesday, February 4<sup>th</sup>  
South Education Center  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

Tuesday, April 15<sup>th</sup>  
Itinerant  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

# Local 2209/Board Meeting

## 1:00 PM

Tuesday, October 22nd

District Service Center

(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____

Tuesday, December 10<sup>th</sup>

District Service Center

(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____

Tuesday, February 11<sup>th</sup>

District Service Center

(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____

Tuesday, April 22<sup>nd</sup>

District Service Center

(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____