

BECKER PUBLIC SCHOOLS

School Board Meeting Agenda

Monday, January 4, 2021 at 6:30 PM

Regular Meeting

Teaching & Learning Center, Becker High School

12000 Hancock Street

Becker, MN 55308

1. PROCEDURAL ITEMS
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Welcome New Board Members
 - D. Agenda
 - E. Election Of Officers 3
 - F. Recognition of Visitors and Public Forum
2. APPOINTMENT OF COMMITTEES AND REPRESENTATIVES 4
3. REPORTS
 - A. Student School Board Representative(s)
 - B. Superintendent's Report 5
 - C. Committee Reports
 - D. Board & Administrator
4. CONSENT AGENDA
 - A. Minutes 7
 - B. Disbursements
 - C. Financial Report 10
 - D. Personnel 11
 - E. Annual Agenda 12
 - F. Designate Official Depositories: *Sherburne State Bank, Minnesota School District Liquid Assets Fund, and PMA/MN Trust*
 - G. Designate Auditor: *Bergen KDV, Ltd. has been approved through FY23*
 - H. Designate Legal Counsel: *Kennedy & Graven*
 - I. Designate Official Newspaper: *Patriot News*
 - J. Designate Official School Board Meeting Dates: *First Monday of Each Month, with the exception of September 13 (September 6 is Labor Day)*
 - K. Authorize Superintendent and Business Manager to Conduct Electronic Fund Transfers Pursuant to MS 471.38 Subd 3 and Subd 3a.
 - L. Authorize Director of Transportation to Schedule Routes, Establish Bus Stops and Discretion in Control and Discipline of School Children with School District Administration per MN State Statute 123B.88.
5. GIFTS: *\$500 from Initiative Foundation for Book Purchase for IS "One Book One School" Program*
6. SECOND READINGS 13
7. MEMORANDUM OF UNDERSTANDING: TRANSPORTATION BARGAINING UNIT 31
8. MEMORANDUM OF UNDERSTANDING: MULTI-UNIT BARGAINING UNIT 33
9. RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON 35
10. ADJOURN

Chair	Mark Swanson
Vice Chair	Lori Molus
Clerk	Aaron Jurek
Treasurer	Connie Robinson

Becker School Board Committee Assignments 2020

Committee	A. Jurek Clerk	J. Kindred Director	L. Molus Chair	Vice	R. Obermoller Director	C. Robinson Treasurer	M. Swanson Chair
Activities Advisory Committee					X		X
Administrative Negotiations	X					X	
Calendar Committee	X						
Certified (Teachers) Negotiations		X	X				X
Classified Negotiations	X	X			X		
Community Education					X		
Curriculum Advisory		X	X				
ECFE	X						
Finance					X	X	
Free & Reduced Price Meals Representative						X	
Individual Contracts				X	X		X
Nutrition Representative						X	
Technology Committee Representative							X
TRAK Committee Representative						X	

Date: December 31, 2020
To: School Board
From: Jeremy Schmidt
RE: Meeting Notes, January 4, 2021

1. D. Election of Officers: The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting is enclosed under the Superintendent's Report. The procedure for Election of Officers begins on page 3. A list of the 2020 officers is also attached.
2. The Chairperson appoints the committee assignments. The 2020 committees and representatives are attached.
3. A. Superintendent's Report
 - i. School board members are registered for the virtual MSBA Conference
 - ii. Guidance from MDE and MDH on procedures related to COVID-19 continue to occur on a day to day basis.
 - a. Bus drivers are no longer required to quarantine if they can ensure 6' of distance from passengers. Assuming their only contact with students is when they board or depart the bus.
 - b. Staff are required to wear a face mask and face shield together whenever possible and when they are working with others, effective January 19th.
 - c. School activities began on January 4th with a number of specific requirements and recommendations from MDH, MDE, and MSHSL. Competitions are able to begin on January 14th for some activities.
 - d. Becker Schools will be implementing an option for shorter quarantines (7 day with a negative test and 10 day without a test). These will be able to requested by families and approved on a case-by-case basis.
 - e. LPH and MDH along with MDE are working on logistics of vaccine distribution.
 - iii. Due to COVID-19 the School Board Strategic Goals for 2020-2021 will not all be able to be measured and met.
 - a. Goal 1 pertains to MCA scores from the spring of 2020, these did not occur and therefore will have no data tied to them.
 - b. Goal 2 is continuing to be evaluated and applied. Although, services do look different this year than past years due to learning models.
 - c. Goal 3 is also continuing to be in progress.
 - d. Goal 4 was recommended by the board as a continuous goal and finances continue to be a priority for Becker School District.
4. Consent Agenda
 - D. I recommend approving the personnel item as presented.
 - E. I recommend approving the Annual Agenda (attached.)
 - F. Kevin Januszewski and I recommend continuing with Sherburne State Bank, Minnesota School District Liquid Assets Fund, and PMA/MN Trust as District Depositories for 2020.
 - G. Kevin Januszewski and I recommend continuing with Bergan KDV, LTD as the district auditors for FY 20. The three-year quote from Bergan KDV is \$25,500 for 2020, \$26,000 for 2021, and \$26,500 for 2022.

- H. I recommend continuing with Kennedy & Graven as the school district's Legal Counsel.
 - I. I recommend continuing with the Patriot News as the official district newspaper.
 - J. I recommend approval of the First Monday of each month as the official Regular School Board Meeting Dates, with the exception of September 13 (September 6 is Labor Day). There are two regular meetings in May (May 3, May 17)
 - K. I recommend the Board of Education to authorize the Superintendent and Business Manager to conduct electronic fund transfers on behalf of the district per MN Statute 471.38 Subd 3 and 3a.
 - L. I recommend approving authority to Transportation Director to schedule routes, establish bus stops, and discretion in control and discipline of school children with school district administration per MN State Statute 123B.88.
5. Policy 706 Acceptance of Gifts permits the school board to accept donations or gifts under the terms of the policy. I recommend accepting the gifts as described on the enclosure.
 6. With no further input or recommendations, I recommend approval of Policy 704 Development and Maintenance of An Inventory of Fixed Assets and Policy 721 Uniform Grant Guidance.
 7. I recommend approval of the MOU with the Transportation Bargaining Unit due to the COVID-19 requirements and recommendations.
 8. I recommend approval of the MOU with the Multi-Unit Bargaining Group (SEIU 284) due to the COVID-19 requirements and recommendations.
 9. I recommend approval of the Resolution Relating to the Issuance of School Building Bonds and Calling a Special Election on May 11, 2021 to be held at our combined polling place location.
 10. I recommend approval of the 2021-2022 School District Calendar. Input was provided via survey. Members of the calendar committee consisted of 4 parents, 4 members of BEA, 2 students, Administration, School Board Member (1), and members of SEIU 284 all who were provided with the option to complete the survey.

Chair Swanson called the regular meeting of the School Board of District #726 to order on the 7th day of December, 2020 at 6:30 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Aaron Jurek, Jason Kindred, Lori Molus, Ryan Obermoller, Connie Robinson, Mark Swanson

Members absent: None

Others present: Jeremy Schmidt, Superintendent
 Kevin Januszewski, Director of Business Services

Citizen Comments: None

Motion by Jason Kindred, seconded by Lori Molus to **Approve the Truth and Taxation Information / Payable 2020 Levy in the amount of \$10,885,433.** Motion carried unanimously.

Reports, provided by Student School Board Representatives, Superintendent Schmidt, School Board Committees

Motion by Ryan Obermoller, seconded by Aaron Jurek, to **Approve the Consent Agenda** as presented. Upon roll call vote, motion carried unanimously.

CONSENT AGENDA

MINUTES: November 9, 2020 Regular School Board Meeting

MINUTES: November 13, 2020 Special School Board Meeting

MINUTES: November 23, 2020 Special School Board Meeting

FINANCIAL REPORT

EXPENDITURES

Fund	2020-21 Budget	October 2020	2020-21 Year-to-Date	Remaining Budget	% Spent
General	35,252,552	2,927,391	7,605,986	27,646,566	21.58%
Food Service	1,506,360	127,857	334,868	1,171,492	22.23%
Community Service	1,491,067	119,467	330,894	1,160,173	22.19%
Debt Service	3,427,413	-	305,206	3,122,207	8.90%
	\$41,677,392	\$3,174,715	\$8,576,954	\$33,100,438	20.58%

DISBURSEMENTS – in the amount of \$1,810,391.85

PERSONNEL

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
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Davidson, Kira	Resignation	Van Paraprofessional	Bus Garage	1 Hour, 45 Minutes Per Day	NonUnion	n/a	12/3/2020	n/a
Kalinowski, Kayla	Resignation	EC/SR Paraprofessional	PS	3.25 Hours Per Day	MultiUnit	n/a	10/30/2020	n/a
Lundorff, Brenda	Correction in Hours Per Day	EC/SR Paraprofessional	PS	3.25 Hours Per Day (previously approved at 5 Hours Per Day)	MultiUnit	K. Kalinowski	11/2/2020	\$16.41 Per Hour
Smith, Cameron	Resignation	Boys Basketball Coach	MS	Seasonal	BEA - Schedule C	n/a	11/18/2020	n/a
Villeneuve, Shari	Additional Hours	ECSE Paraprofessional	PS	7.5 Hours Per Week	MultiUnit	n/a	11/2/2020	Use Current Wage

WORLD'S BEST WORKFORCE REPORT SUMMARY, as presented (located on website under Curriculum Instruction)

RESOLUTION ESTABLISHING COMBINED POLLING PLACES, as presented

Motion by Jason Kindred, seconded by Aaron Jurek, to **Accept the Following Gifts:**

Donor Name	Description of Gift	Purpose of Gift
Becker Lions	\$5,000.00	Robotics (CNC Router)
Becker Lions	\$1,000.00	K-5 Face Shields
Becker Robotics Booster Club	\$2,500.00	Robotics (CNC Router)
Northern Metal Recycling	\$100.00	NHS: Winter Warm-Up Service Project
Sherburne State Bank	\$100.00	NSH: Blankets for Homeless Teens Service Project
Spire Credit Union	1,000 KN95 Masks	Staff Safety

Upon roll call vote, motion carried unanimously.

Motion by Ryan Obermoller, seconded by Lori Molus, to **Approve the Fiscal Year 2020 Financial Audit**, as presented. Upon roll call vote, motion carried unanimously.

A **First Reading** was held on the following policies:

704 Revised **Development and Maintenance of an Inventory of Fixed Assets**

721 Revised **Uniform Grant Guidance**

A second reading will be held at the January board meeting.

Motion by Ryan Obermoller, seconded by Aaron Jurek to **Approve the Following Policy Recommendation:**

511 Revised **Student Fundraising and Form**

Motion carried unanimously.

The meeting was **adjourned** at 8:11 p.m.

Mark Swanson, Chair

Aaron Jurek, Clerk

Recorder: Angela Oswald

**BECKER PUBLIC SCHOOLS
MONTHLY FINANCIAL REPORT
December 2020**

EXPENDITURES

Fund	2020-21 Budget	December 2020	2020-21 Year-to-Date	Remaining Budget	% Spent
General	35,252,552	3,043,764	14,146,235	21,106,317	40.13%
Food Service	1,506,360	120,526	574,888	931,472	38.16%
Community Service	1,491,067	122,070	599,749	891,318	40.22%
Debt Service	3,427,413	27,061	332,267	3,095,146	9.69%
	\$ 41,677,392	\$ 3,313,421	\$ 15,653,139	\$ 26,024,253	37.56%

January 2021

I recommend approving the personnel items as presented (sorted by last name):

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Barthel, Kali	New	Van Paraprofessional	Bus Garage	1.5 Hours Per Day	Non-Union	K. Davidson	12/14/2020	\$14.00 per Hour
Hoekstra, Robert	New	9th Grade Boys Basketball Coach	HS	Seasonal	BEA - Schedule C	J. Liljequist	1/4/2021	\$3,363 per Season

January

- Set Annual Agenda
- Governance Education: (all board members) MSBA Leadership Conference

February, March, April

- Input from Parents, Staff Members/Administrators, Students, and Community Members About Strategic Goals

March

- Governance Education: (new board members) MSBA Phase III training

May

- Strategic Goals Discussion

June

- Review of school district's progress toward annual goals
- Annual evaluation of superintendent

July

- Governance Education (all board members) related to strategic goals (futurist, demographer, technology, advocacy groups, staff, MSBA etc.)

August

- Strategic Goals Discussion
- Governance Education: (all board members) MSBA Summer Seminar

September

- Strategic Goals Discussion

October

- Strategic Goals Discussion
- Review of school board governing process
- Governance Education: (school board candidates) orientation

November

- Identify strategic goals for Fall 2021 from 2020 strategic planning
- Governance Education: (new board members) MSBA Phase I training

December

- Finalize strategic goals for Fall 2021 from 2020 strategic planning.
- Governance Education: (new school board members) orientation
- Governance Education: (new board members) MSBA Phase II training

Adopted: May 2, 2005

Revised:

704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district, and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. CAPITALIZATION

Physical assets acquired with unit costs in excess of \$5,000 are capitalized as property and equipment on the District's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased.

If an awarding agency requires a lower amount for equipment, ISD #726 will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the District's financial statements, these assets will be capitalized and depreciated according to these guidelines.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

- Legal References:*** Minn. Stat. § 123B.02 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Access for Noncurricular Purposes)
- Cross References:*** Policy 702 (Accounting)
MSBA Service Manual, Chapter 7, Education Funding

Adopted: August 7, 2017

Revised:

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

I. PURPOSE

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

II. DEFINITIONS

A. Grants

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

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

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

1.
 - a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal

Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.

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

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

E. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$310,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$1250,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

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

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

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

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

III. CONFLICT OF INTEREST

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

IV. ACCEPTABLE METHODS OF PROCUREMENT

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

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

- d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. **MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

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

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

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

B. Equipment

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

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

VI. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

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

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

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

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

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

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

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

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

B. Definitions

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

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

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

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

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

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

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

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

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

E. Program Allowability

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

F. Federal Cost Principles

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

the cost, needs, and requirements of the program.

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

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

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

- c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
 - 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
 - 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
 - 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.
- I. Training
 - 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
 - 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

- 1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
- 2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

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

B. Compensation – Fringe Benefits

1. During leave.

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

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

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

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

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

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

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

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

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

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

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

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

Legal References:

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

Cross References

- Policy 210 (Conflict of Interest – School Board Members)
- Policy 412 (Expense Reimbursement)
- Policy 701 (Establishment and Adoption of School District Budget)
- Policy 702 (Accounting)
- Policy 703 (Annual Audit)

MEMORANDUM OF UNDERSTANDING
BETWEEN
Becker School District (District)
AND
SEIU 284 Transportation Bargaining Unit (Union)

WHEREAS, the recent outbreak and spread of coronavirus (COVID-19) has prompted many necessary changes for school districts for the 2020-21 school year; and

WHEREAS the district and the union agree that the current collective bargaining agreement between the district and union governs terms and conditions of employment; and

WHEREAS distance learning, in-person or hybrid instruction that combines distance learning and in-person instruction require new considerations with respect to public health and staff and student safety;

NOW THEREFORE, be it resolved; Until June 30, 2021 or the return to full traditional in-person schooling by the school district, whichever occurs first, the following language supplements the language in the collective bargaining agreement between the district and union;

1. All employees eligible for FFCRA will be able to utilize the leave within this or any related COVID-19 Leave Act.
 - a. The first ten days will be provided by the District through FFCRA or the District in the same manner as intended by FFCRA.

To keep the Employee whole with pay and qualified benefits, the District will offer remote work when possible. However, if remote work is not available or possible and the employee is required to quarantine as a direct result of exposure at work, including the result of their school age child (kdg. to age 12) to quarantine as a result of exposure at Becker Public Schools, the district will supplement the employee in the following manner:

2. All employees who are not eligible, do not qualify for, or have exhausted the 10 days listed in 1a., will be provided with a 50/50 split of leave between the District and the Employee.
 - a. Employees who have exhausted their paid leave under Article VIII Leaves of Absence or will be allowed, through the Union and with written notice to the District, request for additional sick days from SEIU Local #284 members as needed.
 - i. Transfer of sick days will take place through the District Office and will be available only for specific staff who request them.
 - ii. Unused sick leave transferred will be forfeited at the end of the 20-21 school year.
3. Employees may utilize any aforementioned eligible paid status leave to allow them to qualify for satisfaction of Article X, Vacations and Holidays; Section 7. Paid Holidays, during a COVID related absence where they will only need to be on paid status before or after the holiday to receive the holiday pay.³¹

4. The parties agree to meet and negotiate should FFCRA be renewed with an additional ten (10) days in 2021.

This MOU will sunset on June 30, 2021 or return to full traditional in-person schooling by the school district, whichever occurs first.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as follows:

School Service Employees
Local 284 SEIU

Carol Hanson
Business Representative

Tammy Thomas
Steward

12-30-20
Date

Independent District No. 726
Becker

School Board Chairperson

School Board Clerk

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
Becker School District (District)
AND
SEIU 284 Multi-Unit (Union)

WHEREAS, the recent outbreak and spread of coronavirus (COVID-19) has prompted many necessary changes for school districts for the 2020-21 school year; and

WHEREAS the district and the union agree that the current collective bargaining agreement between the district and union governs terms and conditions of employment; and

WHEREAS distance learning, in-person or hybrid instruction that combines distance learning and in-person instruction require new considerations with respect to public health and staff and student safety;

NOW THEREFORE, be it resolved; Until June 30, 2021 or the return to full traditional in-person schooling by the school district, whichever occurs first, the following language supplements the language in the collective bargaining agreement between the district and union;

1. All employees eligible for FFCRA will be able to utilize the leave within this or any related COVID-19 Leave Act.
 - a. The first ten days will be provided by the District through FFCRA or the District in the same manner as intended by FFCRA.

To keep the Employee whole with pay and qualified benefits, the District will offer remote work when possible. However, if remote work is not available or possible and the employee is required to quarantine as a direct result of exposure at work, including the result of their school age child (kdg. to age 12) to quarantine as a result of exposure at Becker Public Schools, the district will supplement the employee in the following manner:

2. All employees who are not eligible, do not qualify for, or have exhausted the 10 days listed in 1a., will be provided with a 50/50 split of leave between the District and the Employee.
 - a. Employees who have exhausted their paid leave under Article VIII Leaves of Absence or will be allowed, through the Union and with written notice to the District, request for additional sick days from SEIU Local #284 members as needed.
 - i. Transfer of sick days will take place through the District Office and will be available only for specific staff who request them.
 - ii. Unused sick leave transferred will be forfeited at the end of the 20-21 school year.
3. Employees may utilize any aforementioned eligible paid status leave to allow them to qualify for satisfaction of Article X, Vacations and Holidays; Section 7. Paid Holidays, during a COVID related absence where they will only need to be on paid status before or after the holiday to receive the holiday pay.

4. The parties agree to meet and negotiate should FFCRA be renewed with an additional ten (10) days in 2021.

This MOU will sunset on June 30, 2021 or return to full traditional in-person schooling by the school district, whichever occurs first.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as follows:

School Service Employees
Local 284 SEIU

Independent District No. 726
Becker

Cawl Hansen
Business Representative

School Board Chairperson

Steward

School Board Clerk

Steward

Date

Steward

Steward

12-30-20
Date

CERTIFICATION OF MINUTES RELATING
TO
SCHOOL BUILDING BONDS

ISSUER: INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS)
BECKER, MINNESOTA

GOVERNING BODY: SCHOOL BOARD

KIND, DATE, TIME AND PLACE OF MEETING:

At a regular meeting held on January 4, 2021, at 6:30 o'clock p.m., in person or by electronic means pursuant to Minn. Stat. § 13D.021.

MEMBERS PRESENT:

MEMBERS ABSENT:

Documents Attached: Extract of Minutes of said meeting.

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS MY HAND officially as such recording officer this ____ day of _____, 2020.

School District Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: JANUARY 4, 2021

Pursuant to due call and notice thereof, the continuation of a recessed regular meeting of the School Board of Independent School District No. 726 (Becker Public Schools), State of Minnesota, was duly held in said school district on January 4, 2021, at 6:30 o'clock p.m., in person or by electronic means pursuant to Minn. Stat. § 13D.021, for the purpose, in part, of calling an election to authorize the issuance of school building bonds.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION RELATING TO THE ISSUANCE OF
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

BE IT RESOLVED by the School Board of Independent School District No. 726, State of Minnesota, as follows:

1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$37,500,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of classroom additions, the creation of flexible academic spaces and student commons areas, remodeling and equipping of career and technical education classrooms and facilities, construction, equipping and installation of an athletic field, upgrades to HVAC, plumbing, electrical and lighting systems, remodeling and updates to flooring, cabinetry and doors, remodeling and equipping of kitchens and cafeterias, the repair, replacement and installation of the roofs at the intermediate school and high school, the construction of a transportation and bus facility, the remodeling and equipping of media centers, and the construction of secure entrances and security and safety improvements to all schools sites. The question on the borrowing of funds for these purposes shall be School District Question 1 on the school district ballot at the special election held to authorize said borrowing.

2. The actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the

Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election on School District Question 1 specified above shall be contingent upon the receipt of a positive or unfavorable (provided applicable statutory requirements are met) Review and Comment from the Commissioner of Education on the projects included in that question.

The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in paragraph 3 of this resolution.

The school board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

3. The ballot questions specified above shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, May 11, 2021, between the hours of 7:00 o'clock a.m and 8:00 o'clock p.m. **This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.**

4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by the polling place, as previously established and designated by school board resolution adopted December 7, 2020 for elections held in 2021 is hereby designated for this special election.

The clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at the combined polling places for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

5. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on election day.

6. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election.

7. The clerk is further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:


[Form of Ballot on the Following Page]

Special Election Ballot

Independent School District No. 726 (Becker Public Schools)

May 11, 2021

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Approval of School District Bond Issue

Yes

No

Shall the school board of Independent School District No. 726 (Becker Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$37,500,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of classroom additions, the creation of flexible academic spaces and student commons areas, remodeling and equipping of career and technical education classrooms and facilities, construction, equipping and installation of an athletic field, upgrades to HVAC, plumbing, electrical and lighting systems, remodeling and updates to flooring, cabinetry and doors, remodeling and equipping of kitchens and cafeterias, the repair, replacement and installation of the roofs at the intermediate school and high school, the construction of a transportation and bus facility, the remodeling and equipping of media centers, and the construction of secure entrances and security and safety improvements to all schools sites?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

8. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the County Auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional

compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.