



Sartell-St. Stephen School District No. 748

BOARD OF EDUCATION

*****Teleconference Meeting*****

A meeting of the Sartell-St. Stephen School Board will be held on Monday, May 18, 2020, at 6:30 PM at the District Service Center Board Room
212 Third Ave N
Sartell, MN 56377.

AGENDA

A. PROCEDURAL ITEMS

1. Call to Order

2. Approve Agenda

3. Recognition of Visitors and Public Forum

4. Consent Agenda
 - a) Approval of Minutes

 - b) Approval of Checks, Receipts & Wire Transfers

 - c) Accept Donations

d) Accept Resignations/Retirements

e) Approval of Student Teacher Agreements

B. REPORTS

1. School Board Student Representative Report

2. Construction Manager Report on the Building Process

3. Superintendent Report

4. Student Enrollment Counts for 2019-20

5. School Board Committee Report

C. ACTION ITEMS

1. Approve Personnel Omnibus / Leave of Absence Resolution

2. Approve the 2020-2021 District 748 Literacy Plan Reading Well by Third Grade

3. Approve DSC Lease with BSED

4. Approve Apple Lease Refresh

5. Approve Removal of Policies
6. Approve MSHSL Membership 2020-2021
7. Approve Non-Union Calendar
8. Approve Non-Union Contracts
9. Approve 2019-20 Senior Class Graduation Plan

D. DISCUSSION ITEMS

1. Future Board Work Session via Teleconference- Wednesday, June 3rd @ District Service Center - 6:30pm
2. Future Board Meeting via Teleconference - Monday June 15th @ District Service Center - 5:00pm
3. Closed Meeting from May 6, 2020 - Superintendent Appraisal
4. Review Policies 101, 101.1, 103, 722, 801, 807, 901, 902, 903, 904, 905 & 907
5. Revise Policies 102, 625, 802 & 805

E. COMMITTEES

1. Committees

- a) Communications and Technology: Jason Nies, Pamela Raden and Jeremy Snoberger
- b) Finance and Operations: Lesa Kramer, Patrick Marushin and Pamela Raden
- c) Policy: Amanda Byrd, Lesa Kramer and Patrick Marushin

2. Committee Appointments

- a) Benton-Stearns Education District: Jeremy Snoberger
- b) Community Education Advisory: Lesa Kramer
- c) Community Outreach: Lesa Kramer and Jeremy Snoberger
- d) Curriculum, Instruction and Assessment (CIA): Amanda Byrd and Jason Nies
- e) Substance Free Coalition: Lesa Kramer
- f) Facilities Steering: Patrick Marushin, Jeremy Snoberger and Pamela Raden
- g) Legislative Network and Schools for Equity in Education (SEE): Pamela Raden

h) Negotiations: Jeremy Snoberger

i) Sartell Senior Connection: Jason Nies

j) Special Education Advisory: Patrick Marushin

k) Stearns County Collaborative: Jeremy Snoberger

F. ADJOURNMENT

**REGULAR SCHOOL BOARD MEETING
SARTELL-ST. STEPHEN PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO 748
APRIL 20, 2020**

DISTRICT SERVICE CENTER BOARD ROOM VIA TELECONFERENCE

The regular school board meeting of Independent School District 748 was called to order at 6:30 pm by Chair Jeremy Snoberger. Members present via teleconference: Jeremy Snoberger, Chair; Jason Nies, Vice Chair; Amanda Byrd, Clerk; Patrick Marushin, Treasurer; Lesa Kramer, Director; Pamela Raden, Director and Jeff Schwiebert, Superintendent. Members absent: none.

A motion was made by Marushin and seconded by Raden to APPROVE THE AGENDA AS PRESENTED. On a roll call vote, the following voted in favor: Kramer, Raden, Byrd, Nies, Marushin and Snoberger. The following voted against: none. Motion carried 6-0.

A motion was made by Kramer and seconded by Byrd to APPROVE CONSENT ITEMS A-D AS PRESENTED BELOW. On a roll call vote, the following voted in favor: Kramer, Raden, Nies, Byrd, Marushin and Snoberger. The following voted against: none. Motion carried 6-0.

- a. Minutes of the regular school board meeting held on March 23, 2020
Minutes of the special meeting / work session held on April 1, 2020

- b. Checks in the amount of \$1,859,945.94 as presented:

General Fund	1,286,678.67
Food Service Fund	92,191.80
Transportation Fund	128,254.06
Community Service Fund	33,033.32
Capital Expenditure Fund	319,170.84
Internal Service Fund	617.25
Check numbers 178162 – 178401	

- ACHs in the amount of \$6,680.73 as presented:

General Fund	6,425.41
Food Service Fund	53.50
Community Service Fund	201.82
ACH numbers 192000184-192000203	

- Receipts in the amount of \$4,630,690.48 as presented:

General Fund	4,325,592.64
Food Service Fund	194,605.28
Transportation Fund	13,074.34
Community Service Fund	16,971.82
Capital Expenditure Fund	70,432.31
Building Fund	1,129.40
Scholarship Trust	500.00
Internal Service Fund	8,384.69
Receipts 47472 - 47598	

- Wire transfers in the amount of \$603,887.89 as presented:

General Fund	6	41,406.47
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Food Service Fund	8,591.82
Transportation Fund	250.58
Community Service Fund	301.28
Capital Expenditure Fund	41,682.11
Building Fund	40.51
Internal Service Fund	511,615.12
Wire transfers 201900694-201900816	

Building Fund Checks in the amount of \$1,080,040.34 as presented:

Building Fund	1,080,040.34
Check numbers 600937 to 600966	

c. Accept the following donations:

Name	To	Donation	Purpose
Country Financial	Pine Meadow Elementary	\$100.00	Donation to Kindergarten
EPIC	Community Education	4 cases of water, 500 granola bars	Donation for Spring Break Student Lunches
Erberts and Gerberts	Community Education	50 bagged meals	Donation for Spring Break Student Lunches
House of Pizza	Community Education	1,305 bagged lunches	Donation for Spring Break Student Lunches
Laraway Financial Advisors, Inc	Community Education	\$600.00	Donation for Spring Break Student Lunches
Lesa L Kramer	Community Education	\$200.00	Donation for Spring Break Student Lunches
Lisa Koll	Community Education	\$20	Donation for Spring Break Student Lunches
Oak Ridge Elementary PTO	Community Education	30 cases of water	Donation for Spring Break Student Lunches
Upper Deck	Community Education	\$188 worth of meal supplies	Donation for Spring Break Student Lunches
Rachel Mareck	Community Education	\$100	Donation for Spring Break Student Lunches

d. Accept the resignation of Andrea Keske-Sovich, SMS, Ala Carte PM, End of school year.
Accept the retirement of Millie Stang, DSC, Payroll, 6/30/20.

Student Representative Report: Courtney Snoberger, Student Representative

- Student Representative Courtney Snoberger reported on happenings around the district. All buildings are currently transitioning to distance learning with teachers and students adapting to the situation and getting into their same patterns. Staff and students are working on different ways to stay in contact as elementary students are submitting their projects to their teachers and high school students are participating in daily Sabre Strong challenges along with sharing photos of what they are doing during the isolation with the yearbook staff for a special section reserved in this year's yearbook. Overall students are grateful for the staff adapting and working with them during distance learning.

Construction Manager Report on Building Process: 7

- Construction Manager Lee Gruen reported that his staff has had a smooth transition to working from home. The project at the old High School is on the downhill slope and everything is looking great. The remainder of the flooring is due in next week and the cleaners are starting to clean throughout the building. The renovation project at Riverview Intermediate has been reviewed and approved by the state building department so the building permit was submitted today. The project will be underway Monday and the timeline will be updated pending the Governor's guidance for the state and schools. The project remains on track, with the bleachers being the only item currently affected as that company has been shut down due to stay-at-home orders.

Superintendent Report: Jeff Schwiebert, Superintendent

- Superintendent Schwiebert reported on the current state of distance learning. Principal's Brenda Steve, Laura Arndt, Sara Nelson and Jason Mielke were invited to give school specific updates sharing survey results. The Governor will be deciding this week how schools will provide education for the rest of the school year. Extra-curricular activities are currently classified as active and not cancelled by the MSHSL. The current procedure for daily attendance and grading in relation to traditional letter grades or pass/fail was presented. Director of Business Services, Joe Prom was invited to give an update of food service meals and transportation packet delivery. The Kidstop run child care program for essential workers at Pine Meadow continues to run well with numbers decreasing slightly.

Enrollment Report:

- Superintendent Schwiebert reported on the current enrollment numbers for each school.

School Board Committee Report:

- Chair Snoberger reported on potential lease of space to the Benton-Stearns Education District at the District Service Center, highlighting the benefits to both districts.
- Director Raden reported the recent Communications and Technology committee meeting she attended.

A motion was made by Nies and seconded by Marushin to APPROVE #1-15:

New Employees/Changes:

	Name	Bldg.	Position	Compensation	Change	Effective Date
1.	Cris Drais	PME	Grade 1	\$54,462 BA20, Step H	Transfer	8/31/20
2.	Dan Eekhoff	SHS	LTS	\$191.45/day	Replacing Emily Stoebe	4/20/20
3.	Amie Hentges	SHS	Activities Secretary	\$29.83/hr RV, S6 222 days/year 8 hrs/day	Replacing Ronell Uran	7/1/20
4.	Mark Krippner	SHS	Science	\$70,829 MA30, Step K	New position	8/31/20
5.	Greg Henning	SHS	Head Cross Country	\$6,124 (13%) BA, Step F (\$47,106)	Replacing Jeff Kellerman	8/17/20
6.	Rebecca Monahan	PME	Grade 1	\$76,061 MA30, Step N	Transfer	8/31/20

7.	Courtney Murray	SHS	Technology Education	\$43,024 BA, Step B	Replacing Warren Christie	8/26/20
8.	Cheryl Nies	ORE	Cook	\$24.76/hr RIV, S6 6.25 hrs/day	New position	8/26/20
9.	Brittany Olson	PME	Grade 2	\$58,371 MA10, Step D	Transfer	8/31/20
10.	Rachel Petty	ORE	Kindergarten	\$42,002 BA, Step A	Replacing Rebecca Monahan	8/26/20
11.	Brennan Rath	RIS	ITS	\$65,061 MA, Step M	Transfer	8/31/20
12.	Amy Schaefer	SMS	SPED	\$59,787 MA, Step H	Replacing Pat Cicharz	8/26/20
13.	Lisa Thielen	SMS	EBD SPED – Level III	\$60,806 MA, Step I	New Position	8/26/20

New Employees – Pending Licensure:

	Name	Bldg.	Position	Compensation	Change	Effective Date
14.	Ilsa Stone	ORE	Kindergarten	\$42,002 BA, Step A	Replacing Cris Drais	8/26/20
15.	Waverly Moline	ORE	Kindergarten	\$42,002 BA, Step A	Replacing Shannan Kral	8/26/20

Leaves of Absence:

None.

On a roll call vote, the following voted in favor: Kramer, Nies, Byrd, Marushin, Raden and Snoberger. The following voted against: none. Motion carried 6-0.

A motion was made by Kramer and seconded by Nies TO APPROVE AWARDING CONTRACTS TO LOW RESPONSIBLE BIDS FOR RIVERVIEW INTERMEDIATE RENOVATION AS RECOMMENDED BELOW:

Contract 10:	Aluminum Entrances / Glazing	Structural Glass Products	\$71,800
Contract 12:	Tiling	Tim's Construction Group	\$45,138
Contract 13:	Floor Coverings	Commercial Flooring Services	\$54,136
Contract 15:	Acoustical Ceiling	St. Cloud Acoustics	\$119,650
Contract 17:	Accessories - Material	Construction Supply	\$7,007
Contract 18:	Signage	Building Material Supply	\$5,450
Contract 21:	Window Shades	Multiple Concepts Interior	\$3,145

Bid Clarification Notes:

The following contracts did not receive bids and will be awarded at a later date:

Contract 16: Painting

On a roll call vote, the following voted in favor: Kramer, Nies, Byrd, Marushin, Raden and Snoberger. The following voted against: none. Motion carried 6-0.

A motion was made by Marushin and seconded by Raden to MOVE THE LOCATION OF THE MAY 18, 2020 REGULAR BOARD MEETING FROM SARTELL HIGH SCHOOL – WATAB ROOM 101-102 TO THE DISTRICT SERVICE CENTER VIA TELECONFERENCE. On a roll call vote, the following voted in favor: Kramer, Nies, Byrd, Marushin, Byrd and Snoberger. The following voted against: none. Motion carried 6-0.

Schedule Work Session and Committee Meetings:

- Board Work Session – Wednesday, May 6th – District Services Center @ 6:30pm
- Future Board Meeting – Monday, May 18th – District Services Center @ 6:30pm

Committee Assignments were reviewed.

A motion to ADJOURN THE MEETING AT 8:24 p.m. was made by Nies and seconded by Marushin. On a roll call vote, the following voted in favor: Kramer, Nies, Byrd, Marushin, Raden and Snoberger. The following voted against: none. Motion carried 6-0.

Amanda Byrd, Clerk

**SPECIAL SCHOOL BOARD MEETING / WORK SESSION
 SARTELL-ST. STEPHEN PUBLIC SCHOOLS
 INDEPENDENT SCHOOL DISTRICT NO 748
 MAY 6, 2020
 DISTRICT SERVICE CENTER BOARD ROOM VIA TELECONFERENCE**

The special school board meeting / work session of Independent School District 748 was called to order at 6:30 pm by Chair Jeremy Snoberger. Members present via teleconference: Jeremy Snoberger, Chair; Jason Nies, Vice Chair; Amanda Byrd, Clerk; Patrick Marushin, Treasurer; Lesa Kramer, Director; Pamela Raden, Director and Jeff Schwiebert, Superintendent. Members absent: none.

Graduation Process and Planning

- An update on plans and processes for graduation was presented.

Distance Learning Review

- An update on the distance learning was presented.

Superintendent Appraisal Process

- Discussion was held regarding the superintendent appraisal process.

A motion was made by Nies and seconded by Marushin TO APPROVE AWARDDING CONTRACTS TO LOW RESPONSIBLE BIDS FOR RIVERVIEW INTERMEDIATE FURNITURE AS RECOMMENDED BELOW:

Bid Package 1:	Furniture	Hannahers	\$161,129
Bid Package 2:	Furniture	Hannahers	\$42,000
Bid Package 3:	Furniture	Hannahers	\$12,339
Bid Package 4:	Furniture	Hannahers	\$1,260
Alternate No 1:	Furniture	Hannahers	\$10,710
Alternate No 2:	Furniture	Hannahers	\$10,710
Alternate No 3:	Furniture	Hannahers	\$1,350
Alternate No 4:	Furniture	Hannahers	\$3,600

On a roll call vote, the following voted in favor: Kramer, Nies, Raden, Byrd, Marushin and Snoberger. The following voted against: none. Motion carried 6-0.

A motion was made by Kramer and seconded by Nies TO APPROVE AWARDDING CONTRACTS TO LOW RESPONSIBLE BIDS FOR RIVERVIEW INTERMEDIATE RENOVATION AS RECOMMENDED BELOW:

Contract 16:	Painting	Fransen Decorating Inc	\$35,520
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On a roll call vote, the following voted in favor: Kramer, Nies, Raden, Byrd, Marushin and Snoberger. The following voted against: none. Motion carried 6-0.

The Board took a five minute recess at 7:47 p.m. The meeting resumed at 7:58 p.m.

Superintendent Evaluation – Closed Session

- The closed work session was held under MN Statute 13D.05, Subd. 3.(a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority.

A motion was made by Raden and seconded by Nies at 7:58 p.m. TO CLOSE THE WORK SESSION FOR THE SUPERINTENDENT EVALUATION SESSION PURSUANT TO MN STAT. 13D.05. All in favor. Motion carried.

A motion was made by Marushin and seconded by Byrd at 8:48 p.m. TO RECONVENE THE WORK SESSION. All in favor. Motion carried.

Being there no further business Chair Snoberger declared the special meeting / work session adjourned at 8:48 pm.

Amanda Byrd, Clerk

UNOFFICIAL

**SPECIAL SCHOOL BOARD MEETING
SARTELL-ST. STEPHEN PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT NO 748
MAY 11, 2020**

DISTRICT SERVICE CENTER BOARD ROOM VIA TELECONFERENCE

The special school board meeting of Independent School District 748 was called to order at 6:33 pm by Chair Jeremy Snoberger. Members present via teleconference: Jeremy Snoberger, Chair; Jason Nies, Vice Chair; Amanda Byrd, Clerk; Patrick Marushin, Treasurer; Lesa Kramer, Director; Pamela Raden, Director and Jeff Schwiebert, Superintendent. Members absent: none.

Kay Nelson, Assistant Superintendent and Brenda Steve, High School Principal presented information on proposed grading changes in the student handbooks for 2019-2020.

A motion was made by Marushin and seconded by Nies TO AMEND COURSE GRADING IN THE STUDENT HANDBOOKS FOR THE 2019-2020 SCHOOL YEAR.

On a roll call vote, the following voted in favor: Nies, Kramer, Raden, Byrd, Marushin and Snoberger. The following voted against: none. Motion carried 6-0.

Jeff Schwiebert, Superintendent and Brenda Steve, High School Principal gave an update on the class of 2020 graduation ceremony plans taking into consideration the newly released MDE guidelines.

Action was postponed until the next regular school board meeting on May 18, 2020.

A motion to ADJOURN THE MEETING AT 7:43 p.m. was made by Raden and seconded by Marushin.

On a roll call vote, the following voted in favor: Nies, Kramer, Raden, Byrd, Marushin and Snoberger. The following voted against: none. Motion carried 6-0.

Amanda Byrd, Clerk

 REPORT SPECIFICATIONS
 DISTRICT: SCHOOL DISTRICT #748
 REPORT TITLE: DETAIL CHECK HISTORY2 (Dates: 07/01/19 - 05/18/20)
 REQUESTED BY: benjo DATE: 05/12/20
 PROGRAM NAME: fin/3frdt101. TIME: 3:48:37 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Report Parameters

Description: DETAIL CHECK HISTORY2
 Report Title: DETAIL CHECK HISTORY2
 Print Detail Lines: Yes

<u>Report Ranges</u>	<u>Low</u>	<u>High</u>
Check Number:	178402	178561
Check Amount:	0	9999999999.99
PO Number:	0	9999999999
Invoice Date:		12/31/9999
Vendor to Display:	Invoice	
Vendor Type:		ZZZZZ
Vendor Sub Type:		ZZZZZ
Check type to print:	All	
Include Continuation Void	Yes	
Exclude Voided Checks:	No	
Print Only 1099 Vendors:	No	
Post Month Print Format:	Numeric	
Banks Selected:	BNK00	

Account Filters

Account Types Selected: Asset Liability Equity Revenue Expense
 Account Status: Both Active/Inactive

	<u>Low</u>	<u>High</u>
B/S Account Ranges:	00 * 000 00	99 * 999 99
O/S Account Ranges:	00 * 000 000 000 000	99 * 999 999 999 999
Group Codes:	- -	zz-zz-zzzz
Category Codes:		zzzzzzzz

<u>Report Fields</u>	<u>Length</u>	<u>Sign</u>	<u>Edited</u>	<u>Whole</u>	<u>Field Format</u>	<u>Year</u>	<u>Suppress Repeating</u>
Check Number	26						Yes
Vendor	30						Yes
PO Number	10						No
Invoice Description	30						No
Invoice Date	10						No
Invoice Number	10						No
Amount	12	Left	Yes	No	->, >>>, >>>, >>>9.99	Current	No

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                        REPORT SPECIFICATIONS
DISTRICT:      SCHOOL DISTRICT #748
REPORT TITLE:  DETAIL CHECK HISTORY2 (Dates: 07/01/19 - 05/18/20)
REQUESTED BY:  benjo          DATE:          05/12/20
PROGRAM NAME:  TP-PRINT-SORT  TIME:          3:48:37 PM
COPIES:        1             LPI:          6
RUN ON SERVER: yes          CREATE ASCII FILE: NO
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<u>Sort Fields</u>	<u>Totals</u>	<u>Break Spacing</u>
1-Bank Code	Yes	Single
2-Check Number	No	Single

CHECK		PO INVOICE		INVOICE	INVOICE	
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	AMOUNT
178402	V O I D - STATEWH - ACH	0	Payroll accrual	01/31/2020	20200131BD	-40.26
	V O I D - STATEWH - ACH	0	Payroll accrual	04/23/2020	20200423AD	4,066.60
	V O I D - STATEWH - ACH	0	Payroll accrual	04/10/2020	20200410BD	0.00
178403	VOID MN TRA --- ACH	0	Payroll accrual	04/23/2020	20200423AD	6,219.48
	VOID MN TRA --- ACH	0	Payroll accrual	04/23/2020	20200423AF	6,567.78
178404	VOID - FEDWH - ACH	0	Payroll accrual	01/31/2020	20200131BD	-80.91
	VOID - FEDWH - ACH	0	Payroll accrual	01/31/2020	20200131BD	-13.54
	VOID - FEDWH - ACH	0	Payroll accrual	01/31/2020	20200131BD	-57.88
	VOID - FEDWH - ACH	0	Payroll accrual	01/31/2020	20200131BF	-57.88
	VOID - FEDWH - ACH	0	Payroll accrual	01/31/2020	20200131BF	-13.54
	VOID - FEDWH - ACH	0	Payroll accrual	04/23/2020	20200423AD	9,807.16
	VOID - FEDWH - ACH	0	Payroll accrual	04/23/2020	20200423AD	1,202.42
	VOID - FEDWH - ACH	0	Payroll accrual	04/23/2020	20200423AD	5,141.44
	VOID - FEDWH - ACH	0	Payroll accrual	04/23/2020	20200423AF	5,141.44
	VOID - FEDWH - ACH	0	Payroll accrual	04/23/2020	20200423AF	1,202.42
	VOID - FEDWH - ACH	0	Payroll accrual	04/10/2020	20200410BD	0.00
	VOID - FEDWH - ACH	0	Payroll accrual	04/10/2020	20200410BD	-8.00
	VOID - FEDWH - ACH	0	Payroll accrual	04/10/2020	20200410BD	-34.22
	VOID - FEDWH - ACH	0	Payroll accrual	04/10/2020	20200410BF	-8.00
	VOID - FEDWH - ACH	0	Payroll accrual	04/10/2020	20200410BF	-34.22
178405	V O I D - STATEWH - ACH	0	Payroll accrual	04/24/2020	20200424AD	563.00
	V O I D - STATEWH - ACH	0	Payroll accrual	04/24/2020	20200424AD	34,927.35
178406	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	11,049.07
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	12.40
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	2,629.23
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	3,339.09
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	8,727.04
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	1,756.25
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	4,278.10
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	1,551.67
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	3,787.85
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	2,183.33
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	1,097.92
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	41.67
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	3,866.84
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AD	354.06
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	3,461.44
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	1,086.56
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	1,322.51

CHECK		PO INVOICE		INVOICE	INVOICE	
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	AMOUNT
178406	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	4,439.28
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	1,779.49
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	1,022.76
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	873.38
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	222.51
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	41.67
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	922.58
	EBC/VOID/ACH	0	Payroll accrual	04/24/2020	20200424AF	277.54
178407	SEIU LOCAL 284	0	Payroll accrual	04/24/2020	20200424AD	3,969.98
178408	MN COLLEGE SAVINGS PLAN	0	Payroll accrual	04/24/2020	20200424AD	100.00
178409	MN CHILD SUPPORT PAYMENT CTR	0	Payroll accrual	04/24/2020	20200424AD	329.48
178410	MN SCHOOL EMPLOYEES ASSN	0	Payroll accrual	04/24/2020	20200424AD	2,601.82
178411	VOID MN TRA --- ACH	0	Payroll accrual	04/24/2020	20200424AD	59,946.05
	VOID MN TRA --- ACH	0	Payroll accrual	04/24/2020	20200424AF	63,303.05
178412	VOID PERA - ACH	0	Payroll accrual	04/24/2020	20200424AD	18,790.99
	VOID PERA - ACH	0	Payroll accrual	04/24/2020	20200424AF	21,681.93
178413	217211 - NCPERS MINNESOTA	0	Payroll accrual	04/24/2020	20200424AD	28.00
178414	SARTELL EDUCATION ASSOCIATION	0	Payroll accrual	04/24/2020	20200424AD	27,067.42
178415	SARTELL-ST STEPHEN EDUCATION F	0	Payroll accrual	04/24/2020	20200424AD	138.00
178416	Independent School Dist 748	0	Payroll accrual	04/24/2020	20200424AD	1,469.00
178417	SEIU LOCAL 284	0	Payroll accrual	04/24/2020	20200424AD	1,029.07
178418	UNITED WAY	0	Payroll accrual	04/24/2020	20200424AD	322.11
178419	US BANK	0	Payroll accrual	04/24/2020	20200424AD	5,656.65
	US BANK	0	Payroll accrual	04/24/2020	20200424AD	7,700.26
	US BANK	0	Payroll accrual	04/24/2020	20200424AD	2,199.28
178420	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AD	2,723.00
	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AD	71,951.04
	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AD	14,877.34
	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AD	63,613.51
	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AF	44,512.99
	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AF	10,410.23
	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AF	4,467.11
	VOID - FEDWH - ACH	0	Payroll accrual	04/24/2020	20200424AF	19,100.52
178421	AMAZON.COM	8882000163	Tech Supplies	03/07/2020	9548589995	22.99
	AMAZON.COM	3402000012	SHS - Main Office	03/09/2020	4437846355	123.95
	AMAZON.COM	3402000012	SHS - Main Office	03/11/2020	4699769399	143.94
	AMAZON.COM	3402000360	Class of 2021 Prom Supplies	03/11/2020	9648899993	958.63
	AMAZON.COM	3402000012	SHS - Main Office	03/12/2020	4653339663	71.87
	AMAZON.COM	3202000069	Clay Target Supplies	03/12/2020	5778933469	27.98

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178421	AMAZON.COM	3002000192	SMS ART	03/12/2020	7959859665	11.36
	AMAZON.COM	3402000357	SHS - Tech Support	03/13/2020	4548868847	377.98
	AMAZON.COM	3402000012	SHS - Main Office	03/13/2020	4645678854	98.37
	AMAZON.COM	3402000355	SHS - Coffee Shop	03/14/2020	4449985395	41.91
	AMAZON.COM	8882000165	Trans Supplies	03/14/2020	4538583365	53.38
	AMAZON.COM	8882000163	Tech Supplies	03/14/2020	5365446598	350.68
	AMAZON.COM	3202000069	Clay Target Supplies	03/14/2020	5539797748	37.94
	AMAZON.COM	3402000358	SHS SC State Convention Supplies	03/16/2020	4687789935	1,213.17
	AMAZON.COM	1102000049	ORE-RUBBERMAID 13 GAL. GARBAGE CAN/SPED/GR K-4	03/16/2020	8375458338	29.99
	AMAZON.COM	3002000192	SMS ART	03/16/2020	9836466956	28.98
	AMAZON.COM	0	PME Custodial Supplies	03/20/2020	7973884669	72.97
	AMAZON.COM	3202000069	Clay Target Supplies	03/20/2020	8695947473	-23.95
	AMAZON.COM	8882000170	Monitors	03/22/2020	4646563887	227.94
	AMAZON.COM	3402000012	SHS - Main Office	04/02/2020	4378959787	38.90
	AMAZON.COM					0.00
178422	ANDERSON, TREVIS	0	FS Lunch Acct Reimbursement	04/20/2020	1	16.45
178423	AZAM, SAIGA	0	Preschool Tuition Refund April/May	04/21/2020	1	35.00
178424	BEATRIZ, BARBARA	0	Athl Activity Fee Refund	04/20/2020	1	30.00
178425	BINSFELD, KELLY	0	LKC Refund April/May	04/21/2020	1	900.00
	BINSFELD, KELLY	0	Preschool Tuition Refund April/May	04/21/2020	2	600.00
178426	CARD SERVICES	3002000084	SMS FACS	03/11/2020	1	21.89
	CARD SERVICES	0	SMS Science Supplies	04/15/2020	2	4.66
178427	FASEN, BRIAN	0	Preschool Tuition Refund April/May	04/21/2020	1	370.00
178428	FURTHER	0	Participant Fees	03/05/2020	1467685	1,321.10
	FURTHER	0	Participant Fees	04/08/2020	1549178	1,302.15
178429	GROVE, RACHEL	0	Preschool Tuition Refund April/May	04/21/2020	1	600.00
178430	HANSON, TANYA	0	Preschool Tuition Refund April/May	04/21/2020	1	370.00
178431	KELASH, LISA	0	Preschool Tuition Refund April/May	04/21/2020	1	370.00
178432	KHAN, NASIR	0	Preschool Tuition Refund April	04/21/2020	1	210.00
178433	KINECT ENERGY GROUP	0	Energy Charges	04/17/2020	309929	26,164.18

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178434	KRAEMER, SARA	0	LKC Refund April/May	04/21/2020	1	900.00
	KRAEMER, SARA	0	Preschool Tuition Refund April/May	04/21/2020	2	600.00
178435	MAIER, COURTNEE	0	Preschool Tuition Refund April/May	04/21/2020	1	420.00
178436	MARINARO, TAMERA	0	FS Lunch Acct Reimbursement	04/20/2020	1	62.95
178437	MARNANTELI'S PIZZA INC	0	SMS SC Activity Night Supplies	04/22/2020	1	0.00
	MARNANTELI'S PIZZA INC	0	SMS SC Activity Night	04/22/2020	4301-9	139.00
178438	MN DEPT OF HEALTH	0	FS Food Protection Manager Renewal	04/15/2020	1	35.00
178439	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54117	82.48
	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54118	82.48
	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54119	82.48
	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54120	82.48
	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54121	107.48
	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54122	82.48
	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54123	82.48
	NELSON SANITATION & RENTAL INC	0	Athl Toilet Rental	04/17/2020	A-54116	247.44
178440	OLMSCHENK, SCARLETT	0	Preschool Tuition Refund April/May	04/21/2020	1	600.00
	OLMSCHENK, SCARLETT	0	LKC Refund April/May	04/21/2020	2	900.00
178441	GOPHER STATE ONE-CALL	0	Grounds Operator Fee	01/31/2020	0001370	50.00
178442	PETERSON, MEGAN	0	Preschool Tuition Refund April/May	04/21/2020	1	370.00
178443	PSAT/NMSQT	0	SHS PSAT Tests	03/27/2020	382052787B	898.00
178444	QUIROZ, JENNIFER	0	Preschool Tuition Refund April/May	04/21/2020	1	189.00
178445	REICHEL, KELLY	0	Athl Activity Fee Refund	04/14/2020	1	90.00
178446	SARTELL YOUTH RECREATION CTR	0	B/G Hockey Ice Time	02/11/2020	957	5,375.00
178447	ST CLOUD STATE UNIVERSITY	0	CE WorkStudy	03/25/2020	20200303	83.12
178448	STANG, JESSICA	0	Preschool Tuition Refund April/May	04/21/2020	1	370.00
178449	STORKAMP, JESSICA	0	Preschool Tuition Refund April/May	04/21/2020	1	480.00
178450	TEACHERS ON CALL INC	0	Staffing Services	04/17/2020	116560	1,658.36
178451	THIELEN, JORDAN	0	Preschool Tuition Refund April/May	04/21/2020	1	20.00
178452	THOMS, RANDI	0	Preschool Tuition Refund	04/21/2020	1	185.00

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			April			
178453	TORNATORE, STEPHANIE	0	Preschool Tuition Refund	04/21/2020	1	370.00
			April/May			
178454	TSCHUMPERLIN, THERESA	0	Preschool Tuition Refund	04/21/2020	1	600.00
			April/May			
	TSCHUMPERLIN, THERESA	0	LKC Refund April/May	04/21/2020	2	900.00
178455	USS MINNESOTA ONE MT LLC	0	Solar Energy Charges	04/14/2020	2019000554	13,686.74
178456	WAL-MART	3402000142	SHS - SPED	03/09/2020	1	98.66
	WAL-MART	0	Trans Supplies	04/03/2020	2	39.84
178457	AMERICAN MATH COMPETITION	3002000096	SMS ACADEMIC EXTENSIONS	09/29/2019	H163059	83.00
178458	SYSCO WESTERN MN	0	FS Food Items	04/16/2020	153720324	461.92
	SYSCO WESTERN MN	0	FS Food Items	04/16/2020	1537020325	431.71
	SYSCO WESTERN MN	0	FS Food Items	04/14/2020	153719612	213.27
	SYSCO WESTERN MN	0	FS Food Items	04/14/2020	153719611	847.81
	SYSCO WESTERN MN	0	FS Food Items	04/14/2020	153719609	23.58
	SYSCO WESTERN MN	0	FS Food Items	04/07/2020	153716943	115.28
	SYSCO WESTERN MN	0	FS Food Items	04/07/2020	153716955	221.93
	SYSCO WESTERN MN	0	FS Food Items	04/07/2020	153716954	974.19
	SYSCO WESTERN MN	0	FS Food Items	04/07/2020	153716942	3,620.54
	SYSCO WESTERN MN	0	FS Food Items	04/14/2020	153719610	2,047.21
178459	ARNOLD'S OF ST CLOUD INC	0	Grounds Supplies	04/14/2020	P02639	28.68
	ARNOLD'S OF ST CLOUD INC	0	Grounds Supplies	04/13/2020	P02531	57.66
178460	CLEMENS, EDWARD	0	FS Luchn Acct Reimbursement	04/27/2020	1	90.55
178461	COBORN'S INC	3402000071	SHS - FACS	03/09/2020	10304441	54.60
	COBORN'S INC	3402000071	SHS - FACS	03/09/2020	10303010	50.95
	COBORN'S INC	3402000071	SHS - FACS	03/03/2020	1031149	60.38
	COBORN'S INC	0	FS Supplies	03/18/2020	1	29.48
178462	CULINEX INC	0	FS Supplies	04/02/2020	INV821690	44.48
178463	ECOLAB	0	FS Supplies	02/26/2020	6254340732	228.20
178464	EDUCATORS BENEFIT CONSULTANTS	0	ACA Tracking Software	03/31/2020	2983	278.66
	EDUCATORS BENEFIT CONSULTANTS	0	403b Compliance Fees	03/02/2020	13521	346.21
178465	GRANITE ELECTRONICS, INC	8882000148	SHS FirstNet	04/07/2020	150006873-	1,646.10
178466	GRANITE PEST CONTROL SERVICES	0	SHS Pest Control	04/07/2020	97108	229.00
	GRANITE PEST CONTROL SERVICES	0	DSC Pest Control	04/07/2020	97107	117.00
	GRANITE PEST CONTROL SERVICES	0	SMS Pest Control	04/07/2020	97106	145.00
178467	JEFF CURTIS ELECTRIC INC	0	PME Building Maintenance	04/09/2020	2621	138.91
	JEFF CURTIS ELECTRIC INC	0	Trans Building Maintenance	04/08/2020	2619	877.14
	JEFF CURTIS ELECTRIC INC	0	DSC Building Maintenance	04/06/2020	2615	366.60
	JEFF CURTIS ELECTRIC INC	0	ORE Building Maintenance	04/06/2020	2614	344.85

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178467	JEFF CURTIS ELECTRIC INC	0	PME Building Maintenance	04/06/2020	2613	569.70
	JEFF CURTIS ELECTRIC INC	0	SMS Building Maintenance	04/06/2020	2612	569.70
	JEFF CURTIS ELECTRIC INC	0	PME Building Maintenance	04/03/2020	2611	230.00
	JEFF CURTIS ELECTRIC INC	0	SMS Building Maintenance	04/03/2020	2610	3,167.36
178468	KEMPS	0	FS Dairy Items	04/13/2020	2001080265	274.45
	KEMPS	0	FS Dairy Items	04/14/2020	2001080268	224.55
	KEMPS	0	FS Dairy Items	04/14/2020	2001080268	374.25
	KEMPS	0	FS Dairy Items	04/13/2020	2001080266	823.35
178469	KINECT ENERGY GROUP	0	Energy Mangement Fee	05/01/2020	310221	430.00
178470	KRAUEL, CHAD	0	FS Lucnh Acct Reimbursement	04/27/2020	1	64.80
178471	MCDOWALL COMPANY INC	0	PME Roof Maintenance	04/10/2020	14291	2,733.00
178472	MID CENTRAL DOOR COMPANY	0	SHS Gym Door Maintenance	04/10/2020	SI003221	100.00
178473	NORTH CENTRAL PARTS & SERVICE	0	Trans Repairs S36	04/16/2020	89391	759.21
178474	OFFICE DEPOT	1102000054	EC Moving Supplies	04/03/2020	4702796620	153.34
	OFFICE DEPOT	1102000053	EC Supplies	04/03/2020	4700496400	55.82
	OFFICE DEPOT	8882000178	DSC Moving Labels	04/10/2020	4744558720	52.74
178475	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	373.68
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	3,736.70
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	124.51
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	622.78
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	307.87
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	3,741.07
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	1,430.68
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	4,120.54
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	1,057.96
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	2,275.39
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	1,096.64
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	897.25
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	2,221.26
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	396.77
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	1,870.47
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	398.37
	POTENTIA MN SOLAR FUND 1 LLC	0	Solar Energy Charges	04/16/2020	2020-03-17	1,878.02
	POTENTIA MN SOLAR FUND 1 LLC					0.00
178476	SHERWIN-WILLIAMS	0	ORE Custodial Supplies	04/09/2020	3011-7	92.39
	SHERWIN-WILLIAMS	0	ORE Custodial Supplies	04/07/2020	2950-7	39.29
178477	STRAACKE, LARRY	0	CE Facility Rental Refund	04/30/2020	1	25.00
178478	SUMMIT COMPANIES	8882000139	RIS Fire Alarm System	04/10/2020	A251207606	10,000.00
178479	SUPER DUPER SCHOOL COMPANY	3002000200	SMS SPEECH	04/15/2020	2518132A	81.41

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178480	TEACHERS ON CALL INC	0	Staffing Services	05/01/2020	116753	1,215.70
178481	ULINE.COM	8882000180	Moving Supplies	04/09/2020	118827840	1,030.44
178482	American Family Life Ass Co	0	Payroll accrual	05/08/2020	20200508AD	24.80
178483	V O I D - STATEWH - ACH	0	Payroll accrual	05/08/2020	20200508AD	613.00
	V O I D - STATEWH - ACH	0	Payroll accrual	05/08/2020	20200508AD	34,291.67
	V O I D - STATEWH - ACH	0	Payroll accrual	05/08/2020	20200508BD	-57.73
	V O I D - STATEWH - ACH	0	Payroll accrual	05/08/2020	20200508CD	45.59
178484	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	11,049.07
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	12.40
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	2,629.23
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	3,339.09
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	8,727.04
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	1,756.25
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	4,278.10
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	1,551.67
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	3,787.85
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	2,183.33
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	1,097.92
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	41.67
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	3,866.84
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AD	354.06
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	3,461.44
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	1,086.56
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	1,322.51
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	4,439.28
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	1,779.49
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	1,022.76
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	873.38
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	222.51
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	41.67
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	922.58
	EBC/VOID/ACH	0	Payroll accrual	05/08/2020	20200508AF	277.54
178485	GUARDIAN	0	Payroll Accrual	04/10/2020	20200410AD	34,518.08
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508AD	2,340.86
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508AD	1,632.54
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508AF	3,683.90
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508AF	2,186.60
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508AF	6,717.63
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508BF	-7.20

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178485	GUARDIAN	0	Payroll accrual	05/08/2020	20200508BF	-7.64
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508CF	7.20
	GUARDIAN	0	Payroll accrual	05/08/2020	20200508CF	7.64
	GUARDIAN	0	Payroll Accrual	05/08/2020	20200508AF	-36,926.26
178486	HORACE MANN LIFE INS CO	0	Payroll accrual	05/08/2020	20200508AD	743.79
178487	MN COLLEGE SAVINGS PLAN	0	Payroll accrual	05/08/2020	20200508AD	100.00
178488	MN CHILD SUPPORT PAYMENT CTR	0	Payroll accrual	05/08/2020	20200508AD	329.48
178489	VOID MN TRA --- ACH	0	Payroll accrual	05/08/2020	20200508AD	57,592.01
	VOID MN TRA --- ACH	0	Payroll accrual	05/08/2020	20200508AF	60,817.23
178490	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508AD	19,341.50
	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508AF	22,317.23
	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508BD	-118.14
	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508BF	-136.31
	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508CD	98.64
	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508CF	113.81
178491	SARTELL-ST STEPHEN EDUCATION F	0	Payroll accrual	05/08/2020	20200508AD	138.00
178492	UNITED WAY	0	Payroll accrual	05/08/2020	20200508AD	322.11
178493	US BANK	0	Payroll accrual	05/08/2020	20200508AD	5,656.65
	US BANK	0	Payroll accrual	05/08/2020	20200508AD	7,700.26
	US BANK	0	Payroll accrual	05/08/2020	20200508AD	2,199.28
178494	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AD	2,798.00
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AD	70,278.33
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AD	14,580.06
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AD	62,342.08
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AF	43,420.33
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AF	10,154.77
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AF	4,425.29
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508AF	18,921.75
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508BD	-108.90
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508BD	-26.35
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508BD	-112.69
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508BF	-26.35
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508BF	-112.69
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508CD	85.22
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508CD	22.00
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508CD	94.09
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508CF	22.00
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508CF	94.09
178495	V O I D - STATEWH - ACH	0	Payroll accrual	05/08/2020	20200508DD	61.73

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178496	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508DD	92.80
	VOID PERA - ACH	0	Payroll accrual	05/08/2020	20200508DF	107.07
178497	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508DD	129.06
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508DD	20.70
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508DD	88.51
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508DF	20.70
	VOID - FEDWH - ACH	0	Payroll accrual	05/08/2020	20200508DF	88.51
178498	ALLSTREAM	0	Phone Service	04/23/2020	16797270	616.00
178499	OXYGEN SERVICE COMPANY	0	SHS Cylinder Rental	03/11/2020	01019095	123.00
	OXYGEN SERVICE COMPANY	0	SHS Ind Arts Supplies	02/25/2020	08328454	2.67
178500	EAST SIDE OIL COMPANY	0	Trans Gasoline	04/20/2020	115361	3,019.50
178501	ENGELMEYER, BRIAN	0	FS Lunch Acct Reimbursement	05/08/2020	1	103.20
178502	GAPINSKI, ARIELLE	0	FS Lunch Acct Reimbursement	05/08/2020	1	70.00
178503	HANDYMAN'S, INC	0	PME Custodial Supplies	04/21/2020	196356	52.99
	HANDYMAN'S, INC	0	SHS Custodial Supplies	04/21/2020	196349	158.68
	HANDYMAN'S, INC	0	PME Custodial Supplies	04/21/2020	196353	100.93
	HANDYMAN'S, INC	0	SHS Building Supplies	04/17/2020	195753	104.96
	HANDYMAN'S, INC	0	PME Building Supplies	04/17/2020	195758	153.37
178504	HARRIS, DAVID	0	FS Lunch Acct Reimbursement	05/08/2020	1	25.15
178505	THE HOME DEPOT	0	SHS Custodial Supplies	03/06/2020	2971726	6.93
178506	KEMPS	0	FS Dairy Items	04/16/2020	2001080270	299.40
	KEMPS	0	FS Dairy Items	04/20/2020	2001080273	773.45
	KEMPS	0	FS Dairy Items	04/21/2020	2001080275	374.25
	KEMPS	0	FS Dairy Items	04/23/2020	2001080277	773.45
	KEMPS	0	FS Dairy Items	04/20/2020	2001080273	299.40
	KEMPS	0	FS Dairy Items	04/21/2020	2001080275	124.75
	KEMPS	0	FS Dairy Items	04/23/2020	2001080277	299.40
	KEMPS	0	FS Dairy Items	04/16/2020	2001080270	848.30
178507	O'REILLY AUTO PARTS	0	Trans Supplies	04/06/2020	1572-25977	25.98
	O'REILLY AUTO PARTS	0	Trans Supplies	04/10/2020	1572-26027	39.44
178508	OFFICE DEPOT	1102000058	ORE/OFFICE SUPPLIES/GR K-4	04/24/2020	4823375820	753.32
178509	REPUBLIC SERVICES #891	0	Refuse Service	04/25/2020	0891-00099	4,695.37
178510	TEACHER DIRECT	1402000020	PME-CLASS SUP/GR. 1	08/05/2019	INV/2019/2	63.98
	TEACHER DIRECT	1602000119	ORE-CLASS SUPP/GR 1 LVL	01/07/2020	INV/2020/0	65.50
178511	TEACHERS ON CALL INC	0	Staffing Services	05/08/2020	116799	1,215.70
	TEACHERS ON CALL INC	0	Staffing Services	04/24/2020	116651	1,215.70
178512	XCEL ENERGY	0	Energy Charges	04/14/2020	680734407	9,005.66
178513	ABLE TREE SERVICE	0	Grounds Tree Trimming	05/04/2020	M202078	5,500.00
178514	AMERIGAS	0	Grounds Cylinder	05/08/2020	665823922	50.00

CHECK		PO INVOICE		INVOICE	INVOICE	AMOUNT
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	
178515	SYSO WESTERN MN	0	FS Food Items	04/21/2020	153722327	3,258.80
	SYSO WESTERN MN	0	FS Food Items	04/21/2020	153722298	32.74
	SYSO WESTERN MN	0	FS Food Items	04/21/2020	153722297	396.71
	SYSO WESTERN MN	0	FS Food Items	04/21/2020	153722296	28.82
	SYSO WESTERN MN	0	FS Food Items	04/21/2020	153722326	52.40
	SYSO WESTERN MN	0	FS Food Items	04/27/2020	153724430	34.47
	SYSO WESTERN MN	0	FS Food Items	04/28/2020	153725146	135.45
	SYSO WESTERN MN	0	FS Food Items	04/28/2020	153725145	728.55
	SYSO WESTERN MN	0	FS Food Items	04/28/2020	153725143	4,311.73
	SYSO WESTERN MN	0	FS Food Items	04/28/2020	153725144	41.92
	SYSO WESTERN MN	0	FS Food Items	04/29/2020	153725490	-27.16
178516	ARNOLD'S OF ST CLOUD INC	0	Grounds Supplies	04/24/2020	P03723	620.84
	ARNOLD'S OF ST CLOUD INC	0	Grounds Parts	05/07/2020	W00662	301.98
178517	BARTHOLD	0	FS Recycling	04/09/2020	107753	198.03
	BARTHOLD	0	FS Recycling	05/05/2020	107893	14.49
178518	BATTERIES PLUS	8882000184	Tech iPad Repairs	04/16/2020	P25946428	4,579.73
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	P21979927	34.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737828	79.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737829	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737831	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737834	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737836	104.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737837	239.98
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737838	79.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737840	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737842	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737844	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737846	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737847	189.99
	BATTERIES PLUS	0	Tech iPad Repairs	12/10/2019	RA2737843	79.99
178519	BENTON-STEARNS EDUC DIST 6383	0	3rd Party/MA Services 4th Quarter 2019-20	04/22/2020	2	2,245.22
	BENTON-STEARNS EDUC DIST 6383	0	Shared Services 4th Quarter 2019-20	04/22/2020	1	132,072.65
178520	C D W G	8882000155	Tech Microsoft License	04/30/2020	XRQ5493	17,939.00
178521	CENTURY LINK	0	DATA BASE MAINT/911	05/01/2020	612 E16-23	80.52
178522	CESO TRANSPORTATION LLC	0	Trans Oversight/Routing	05/07/2020	3637	6,500.00
178523	COLD SPRING BAKERY	0	CE Class Instructors	03/12/2020	243623	300.00
178524	EDUCATORS BENEFIT CONSULTANTS	0	403b Compliance Fee	01/02/2020	12757	346.21

CHECK		PO INVOICE		INVOICE	INVOICE	
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	AMOUNT
178525	ELECTRIC MOTOR SERVICE, INC	0	Grounds Supplies	04/17/2020	IN0263429	32.54
	ELECTRIC MOTOR SERVICE, INC	0	Grounds Parts	04/22/2020	IN0263583	77.08
178526	ERKENS WATER SOFTENER SERVICE	0	PME Salt Delivery	04/27/2020	236864	54.95
178527	ERTL, DEBORA	0	FS SNA Membership	04/21/2020	1	15.00
178528	GIROUX, STEPHANIE	0	Nonpublic Textbook Rembursement	04/22/2020	1	152.39
178529	GRANITE PEST CONTROL SERVICES	0	ORE Pest Control	04/24/2020	97702	134.00
178530	HAWKINS, INC	0	SHS Custodial Supplies	04/21/2020	4701706	385.75
178531	KEN HEIM REPAIR & CONSTRUCTION	0	Grounds Maintenance	04/18/2020	1538	946.00
	KEN HEIM REPAIR & CONSTRUCTION	0	SHS Building Maintenance	05/03/2020	1541	2,135.55
178532	HIRSHFIELDS PAINT	0	PME Building Supplies	05/06/2020	12118696	50.98
	HIRSHFIELDS PAINT	0	PME Building Supplies	05/05/2020	12118658	47.98
178533	INTERSTATE ALL BATTERY CENTER	0	Grounds Batteries	05/05/2020	1922301010	101.95
178534	JEFF CURTIS ELECTRIC INC	0	SMS Building Maintenance	04/28/2020	2634	80.00
	JEFF CURTIS ELECTRIC INC	0	Grounds Building Maintenance	04/24/2020	2632	203.75
	JEFF CURTIS ELECTRIC INC	0	PME Building Maintenance	04/23/2020	2631	1,040.79
178535	KEMPS	0	FS Dairy Items	04/27/2020	2001080281	424.15
	KEMPS	0	FS Dairy Items	04/28/2020	2001080283	798.40
	KEMPS	0	FS Dairy Items	04/30/2020	2001080285	860.40
	KEMPS	0	FS Dairy Items	04/30/2020	2001080284	187.75
	KEMPS	0	FS Dairy Items	05/05/2020	2001080291	291.00
	KEMPS	0	FS Dairy Items	05/04/2020	2001080289	376.05
	KEMPS	0	FS Dairy Items	05/05/2020	2001080291	789.78
178536	LARSON, J H	1402000181	PME Custodial Supplies	04/20/2020	S102233803	1,241.53
	LARSON, J H	1402000181	PME Custodial Supplies	04/20/2020	S102233803	289.20
	LARSON, J H	1402000181	PME Custodial Supplies	05/01/2020	S102233803	478.80
178537	MEI TOTAL ELEVATORS, INC	0	H/S Elevator Inspections	05/01/2020	855942	163.64
178538	MINNESOTA UI	0	1st Quarter Unemployment 2020	03/31/2020	07985245	2,638.46
178539	MORISETE, JAN	0	CE Class Refund	05/11/2020	23168	10.00
178540	MUSIC IN MOTION	1402000008	PME-CLASS SUP/MUSIC	04/16/2020	00748847	101.95
178541	NORTHEAST METRO DISTRICT #916	0	Student Tuition	04/22/2020	29966	3,118.50
178542	NEW DOMINION / AUSTIN DISTRICT	0	Student Tuition	04/30/2020	8258	5,449.18
	NEW DOMINION / AUSTIN DISTRICT	0	Student Tuition	04/30/2020	8288	5,449.18
178543	NORTH CENTRAL PARTS & SERVICE	0	Trans Parts	04/15/2020	270719	53.05
	NORTH CENTRAL PARTS & SERVICE	0	Trans Parts	04/15/2020	270719X1	74.27
178544	OFFICE DEPOT	3002000207	SMS OFFICE	04/24/2020	4823375970	205.19
	OFFICE DEPOT	3002000205	SMS OFFICE	04/24/2020	4823375380	69.59
	OFFICE DEPOT	3002000205	SMS OFFICE	04/24/2020	4823375360	170.40
	OFFICE DEPOT	0	Moving Supplies	05/04/2020	4868246720	70.56

CHECK		PO INVOICE		INVOICE	INVOICE	
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	AMOUNT
178544	OFFICE DEPOT	0	Moving Supplies	05/01/2020	4862509660	52.74
	OFFICE DEPOT	3002000209	SMS Labels	05/08/2020	4896407820	58.84
	OFFICE DEPOT	1402000185	PME-OFFICE SUP/GRK-4	05/05/2020	4880712290	58.84
178545	GOPHER STATE ONE-CALL	0	April Locates	04/30/2020	0041373	22.95
178546	PETERS, KRISTINA	0	LKC Tuition Refund May	05/11/2020	1	450.00
178547	PRO-ED	3002000202	SMS SPEECH	04/17/2020	2828793	178.20
178548	RAVENBERG, CHRISTINE	0	Preschool Tuition Refund 2020-21	05/11/2020	1	107.33
178549	SARTELL HARDWARE HANK	0	SHS Ind Arts Supplies	03/03/2020	14673	21.97
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	03/05/2020	14679	4.49
	SARTELL HARDWARE HANK	0	ORE Custodial Supplies	03/06/2020	14685	17.99
	SARTELL HARDWARE HANK	0	SMS Custodial Supplies	03/06/2020	9063	6.25
	SARTELL HARDWARE HANK	0	ORE Custodial Supplies	03/11/2020	148065	27.96
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	03/13/2020	148146	145.35
	SARTELL HARDWARE HANK	0	ORE Custodial Supplies	03/13/2020	148155	8.37
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	03/16/2020	9721	5.29
	SARTELL HARDWARE HANK	0	Trans Supplies	03/16/2020	148251	16.98
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	03/17/2020	148284	26.94
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	03/17/2020	9784	3.92
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	03/18/2020	9846	27.98
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	03/26/2020	148749	14.99
	SARTELL HARDWARE HANK	0	ORE Custodial Supplies	03/27/2020	10461	13.48
	SARTELL HARDWARE HANK	0	SMS Custodial Supplies	03/31/2020	149058	24.96
	SARTELL HARDWARE HANK	0	Trans Supplies	04/02/2020	149323	21.98
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	04/02/2020	149343	11.16
	SARTELL HARDWARE HANK	0	SMS Custodial Supplies	04/06/2020	149972	21.96
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	04/06/2020	149979	36.44
	SARTELL HARDWARE HANK	0	Trans Supplies	04/08/2020	150255	18.48
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	04/09/2020	150388	21.48
	SARTELL HARDWARE HANK	0	PME Custodial Supplies	04/13/2020	10702	43.93
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	04/14/2020	150962	19.62
	SARTELL HARDWARE HANK	0	Grounds Supplies	04/14/2020	150963	7.50
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	04/20/2020	11443	79.88
	SARTELL HARDWARE HANK	0	SMS Custodial Supplies	04/20/2020	151420	17.98
	SARTELL HARDWARE HANK	0	ORE Custodial Supplies	04/21/2020	11546	14.98
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	04/22/2020	11660	88.94
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	04/22/2020	11662	15.96
	SARTELL HARDWARE HANK	0	Grounds Supplies	04/23/2020	11795	17.99
	SARTELL HARDWARE HANK	0	SMS Custodial Supplies	04/23/2020	11796	30.43

CHECK		PO INVOICE		INVOICE	INVOICE	AMOUNT
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	
178549	SARTELL HARDWARE HANK	0	SMS Custodial Supplies	04/24/2020	151689	9.98
	SARTELL HARDWARE HANK	0	Grounds Supplies	04/27/2020	12616	2.49
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	04/28/2020	152200	10.98
	SARTELL HARDWARE HANK	0	SHS Custodial Supplies	04/30/2020	152413	210.91
	SARTELL HARDWARE HANK	0	DSC Custodial Supplies	05/01/2020	13197	14.97
	SARTELL HARDWARE HANK					0.00
	SARTELL HARDWARE HANK					0.00
178550	SHERWIN-WILLIAMS	0	ORE Building Supplies	04/23/2020	3401-0	72.99
	SHERWIN-WILLIAMS	0	ORE Custodial Supplies	04/16/2020	3215-4	24.82
	SHERWIN-WILLIAMS	0	ORE Custodial Supplies	04/20/2020	3481-8	48.17
	SHERWIN-WILLIAMS	0	ORE Custodial Supplies	04/20/2020	3487-5	3.80
178551	SHIFFLER EQUIP SALES INC	1402000183	PME Custodial Supplies	04/30/2020	2011400301	203.91
	SHIFFLER EQUIP SALES INC	1402000183	PME Custodial Supplies	04/24/2020	2011400300	412.18
	SHIFFLER EQUIP SALES INC	1402000183	PME Custodial Supplies	05/07/2020	2011400302	662.34
178552	SITEONE LANDSCAPE SUPPLY	0	Grounds Sprinkler Supplies	04/22/2020	98830595-0	50.01
	SITEONE LANDSCAPE SUPPLY	0	Grounds Sprinkler Supplies	05/05/2020	99276225-0	280.71
	SITEONE LANDSCAPE SUPPLY	0	Grounds Sprinkler Parts	04/30/2020	99055583-0	1,454.78
178553	SKYWARD INC	0	Skyward Software	05/08/2020	0000203259	65,772.00
178554	STUDEMAN, TAWNEE	0	Preschool Tuition Refund May	05/11/2020	1	290.00
178555	THE RETROFIT COMPANIES INC	0	H/S Recycling	04/23/2020	0108148-IN	100.25
	THE RETROFIT COMPANIES INC	0	H/S Recycling	04/23/2020	0108149-IN	158.66
178556	TIREMAXX	0	Grounds Tire	05/11/2020	288486	28.00
178557	NASCO	0	SMS Art Supplies	05/04/2020	825839	20.32
178558	TRAUT COMPANIES INC	0	Grounds River Pump	04/30/2020	324774	872.50
178559	TRIO SUPPLY COMPANY	0	FS Supplies	04/27/2020	606059	146.58
	TRIO SUPPLY COMPANY	0	FS Supplies	04/27/2020	606065	701.38
178560	VAN IWARDEN ASSOCIATES	0	Actuarial/Consulting Services	05/05/2020	1	7,500.00
178561	ZANER-BLOSER EDUCATIONAL PUB	1402000180	PME-HANDWRITING/GRI&2	04/24/2020	10242689	1,482.23
					Totals for BNK00	1,544,823.12
					Totals for checks	1,544,823.12

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	1,008,198.14	-5,255.00	288,733.41	1,291,676.55
02	FOOD SERVICE FUND	40,537.26	433.10	34,061.04	75,031.40
03	TRANSPORTATION FUND	18,365.47	0.00	12,347.87	30,713.34
04	COMMUNITY SERVICE FUND	29,480.74	11,134.00	926.25	41,540.99
05	CAPITAL EXPENDITURE FUND	0.00	0.00	105,860.84	105,860.84
***	Fund Summary Totals ***	1,096,581.61	6,312.10	441,929.41	1,544,823.12

***** End of report *****

 REPORT SPECIFICATIONS
 DISTRICT: SCHOOL DISTRICT #748
 REPORT TITLE: DETAIL AP ACH HISTORY (Dates: 07/01/19 - 05/18/20)
 REQUESTED BY: benjo DATE: 05/12/20
 PROGRAM NAME: fin/3frdt101. TIME: 4:30:45 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Report Parameters

Description: DETAIL AP ACH HISTORY
 Report Title: DETAIL AP ACH HISTORY
 Print Detail Lines: Yes

<u>Report Ranges</u>	<u>Low</u>	<u>High</u>
Check Number:	192000204	192000300
Check Amount:	0	9999999999.99
PO Number:	0	9999999999
Invoice Date:		12/31/9999
Vendor to Display:	Invoice	
Vendor Type:		ZZZZZ
Vendor Sub Type:		ZZZZZ
Check type to print:	ACH	
Include Continuation Void	Yes	
Exclude Voided Checks:	No	
Print Only 1099 Vendors:	No	
Post Month Print Format:	Numeric	
Banks Selected:	BNK00	

Account Filters

Account Types Selected: Asset Liability Equity Revenue Expense
 Account Status: Both Active/Inactive

	<u>Low</u>	<u>High</u>
B/S Account Ranges:	00 * 000 00	99 * 999 99
O/S Account Ranges:	00 * 000 00 000 000 000	99 * 999 99 999 999 999
Group Codes:	- -	zz-zz-zzzz
Category Codes:		zzzzzzzz

<u>Report Fields</u>	<u>Length</u>	<u>Sign</u>	<u>Edited</u>	<u>Whole</u>	<u>Field Format</u>	<u>Year</u>	<u>Suppress Repeating</u>
Check Number	26						Yes
Vendor	30						Yes
PO Number	10						No
Invoice Description	30						No
Invoice Date	10						No
Invoice Number	10						No
Amount	12	Left	Yes	No	->, >>>, >>>, >>>9.99	Current	No

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*****
                        REPORT SPECIFICATIONS
DISTRICT:      SCHOOL DISTRICT #748
REPORT TITLE:  DETAIL AP ACH HISTORY (Dates: 07/01/19 - 05/18/20)
REQUESTED BY:  benjo          DATE:          05/12/20
PROGRAM NAME:  TP-PRINT-SORT  TIME:          4:30:45 PM
COPIES:        1             LPI:          6
RUN ON SERVER: yes          CREATE ASCII FILE: NO
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<u>Sort Fields</u>	<u>Totals</u>	<u>Break Spacing</u>
1-Bank Code	Yes	Single
2-Check Number	No	Single

CHECK		PO INVOICE		INVOICE	INVOICE	AMOUNT
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	
192000204	CICHARZ, PATRICIA	0	SMS SC Musical Supplies	04/15/2020	1	434.16
192000205	DORNBURG, LORI	0	SMS FACS Mileage Reimbursement	04/22/2020	1	45.23
192000206	STARZ, SHELLY	0	FS SNA/Manager Membership	04/24/2020	1	164.68
192000207	WILLIAMSON, CAROL	0	FS Certificate Reimbursement	05/08/2020	1	65.50
					Totals for BNK00	709.57
					Totals for checks	709.57

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	0.00	479.39	479.39
02	FOOD SERVICE FUND	0.00	0.00	230.18	230.18
***	Fund Summary Totals ***	0.00	0.00	709.57	709.57

***** End of report *****

 REPORT SPECIFICATIONS
 DISTRICT: SCHOOL DISTRICT #748
 REPORT TITLE: MONTHLY RECEIPTS (Dates: 04/01/2020 - 04/30/2020)
 REQUESTED BY: benjo DATE: 05/12/20
 PROGRAM NAME: fin/3frdtl02. TIME: 4:32:33 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Report Parameters

Description: MONTHLY CASH RECEIPTS JOSH
 Report Title: MONTHLY RECEIPTS
 Source: Cash Receipts

<u>Report Ranges</u>	<u>Low</u>	<u>High</u>
Transaction Date:	01/01/1900	06/30/2099
Vendor Key:		ZZZZZZZZZZ
Batch:		zzzzzzzzzz
Reference:	
Post Month Print Format:	Numeric	
Receipt:		ZZZZZZZZ
Banks Selected:	BNK00 BNK01	

Account Filters

Account Types Selected: Asset Liability Equity Revenue Expense
 Account Status: Both Active/Inactive

	<u>Low</u>	<u>High</u>
B/S Account Ranges:	00 * 000 00	99 * 999 99
O/S Account Ranges:	00 * 000 000 000 000 000	20 * 999 999 999 999 999
Group Codes:	- -	zz-zz-zzzz
Category Codes:		zzzzzzzz

<u>Report Fields</u>	<u>Length</u>	<u>Sign</u>	<u>Edited</u>	<u>Whole</u>	<u>Field Format</u>	<u>Year</u>	<u>Suppress Repeating</u>
Name	30						No
Receipt	8						No
Reference	20						No
Description	40						No
Additional Desc	20						No
Transaction Date	10						No
Amount	12	Left	Yes	No	->, >>>, >>>, >>>9.99	Current	No

<u>Sort Fields</u>	<u>Totals</u>	<u>Break Spacing</u>
1-Receipt	Yes	Double

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
ISD #748 COMMUNITY EDUCATION	47599		CE Tuition		04/02/2020	20.00
ISD #748 COMMUNITY EDUCATION	47599		CE Donation		04/02/2020	487.59
ISD #748 COMMUNITY EDUCATION	47599		KC Tuition		04/02/2020	70.00
ISD #748 COMMUNITY EDUCATION	47599		CE Facility Use		04/02/2020	1,271.25
				Totals for 47599		1,848.84
ISD #748 COMMUNITY EDUCATION	47600		Preschool Tuition 2020-21		04/09/2020	693.00
				Totals for 47600		693.00
MIDWAY IRON & METAL CO, INC	47601		Grounds Recycling		04/09/2020	46.90
NEW DOMINION / AUSTIN DISTRICT	47601		Student Tuition Refund		04/09/2020	1,700.58
SARTELL HIGH SCHOOL	47601		SHS Yearbook Sales		04/09/2020	70.00
SARTELL HIGH SCHOOL	47601		Sales Tax		04/09/2020	5.34
SARTELL HIGH SCHOOL	47601		Art Club Fundraiser		04/09/2020	120.00
				Totals for 47601		1,942.82
OAK RIDGE ELEMENTARY SCHOOL	47602		ORE Yearbook Sales		04/09/2020	21.37
OAK RIDGE ELEMENTARY SCHOOL	47602		Sales Tax		04/09/2020	1.63
				Totals for 47602		23.00
PINE MEADOW ELEMENTARY SCHOOL	47603		PME Bookfair		04/09/2020	2,332.25
				Totals for 47603		2,332.25
ISD #748 COMMUNITY EDUCATION	47604		CE Donation		04/09/2020	600.00
LOUDON, JUDITH M.	47604		Payroll Accrual		04/09/2020	740.98
				Totals for 47604		1,340.98
SARTELL HIGH SCHOOL ATHLETICS	47605		Athl Knowledge Bowl Entry Fee		04/09/2020	100.00
				Totals for 47605		100.00
ISD #748 COMMUNITY EDUCATION	47606		CE Facility Use		04/14/2020	7,123.00
				Totals for 47606		7,123.00
FOOD SERVICE	47607		FS Lunch Monies		04/20/2020	34.65
				Totals for 47607		34.65

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
FOOD SERVICE	47608		FS Lunch Monies		04/27/2020	100.00
				Totals for 47608		100.00
US BANK	47609		US Bank Interest		04/01/2020	0.60
				Totals for 47609		0.60
US BANK	47610		US Bank Interest		04/02/2020	0.59
				Totals for 47610		0.59
US BANK	47611		US Bank Interest		04/03/2020	0.25
				Totals for 47611		0.25
US BANK	47612		US Bank Interest		04/06/2020	0.24
				Totals for 47612		0.24
US BANK	47613		US Bank Interest		04/07/2020	0.49
US BANK	47613		US Bank Interest		04/07/2020	0.24
				Totals for 47613		0.73
US BANK	47614		US Bank Interest		04/08/2020	0.22
				Totals for 47614		0.22
US BANK	47615		US Bank Interest		04/09/2020	1.16
				Totals for 47615		1.16
US BANK	47616		US Bank Interest		04/10/2020	1.13
				Totals for 47616		1.13
US BANK	47617		US Bank Interest		04/13/2020	0.25
				Totals for 47617		0.25
US BANK	47618		US Bank Interest		04/14/2020	0.50
US BANK	47618		US Bank Interest		04/14/2020	0.24
				Totals for 47618		0.74
US BANK	47619		US Bank Interest		04/15/2020	0.23

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
				Totals for 47619		0.23
US BANK	47620		US Bank Interest		04/16/2020	0.70
				Totals for 47620		0.70
US BANK	47621		US Bank Interest		04/17/2020	0.67
				Totals for 47621		0.67
US BANK	47622		US Bank Interest		04/20/2020	0.66
				Totals for 47622		0.66
US BANK	47623		US Bank Interest		04/21/2020	1.33
US BANK	47623		US Bank Interest		04/21/2020	1.24
				Totals for 47623		2.57
US BANK	47624		US Bank Interest		04/22/2020	1.23
				Totals for 47624		1.23
US BANK	47625		US Bank Interest		04/23/2020	1.22
				Totals for 47625		1.22
US BANK	47626		US Bank Interest		04/24/2020	1.84
				Totals for 47626		1.84
US BANK	47627		US Bank Interest		04/27/2020	1.06
				Totals for 47627		1.06
US BANK	47628		US Bank Interest		04/28/2020	2.12
US BANK	47628		US Bank Interest		04/28/2020	0.70
				Totals for 47628		2.82
US BANK	47629		US Bank Interest		04/29/2020	0.61
				Totals for 47629		0.61
US BANK	47630		US Bank Interest		04/30/2020	0.24
				Totals for 47630		0.24

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
MERCHANTS NATIONAL BANK	47631		CE Tuition		04/01/2020	-59.00
				Totals for 47631		-59.00
MERCHANTS NATIONAL BANK	47632		CE Tuition		04/03/2020	-482.00
				Totals for 47632		-482.00
MERCHANTS NATIONAL BANK	47633		CE Tuition		04/07/2020	-2,440.00
				Totals for 47633		-2,440.00
MERCHANTS NATIONAL BANK	47634		CE Tuition		04/10/2020	-399.00
				Totals for 47634		-399.00
MERCHANTS NATIONAL BANK	47635		CE Tuition		04/21/2020	-140.00
				Totals for 47635		-140.00
MERCHANTS NATIONAL BANK	47636		CE Tuition		04/23/2020	-260.00
				Totals for 47636		-260.00
REVTRACK INC	47637		Athl Activity Fees		04/02/2020	-2,070.00
				Totals for 47637		-2,070.00
REVTRACK INC	47638		Athl Activity Fees		04/03/2020	-2,115.00
REVTRACK INC	47638		Athl Activity Fees		04/03/2020	-2,430.00
REVTRACK INC	47638		Athl Activity Fees		04/03/2020	-750.00
REVTRACK INC	47638		Athl Activity Fees		04/03/2020	-2,070.00
REVTRACK INC	47638		Athl Activity Fees		04/03/2020	-90.00
REVTRACK INC	47638		Athl Activity Fees		04/03/2020	-90.00
REVTRACK INC	47638		SHS Testing Fees		04/03/2020	-5,820.00
				Totals for 47638		-13,365.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-1,050.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-2,440.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-570.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-3,900.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-270.00

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-90.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-270.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-765.00
REVTRACK INC	47639		Athl Activity Fees		04/04/2020	-90.00
Totals for 47639						-9,445.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-520.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-240.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-300.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-110.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-90.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-1,830.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-300.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-4,690.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-2,375.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-100.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-8,160.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-4,775.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-30.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-2,990.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-3,670.01
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-1,350.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-6,410.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-5,070.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-1,950.00
REVTRACK INC	47640		Sales Tax		04/07/2020	2.48
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-260.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-150.00
REVTRACK INC	47640		Athl Activity Fees		04/07/2020	-3,070.00
REVTRACK INC	47640		SHS Art Resale		04/07/2020	32.52
Totals for 47640						-48,405.01
REVTRACK INC	47641		Tech NonRefundable Deposits		04/14/2020	-32.50
REVTRACK INC	47641		FS Lunch Monies		04/14/2020	25.00
Totals for 47641						-7.50

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
REVTRACK INC	47642		SHS Testing Fees		04/16/2020	-60.00
				Totals for 47642		-60.00
REVTRACK INC	47643		FS Lunch Monies		04/21/2020	50.00
				Totals for 47643		50.00
REVTRACK INC	47644		Tech Damages/Repairs		04/28/2020	40.00
				Totals for 47644		40.00
PME PTO	47645		PME PTO Donation		04/28/2020	733.50
STEARNS COUNTY TREASURER	47645		Stearns County Restitution		04/28/2020	50.00
SARTELL DISTRICT CENTER	47645		Employee B/G Check		04/28/2020	14.00
SARTELL DISTRICT CENTER	47645		Payroll Accrual		04/28/2020	1,469.00
SARTELL DISTRICT CENTER	47645		Payroll Accrual		04/28/2020	1,220.00
SARTELL DISTRICT CENTER	47645		Payroll Accrual		04/28/2020	-1,220.00
CITY OF SARTELL	47645		City of Sartell Gasoline Reimbursement		04/28/2020	12,883.44
CITY OF SARTELL	47645		City of Sartell Diesel Reimbursement		04/28/2020	11,684.37
SOURCEWELL	47645		EC Conference Reimbursement		04/28/2020	266.20
SARTELL-ST STEPHEN ED FOUNDATI	47645		SMS Field Trip		04/28/2020	109.80
SARTELL DISTRICT CENTER	47645		#BeTheLight Donation		04/28/2020	100.00
EBC/VOID/ACH	47645		403b Refund		04/28/2020	20.00
EBC/VOID/ACH	47645		403b Refund		04/28/2020	20.00
FIRST CHOICE	47645		First Choice Vending		04/28/2020	19.54
FIRST CHOICE	47645		First Choice Vending		04/28/2020	14.45
FIRST CHOICE	47645		First Choice Vending		04/28/2020	3.84
FIRST CHOICE	47645		First Choice Vending		04/28/2020	15.59
FIRST CHOICE	47645		First Choice Vending		04/28/2020	3.52
				Totals for 47645		27,407.25
SARTELL MIDDLE SCHOOL	47646		SMS SC Lifetouch/Math Masters		04/28/2020	839.99
				Totals for 47646		839.99
SARTELL HIGH SCHOOL ATHLETICS	47647		Athl Knowledge Bowl Entry Fee		04/28/2020	50.00
				Totals for 47647		50.00
MSDLAF	47648		MSDLAF Liquid Interest		04/30/2020	108.58

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
MSDLAF	47648		MSDLAF Max Interest		04/30/2020	1,473.65
				Totals for 47648		1,582.23
MSDLAF	47649		MSDLAF Liquid Interest		04/30/2020	304.07
MSDLAF	47649		MSDLAF Max Interest		04/30/2020	7,501.77
				Totals for 47649		7,805.84
SARTELL HIGH SCHOOL ATHLETICS	47650		Athl Activity Fees		04/30/2020	400.00
SARTELL HIGH SCHOOL ATHLETICS	47650		Athl Activity Fees		04/30/2020	-400.00
SARTELL HIGH SCHOOL ATHLETICS	47650		Knowledge Bowl Entry Fees		04/30/2020	400.00
				Totals for 47650		400.00
STATE OF MN	47651		State of MN School Lunch Aid 2019-20		04/09/2020	4,298.23
STATE OF MN	47651		State of MN State School Breakfast Aid 2		04/09/2020	2,841.05
STATE OF MN	47651		State of MN Federal Breakfast Aid 2019-2		04/09/2020	4,421.81
STATE OF MN	47651		State of MN Fed. Regular Lunch Aid 2019-		04/09/2020	9,144.96
STATE OF MN	47651		State of MN HHFKA Aid 2019-20		04/09/2020	2,000.46
STATE OF MN	47651		State of MN Federal Free/Reduced Aid 201		04/09/2020	14,235.78
STATE OF MN	47651		State of MN Kind Milk Aid 2019-20		04/09/2020	39.44
STATE OF MN	47651		State of MN Pathway II		04/09/2020	4,999.92
				Totals for 47651		41,981.65
STATE OF MN	47652		State of MN Summer FS Program Aid 2019-2		04/13/2020	17,594.34
				Totals for 47652		17,594.34
STATE OF MN	47653		State of MN General Ed Aid 2019-20		04/15/2020	1,489,312.69
				Totals for 47653		1,489,312.69
STATE OF MN	47654		State of MN General Ed Aid 2019-20		04/30/2020	2,567,496.28
STATE OF MN	47654		State of MN Special Ed Aid 2018-19		04/30/2020	157,028.31
STATE OF MN	47654		State of MN Abatement Aid 2018-19		04/30/2020	233.37
				Totals for 47654		2,724,757.96
ALERUS	47655		Cobra Hea Ins		04/07/2020	7,853.00
ALERUS	47655		Cobra Den Ins		04/07/2020	454.68
ALERUS	47655		Cobra Life Ins		04/07/2020	2.13

Name	Receipt	Reference	Description	Additional Desc	Trans Date	Amount
				Totals for 47655		8,309.81
CHILD CARE CHOICES	47656		Pathway I		04/17/2020	670.00
				Totals for 47656		670.00
				Total for Cash Receipts		4,259,227.55

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	156,593.39	3,996,237.01	1,700.58	4,154,530.98
02	FOOD SERVICE FUND	0.00	54,785.72	0.00	54,785.72
03	TRANSPORTATION FUND	0.00	0.00	24,677.61	24,677.61
04	COMMUNITY SERVICE FUND	3,615.37	11,461.76	266.20	15,343.33
06	BUILDING FUND	0.00	1,582.23	0.00	1,582.23
20	Internal Service Fund	0.00	8,307.68	0.00	8,307.68
***	Fund Summary Totals ***	160,208.76	4,072,374.40	26,644.39	4,259,227.55

***** End of report *****

 REPORT SPECIFICATIONS
 DISTRICT: SCHOOL DISTRICT #748
 REPORT TITLE: DETAIL WIRE TRANSFER (Dates: 07/01/19 - 05/18/20)
 REQUESTED BY: benjo DATE: 05/12/20
 PROGRAM NAME: fin/3frdtl01. TIME: 4:34:12 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Report Parameters

Description: DETAIL WIRE TRANSFER
 Report Title: DETAIL WIRE TRANSFER
 Print Detail Lines: Yes

<u>Report Ranges</u>	<u>Low</u>	<u>High</u>
Check Number:	201900817	201900999
Check Amount:	-9999999999	9999999999.99
PO Number:	0	9999999999
Invoice Date:		12/31/9999
Vendor to Display:	Invoice	
Vendor Type:		ZZZZZ
Vendor Sub Type:		ZZZZZ
Check type to print:	Wire Transfer	
Include Continuation Void	No	
Exclude Voided Checks:	No	
Print Only 1099 Vendors:	No	
Post Month Print Format:	Numeric	
Banks Selected:	BNK00 BNK01	

Account Filters

Account Types Selected: Asset Liability Equity Revenue Expense
 Account Status: Both Active/Inactive

	<u>Low</u>	<u>High</u>
B/S Account Ranges:	00 * 000 00	99 * 999 99
O/S Account Ranges:	00 * 000 000 000 000	99 * 999 999 999 999
Group Codes:	- -	zz-zz-zzzz
Category Codes:		zzzzzzzz

<u>Report Fields</u>	<u>Length</u>	<u>Sign</u>	<u>Edited</u>	<u>Whole</u>	<u>Field Format</u>	<u>Year</u>	<u>Suppress Repeating</u>
Check Number	26						Yes
Vendor	30						Yes
PO Number	10						No
Invoice Description	30						No
Invoice Date	10						No
Invoice Number	10						No
Amount	12	Left	Yes	No	->, >>>, >>>, >>>9.99	Current	No

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*****
                        REPORT SPECIFICATIONS
DISTRICT:      SCHOOL DISTRICT #748
REPORT TITLE:  DETAIL WIRE TRANSFER (Dates: 07/01/19 - 05/18/20)
REQUESTED BY:  benjo          DATE:          05/12/20
PROGRAM NAME:  TP-PRINT-SORT TIME:          4:34:12 PM
COPIES:       1              LPI:          6
RUN ON SERVER: yes          CREATE ASCII FILE: NO
*****

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<u>Sort Fields</u>	<u>Totals</u>	<u>Break Spacing</u>
1-Bank Code	Yes	Single
2-Check Number	No	Single

CHECK		PO INVOICE		INVOICE	INVOICE	
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	AMOUNT
201900817	BLUECROSS BLUESHIELD OF MN	0	BCBS Claims	04/16/2020	1	58,017.02
201900818	BLUECROSS BLUESHIELD OF MN	0	BCBS Claims	04/23/2020	2	27,577.22
201900819	CHARTER COMMUNICATIONS	0	Internet Service	04/13/2020	0371227041	456.88
201900820	CITY OF SARTELL	0	DO Water/Sewer	04/08/2020	02-0000003	617.00
201900821	CITY OF SARTELL	0	SMS Water/Sewer	04/08/2020	02-0000003	3,666.00
201900822	CITY OF SARTELL	0	Old HS Water/Sewer	04/08/2020	02-0000129	326.17
201900823	CITY OF SARTELL	0	Trans Water/Sewer	04/08/2020	02-0000189	99.37
201900824	CITY OF SARTELL	0	Grounds Water/Sewer	04/08/2020	02-0000199	37.62
	CITY OF SARTELL	0	Grounds Water/Sewer	04/08/2020	02-0000199	-37.62
201900825	CITY OF SARTELL	0	SHS Water/Sewer	04/08/2020	02-0000201	2,853.38
201900826	CITY OF SARTELL	0	PME Water/Sewer	04/08/2020	02-0000234	2,111.00
201900827	CITY OF SARTELL	0	ORE Water/Sewer	04/08/2020	02-0000331	1,963.32
201900828	US BANK	0	US Bank Fees	04/22/2020	1	292.23
201900829	BSN SPORTS	3202000065	Softball Pants	03/04/2020	908479004	1,001.39
201900830	BSN SPORTS	3202000066	Softball and Baseball Field Supplies	03/03/2020	908466963	1,289.23
201900831	CITY OF SARTELL	0	Grounds Water/Sewer	04/08/2020	02-0000199	38.62
201900832	BLUECROSS BLUESHIELD OF MN	0	BCBS Claims	05/01/2020	1	96,083.28
201900833	PAASCHE AIRBRUSH COMPANY	8882000189	SMS Airbrush	05/01/2020	189823	1,502.48
201900834	PAN-O-GOLD BAKING CO ST CLOUD	0	FS Food Items	04/13/2020	1000082010	51.36
201900835	PAN-O-GOLD BAKING CO ST CLOUD	0	FS Food Items	04/13/2020	1000082010	153.68
201900836	SARTELL NEWSLEADER INC	0	EC Open House	01/08/2020	403695	248.40
201900837	TRIO SUPPLY COMPANY	0	FS Supplies	04/13/2020	603621	717.72
201900838	TRIO SUPPLY COMPANY	0	FS Supplies	04/13/2020	604129	263.35
201900839	ALBIN ACQUISITION CORP	0	Employee B/G Checks	08/01/2019	0720196492	30.00
201900840	ALBIN ACQUISITION CORP	0	Employee B/G Checks	09/03/2019	0820196492	16.85
201900841	ALBIN ACQUISITION CORP	0	Employee B/G Checks	09/30/2019	SRNI100037	27.00
201900842	ALBIN ACQUISITION CORP	0	Employee B/G Checks	04/30/2020	SRNI100302	121.85
201900843	GATEWAY SERVICES WEBPAYMENT	0	CE Merchant Fees	05/02/2020	273606370	27.90
201900844	PAN-O-GOLD BAKING CO ST CLOUD	0	FS Food Items	04/20/2020	1000082011	33.60
201900845	PAN-O-GOLD BAKING CO ST CLOUD	0	FS Food Items	04/20/2020	1000082011	87.36
201900846	REVTRACK INC	0	FS/Tech/CE/Athl April Revtrak Fees	05/02/2020	853377935	5.24
201900847	TRIO SUPPLY COMPANY	0	FS Supplies	04/20/2020	605020	791.24
201900848	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	1	155.07
201900849	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	2	454.00
201900850	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	3	461.27
201900851	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	4	1,344.20
201900852	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	5	1,443.75

CHECK		PO INVOICE		INVOICE	INVOICE	
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	AMOUNT
201900853	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	6	1,443.75
201900854	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	7	1,468.85
201900855	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	8	3,793.65
201900856	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	9	4,189.40
201900857	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	10	4,796.15
201900858	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	11	6,227.30
201900859	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	12	1,587.40
201900860	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	13	1,815.35
201900861	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	14	1,992.40
201900862	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	15	2,260.02
201900863	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	16	2,389.20
201900864	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	17	2,570.90
201900865	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	18	3,123.10
201900866	DELTA DENTAL	0	Delta Dental Claims	05/11/2020	19	3,296.07
201900867	ALERUS	0	Cobra Services	05/05/2020	C93121	84.00
201900868	BLUECROSS BLUESHIELD OF MN	0	BCBS Claims	05/07/2020	1	53,276.11
201900869	CAPITAL ONE	0	DSC Rebate	05/08/2020	1	-73.55
201900870	CAPITAL ONE	0	DSC Card Fee	05/08/2020	2	19.00
201900871	CAPITAL ONE	0	DSC Card Fee	05/08/2020	3	19.00
201900872	CLIMATE AIR	0	Old HS Building Maintenance	04/24/2020	47307	2,630.00
201900873	CLIMATE AIR	0	Old HS Boiler Maintenance	05/08/2020	47401	633.00
201900874	OXYGEN SERVICE COMPANY	0	SHS Ind Arts Supplies	04/30/2020	03465818	50.40
201900875	HILLYARD/HUTCHINSON	0	SMS Custodial Supplies	04/28/2020	603859868	27.28
201900876	HILLYARD/HUTCHINSON	0	SHS Custodial Supplies	04/28/2020	603859869	1,145.59
201900877	HILLYARD/HUTCHINSON	0	PME Custodial Supplies	04/28/2020	603859870	168.16
201900878	HILLYARD/HUTCHINSON	0	SHS Custodial Supplies	04/29/2020	603861391	118.23
201900879	HILLYARD/HUTCHINSON	0	PME Custodial Supplies	04/29/2020	603861392	12.40
201900880	HILLYARD/HUTCHINSON	0	PME Custodial Repair	04/16/2020	700422124	103.40
201900881	HILLYARD/HUTCHINSON	0	SHS Custodial Repair	05/06/2020	700423861	175.00
201900882	HILLYARD HUTCHINSON	0	SHS Custodial Equipment	04/28/2020	603859867	6,122.00
201900883	HILLYARD HUTCHINSON	0	SHS Custodial Supplies	04/30/2020	603864465	60.45
201900884	INSTITUTE FOR ENVIRONMENTAL AS	0	H/S Managmeent	04/22/2020	00034980	3,157.50
201900885	PAN-O-GOLD BAKING CO ST CLOUD	0	FS Food Items	04/27/2020	1000082011	37.92
201900886	PAN-O-GOLD BAKING CO ST CLOUD	0	FS Food Items	05/04/2020	1000082012	296.80
201900887	PAYLINEDTATA LLC	0	CE Merchant Fees	05/08/2020	5200010772	98.18
201900888	SARTELL NEWSLEADER INC	0	Publish Board Minutes	04/30/2020	403928	1,380.00
201900889	SUMMIT COMPANIES	0	H/S Fire Equipment	04/16/2020	1506154	285.00
201900890	TARGET STORES	0	Nurse Supplies	05/04/2020	1066878529	154.47
201900891	TRIO SUPPLY COMPANY	0	FS Supplies	05/04/2020	606914	586.08

CHECK		PO INVOICE		INVOICE	INVOICE	AMOUNT
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	
201900892	US BANK	0	Further Deposit Tickets	04/21/2020	1	71.92
201900893	VERIZON WIRELESS	0	Grounds Cellular Phone	05/03/2020	9853893856	68.63
201900894	CLIMATE AIR	1402000165	PME Water Heater Repair	04/20/2020	47289	2,188.00
201900895	CLIMATE AIR	3002000206	SMS Water Heater	04/21/2020	47292	27,500.00
201900896	OXYGEN SERVICE COMPANY	3402000050	SHS - Science	04/30/2020	03465957	25.20
201900897	HALDEMAN-HOMME INC	3402000318	SMS/SHS Furniture	04/27/2020	202156	18,424.00
201900898	MALACHIED INC	8882000183	BREAKTHROUGH COACH WORKSHOP, JULY 27-28, 2020	04/16/2020	INV-5550	695.00
201900899	MALACHIED INC	8882000183	BREAKTHROUGH COACH WORKSHOP, JULY 27-28, 2020	04/16/2020	INV-5551	695.00
201900900	MALACHIED INC	8882000183	BREAKTHROUGH COACH WORKSHOP, JULY 27-28, 2020	04/21/2020	INV-5556	695.00
					Totals for BNK00	366,211.14
					Totals for checks	366,211.14

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
01	GENERAL FUND	0.00	-73.55	23,402.67	23,329.12
02	FOOD SERVICE FUND	0.00	0.00	3,021.73	3,021.73
03	TRANSPORTATION FUND	0.00	0.00	99.37	99.37
04	COMMUNITY SERVICE FUND	0.00	0.00	374.48	374.48
05	CAPITAL EXPENDITURE FUND	0.00	0.00	33,572.50	33,572.50
06	BUILDING FUND	0.00	0.00	26,048.48	26,048.48
20	Internal Service Fund	0.00	0.00	279,765.46	279,765.46
***	Fund Summary Totals ***	0.00	-73.55	366,284.69	366,211.14

***** End of report *****

 REPORT SPECIFICATIONS
 DISTRICT: SCHOOL DISTRICT #748
 REPORT TITLE: DETAIL CHECK HISTORY BUILDING FUND (Dates: 07/01/19 - 05/18/20)
 REQUESTED BY: benjo DATE: 05/14/20
 PROGRAM NAME: fin/3frdtl01. TIME: 1:22:22 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Report Parameters

Description: DETAIL CHECK HISTORY BF
 Report Title: DETAIL CHECK HISTORY BUILDING FUND
 Print Detail Lines: Yes

<u>Report Ranges</u>	<u>Low</u>	<u>High</u>
Check Number:	600967	600999
Check Amount:	0	9999999999.99
PO Number:	0	9999999999
Invoice Date:		12/31/9999
Vendor to Display:	Invoice	
Vendor Type:		ZZZZZ
Vendor Sub Type:		ZZZZZ
Check type to print:	All	
Include Continuation Void	Yes	
Exclude Voided Checks:	No	
Print Only 1099 Vendors:	No	
Post Month Print Format:	Numeric	
Banks Selected:	BNK00 BNK01	

Account Filters

Account Types Selected: Asset Liability Equity Revenue Expense
 Account Status: Both Active/Inactive

	<u>Low</u>	<u>High</u>
B/S Account Ranges:	00 * 000 00	99 * 999 99
O/S Account Ranges:	00 * 000 000 000 000	99 * 999 999 999 999
Group Codes:	- -	zz-zz-zzzz
Category Codes:		zzzzzzzz

<u>Report Fields</u>	<u>Length</u>	<u>Sign</u>	<u>Edited</u>	<u>Whole</u>	<u>Field Format</u>	<u>Year</u>	<u>Suppress Repeating</u>
Check Number	26						Yes
Vendor	30						Yes
PO Number	10						No
Invoice Description	30						No
Invoice Date	10						No
Invoice Number	10						No
Amount	12	Left	Yes	No	->, >>>, >>>, >>>9.99	Current	No

 REPORT SPECIFICATIONS
 DISTRICT: SCHOOL DISTRICT #748
 REPORT TITLE: DETAIL CHECK HISTORY BUILDING FUND (Dates: 07/01/19 - 05/18/20)
 REQUESTED BY: benjo DATE: 05/14/20
 PROGRAM NAME: TP-PRINT-SORT TIME: 1:22:22 PM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

Sort Fields	Totals	Break Spacing
1-Bank Code	Yes	Single
2-Check Number	No	Single

CHECK		PO INVOICE		INVOICE	INVOICE	AMOUNT
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	
600967	ADMIRAL COATINGS INC	0	MS at HS Remodel PA7	04/30/2020	SMSPA7	37,033.11
600968	BRADBURY STAMM CONSTRUCTION WI	0	Construction Management	05/11/2020	W1701-35	1,644.93
	BRADBURY STAMM CONSTRUCTION WI	0	Construction Management	05/11/2020	W1910-1	43,467.46
	BRADBURY STAMM CONSTRUCTION WI	0	Construction Management	05/11/2020	W1811-11	102,630.18
600969	CFS INTERIORS & FLOORING	0	MS at HS Remodel PA4	04/21/2020	SMSPA4	77,918.05
600970	CONCRETE TREATMENTS INC	0	New HS Building Project Polished Concrete PA7	04/30/2020	W1701-7	14,071.35
600971	CONSTRUCTION SYSTEMS INC	0	MS at HS Remodel PA5	04/30/2020	1920-5	2,675.00
600972	DESIGN ELECTRIC, INC	0	MS at HS Remodel PA10	04/30/2020	SMSPA10	72,075.83
600973	GAFFER, COREY	0	New HS Photographs	11/18/2019	01628	1,300.00
600974	HEARTLAND GLASS COMPANY INC	0	MS at HS Remodel PA8	04/20/2020	SMSPA8	106,490.65
600975	HTH INC	0	MS at HS Remodel PA4	04/20/2020	805	161.50
600976	ITS FLOORING & COATING	0	MS at HS Remodel PA2	04/20/2020	SMSPA2	9,975.00
600977	MARCO BUSINESS PRODUCTS	8882000167	Old HS Phones	05/07/2020	INV7580067	1,756.51
	MARCO BUSINESS PRODUCTS	8882000167	Old HS Phones	05/06/2020	INV7576156	975.00
600978	MCDOWALL COMPANY INC	0	MS at HS Remodel PA7	04/30/2020	2SAMSR-7	28,133.30
600979	MCI, INC	0	Old HS Building Project PA3	04/30/2020	SMSPA3	1,620.32
600980	MID-STATE TILE CO INC	0	MS at HS Remodel PA3	04/23/2020	18638	14,247.15
600981	NBP INC	8882000112	SHS/SMS Furniture	04/28/2020	468724-0	90,622.87
	NBP INC	8882000112	SHS/SMS Furniture	04/28/2020	468744-0	101,992.46
600982	NORTH STAR SIGNS AND ENGRAVING	0	Old HS Building Project PA1	04/24/2020	SMSPA1	8,894.25
600983	PETERSON COMPANIES INC	0	New HS Building Project Athl Equip Final Payment	05/13/2020	W1701-5	5,592.20
600984	R & H DRYWALL INC	0	MS at HS Remodel PA4	04/21/2020	SMSPA4	78,284.75
600985	ST CLOUD ACOUSTICS, INC	0	MS at HS Remodel PA4	04/30/2020	SMSPA4	204,134.10
600986	SCENIC SIGN CORP	8882000199	New Signs PMP	04/07/2020	DP22763	1,950.00
	SCENIC SIGN CORP	8882000198	New Signs RIS	04/07/2020	DP22762	2,625.00
	SCENIC SIGN CORP	8882000197	New Signs SMS	05/05/2020	DP22857	2,500.00
	SCENIC SIGN CORP	8882000200	New Signs ORE	04/07/2020	DP22764	2,225.00
600987	SUMMIT FIRE PROTECTION	0	Old HS Building Project PA7	04/30/2020	A150195621	6,650.00
600988	TIERNEY BROTHERS INC	8882000130	Technology Supplies	04/24/2020	560900-1	439,215.26
	TIERNEY BROTHERS INC	8882000130	Technology Supplies	04/24/2020	560897-1	40,873.19
600989	UHL COMPANY INC	0	Districtwide Controls PA11	04/13/2020	PA11	46,389.45
600990	WEIDNER PLBG & HTG	0	MS at HS Remodel PA8	04/20/2020	A5780-7	76,751.45
600991	WENGER CORPORATION	3402000313	Old HS Equipment	04/23/2020	782436	195,930.00
600992	WESTROCK CP LLC	8882000190	Moving Supplies	05/06/2020	4374368160	1,361.31
	WESTROCK CP LLC	8882000182	Moving Supplies	04/28/2020	4374367999	2,659.26
600993	YAMRY CONSTRUCTION	0	RIS Remodel PA1	04/30/2020	W1910-1	7,600.00
	YAMRY CONSTRUCTION	0	MS at HS Remodel PA8	04/20/2020	SMSPA8	79,996.27

CHECK		PO INVOICE		INVOICE	INVOICE	AMOUNT
NUMBER	VENDOR	NUMBER	DESCRIPTION	DATE	NUMBER	
				Totals for BNK00		1,912,422.16
				Totals for checks		1,912,422.16

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
06	BUILDING FUND	0.00	0.00	1,912,422.16	1,912,422.16
***	Fund Summary Totals ***	0.00	0.00	1,912,422.16	1,912,422.16

***** End of report *****



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: Donations

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

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BACKGROUND: The donations listed below need to be accepted:

Donations
May 18, 2020

Name	To	Donation	Purpose
Aaron Gillam	Food Service	\$1,000.00	Donation to Food Service Department
Pinecone Central Park Association	ISD #748	\$100.00	#BeTheLight Donation
Pine Meadow Elementary PTO	Pine Meadow Elementary	\$733.50	Donation for 4 th Grade Books
SSEF	Sartell Middle School	\$109.80	Student Powered Conference Bus Costs

RECOMMENDATION: Accept donations as presented.



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: Resignations and Retirements

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

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BACKGROUND: The Resignations and Retirements are listed below:

Resignations

Name	Location	Position	Effective Date
Bart Appleton	DSC	Human Resources Director	7/1/20
Emily Donnay	SHS	FCS Teacher	End of school year
Sharon Emslander	District	Food Service Sub	End of school year
Julie Peabody	SMS	Cashier	May 21, 2020
Julie Peabody	Transportation	Bus Monitor	May 21, 2020
Nancy Sutherland	PME	Media Aid	April 17, 2020
Joey Vanek	SHS	FCS Teacher	End of school year

Retirements

Name	Location	Position	Effective Date
John Ross	SMS	Associate Activities Director	8/9/20
Helen Wilfehrt	SMS	Health/Physical Education Teacher	End of school year

RECOMMENDATION: Accept the Resignations and Retirements as presented.



Memorandum of Understanding 2020 – 2021

Sartel-St Stephen (MN ISD 748)

This memorandum of understanding is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and Sartel-St Stephen (MN ISD 748), Human Resources 212 3rd Ave N Sartell, MN 56377.

PROVISIONS:

1. Luther College and Sartel-St Stephen (MN ISD 748) agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to student teaching, student observations, and other field experiences.
2. Luther College will provide supervision, by one or more Luther faculty member(s) or a credentialed specialist in education, for students participating in clinical field experiences that are placed in Sartel-St Stephen (MN ISD 748).
3. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of Sartel-St Stephen (MN ISD 748), as well as the option of Luther College, should circumstances warrant such an action.
4. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area. It may not be their first year in their current assignment/building.
5. Luther College's clinical field experience program requires all students to be screened for any history of criminal behavior. Students are required to follow the guidelines set by Sartel-St Stephen (MN ISD 748) for this process. If the school does not have a system in place by which the student can complete this requirement, Luther College will process an extensive National background check for the student. The student will be required to pay the processing fee and submit the completed report to Sartel-St Stephen (MN ISD 748). This background check will include:
 - National Sex Offender Registry
 - National Criminal Database
 - Criminal Search – County
 - ID Trace Pro
6. Sartel-St Stephen (MN ISD 748) and Luther College agree to provide equal educational opportunities and equal access to facilities for all qualified persons. To not discriminate in employment, educational programs, and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The college will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

7. Luther College pays cooperating teachers a stipend for each student placed in a clinical field experience. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed Student Teacher Evaluation from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period.

- January Term beginning practicum (EDUC 185 & EDUC 215) - \$75
- January Term developing practicum (Methods) - \$100
- Student teaching
 - 4 weeks - \$100
 - 6-9 weeks - \$175

Luther College will send the stipend payment to the cooperating teacher's home address unless the box below is checked.

Please check here if Sartel-St Stephen (MN ISD 748) **requires** cooperating teacher's stipend payments to be sent directly to the District instead of the cooperating teacher.

Printed Name: _____ Title: _____
Representative, Sartel-St Stephen (MN ISD 748)

Signature: _____ Date: _____
Representative, Sartel-St Stephen (MN ISD 748)

Signature: Barbara Bohach Date: 4/24/2020
Department Chair, Luther College Education Department

Signature: Kevin Kaur Date: 4/24/2020
Academic Dean, Luther College



SARTELL-ST. STEPHEN ISD 748
Board of Education

AGENDA ITEM: Student Representative Report

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Report

The School Board Student Representative will report on District student celebrations and timely updates.



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: Construction Manager Report

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Report

CONTACT PERSON: Jeff Schwiebert, Superintendent

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Lee Gruen, Project Manager for Bradbury Stamm Construction – Winkelman Office, will report on the building projects progress.



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: Superintendent Report

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Report

CONTACT PERSON: Jeff Schwiebert, Superintendent

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Superintendent, Jeff Schwiebert, will report on District celebrations and timely updates to include:

1. COVID-19 Updates.



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: Report on Student Enrollment for 2019-20 School Year

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Report

CONTACT PERSON: Jeff Schwiebert, Superintendent

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Superintendent, Jeff Schwiebert, will present current student enrollment numbers for each school.

TOTAL STUDENT ENROLLMENTS BY MONTH		Sartell-St. Stephen School District Enrollment Report - Attendance Purposes									As of 5/11/20	
		2018-2019 FINAL	2019-2020									2019-2020 FINAL
		SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY		
Early Childhood		53	58	63	63	67	71	71	75	76	76	
PreSchool 3 Yr Olds	124	113	113	116	116	113	113	112	112	112		
PreSchool 4 Yr Olds												
<hr/>												
Oak Ridge		FINAL	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	FINAL
K ORE	140	171	174	173	173	172	172	174	174	174	174	
GR 1 ORE	147	151	153	151	151	152	152	151	151	151	151	
GR 2 ORE	150	156	156	154	154	154	154	154	154	154	154	
GR 3 ORE	149	159	160	159	160	159	159	160	160	160	160	
GR 4 ORE	158	153	154	154	155	156	156	156	156	156	156	
TOTAL ORE	744	790	797	791	793	793	793	795	795	795	795	0
Pine Meadow												
K PME	141	133	135	135	135	135	137	138	138	138	138	
GR 1 PME	139	142	142	142	143	143	143	144	143	143	143	
GR 2 PME	126	133	134	134	137	137	136	135	136	135	135	
GR 3 PME	140	134	135	135	134	134	134	133	133	133	133	
GR 4 PME	143	145	146	146	147	146	147	147	147	147	147	
TOTAL PME	689	687	692	692	696	695	697	697	697	696	696	0
Sartell Middle School												
GR 5	309	310	309	309	308	308	307	307	308	308	308	
GR 6	323	315	317	321	321	321	321	322	322	322	322	
GR 7	365	337	331	330	330	330	329	330	330	330	330	
GR 8	367	364	364	365	363	365	363	363	363	363	363	
TOTAL SMS	1,364	1,326	1,321	1,325	1,322	1,324	1,320	1,322	1,323	1,323	1,323	0
Sartell High School												
GR 9	326	366	364	363	364	366	366	363	363	363	362	
GR 10	315	333	331	331	328	327	322	324	322	322	322	
GR 11 Regular	258.5	318	318	319	304.5	305.5	301.5	300.5	300.75	300.75	300.75	
SAIL	8				7.50	7.50	7.50	7.50	4.00	4.00	4.00	
PSEO	8.5				7.00	7.00	7.00	7.00	9.25	9.25	9.25	
GR 12 Regular	284.75	278	279	281	248.5	247.5	246.5	244.5	238.75	239.75	239.75	
SAIL	5.75				3.75	3.75	3.75	3.75	6.5	6.5	6.5	
PSEO	30.5				26.75	26.75	26.75	26.75	25.75	25.75	25.75	
SUB TOTAL SHS	1,184	1,295	1,292	1,294	1,245	1,246	1,236	1,232	1,225	1,225	1,225	0
SAIL	13.75				11.25	11.25	11.25	11.25	10.50	10.50	10.50	
PSEO	39.00				33.75	33.75	33.75	33.75	35.00	35.00	35.00	
TOTAL SHS	1,237	1,295	1,292	1,294	1,290	1,291	1,281	1,277	1,270	1,270	1,270	0
TOTAL K-12 Students Without SAIL and PSEO		3,981				4,056	4,058	4,046	4,046	4,040	4,039	
TOTAL K-12 Students With SAIL and PSEO		4,034	4,098	4,102	4,102	4,101	4,103	4,091	4,091	4,085	4,084	0



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: School Board Committees

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Report

CONTACT PERSON: Board Members

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School Board Members will report on committee meetings that have taken place since the last Board meeting:

2020 Committee's and Members

School Board Committee	Member 1	Member 2	Member 3
Communications & Technology	Nies	Raden	Snoberger
Finance & Operations	Kramer	Marushin	Raden
Policy	Byrd	Kramer	Marushin
Committee Appointments			
Benton-Stearns Education District	Snoberger	n/a	n/a
Community Education Advisory	Kramer	n/a	n/a
Community Outreach	Kramer	Snoberger	n/a
Curriculum, Instruction & Assessment (CIA)	Byrd	Nies	n/a
Substance Free Coalition	Kramer	n/a	n/a
Facilities Steering Committee	Marushin	Raden	Snoberger
Legislative Network and Schools for Equity in Education (SEE)	Pam Raden	n/a	n/a
Negotiations	Snoberger	n/a	n/a
Sartell Senior Connection	Nies	n/a	n/a
Special Education Advisory	Marushin	n/a	n/a
Stearns County Collaborative	Snoberger	n/a	n/a



SARTELL-ST. STEPHEN ISD 748

Board of Education

AGENDA ITEM: Personnel Omnibus Resolution

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Jeff Schwiebert, Superintendent

RECOMMENDED MOTION:

That personnel items #1-45 is approved on the premise that they conform to previously Board approved actions or contractual agreements.

New Employees:

	Name	Bldg.	Position	Compensation	Change	Effective Date
1.	Elizabeth Crandall	Grounds	Seasonal Grounds	\$12.50/hr	New position	5/18/20
2.	Jill Engelkes	SMS	LTS	\$191.45/day	Replacing Montana Peters	4/20/20
3.	Jacob Ferguson	SMS	Grade 6 Science	\$53,665 MA, Step B	Replacing Gary Rosin	8/26/20
4.	Susan Fibranz	DSC	Food Service Secretary	\$19.61 RIII, Step 1 8 hrs/day 222 days/year	Replacing Marlyce Plante	7/1/20
5.	Carrie Gapinski	ORE	Social Worker	\$64,487 MA10, Step J	Correction in wage	8/26/20
6.	Julie Gohman	SHS	Family and Consumer Science	\$63,691 MA30, Step D	Replacing Emily Donnay	8/26/20
7.	Kristy Gosch	SHS	Administrative Assistant	\$21.70/hr RIV, Step 1 8 hrs/day 222 days/year	Replacing Amie Hentges	7/1/20
8.	Gretchen Grunzke	SMS	Theatre	\$49,985 BA30, Step A	Replacing Rick Cicharz	8/26/20
9.	Mark Henrich	ORE	Physical Education	\$60,806	New Position	8/26/20

				MA, Step I		
10.	Riley Johnson	RIS	Grade 5	\$42,002 BA, Step A	Replacing Brittany Olson	8/26/20
11.	Bahaa Kadhem	SMS	AM Lead Custodian	\$20.40/hr RIV, Step 2	New position	7/1/20
12.	Ashley Kelly	PMP	Grade 1	\$59,388 MA10, Step E	Replacing Peggy Fogarty	8/26/20
13.	Brian Larson	SMS	PM Lead Custodian	\$24.76 RIV, Step 6	New position	7/1/20
14.	Belinda Levandowski	RIS	Media Paraprofessional	\$21.87/hr RIV, Step 6 7.5 hrs/day 180 days/year	New position	8/31/20
15.	Mike Maurer	SMS	Grade 6 Social Studies	\$81,535 MS30, Step R	Transfer	8/31/20
16.	Hannah McKeag	SHS	Head Girls Swimming	\$5,460 BA, Step A (\$42,002)	Replacing Viki Sabart	8/17/20
17.	Sara Michaelson	SHS	Assistant Principal	\$105,000	Replacing Sascha Hansen	7/1/20
18.	Monica Mills	PMP	Media Paraprofessional	\$21.87/hr RIV, Step 6 7.5 hrs/day 180 days/year	New position	8/31/20
19.	Hollie Neitzke	SMS	PM Ala Carte Cashier	\$19.09/hr RI, Step 5 2 hrs/day	Replacing Andrea Keske-Sovich	9/8/20
20.	Cheryl Nies	ORE	Cook	\$23.56/hr RIV, Step 4	Correction in wage	8/1/20
21.	Joyce O'Hara	ORE	Media Paraprofessional	\$21.87/hr RIV, Step 6 7.5 hrs/day 180 days/year	New position	8/31/20
22.	Macrae Perry	Grounds	Seasonal Grounds	\$12.50/hr	New Position	5/18/20
23.	Charity Pesta	RIS	Receptionist	\$19.95/hr RII, Step 2 8 hrs/day 202 days/year	New position	8/15/20
24.	Brittney Schoephoerster	RIS	Assistant Principal	\$102,000	New position	7/1/20
25.	Kayla Thompson	PMP	Grade 2	\$44,044 BA, Step C	Replacing Brennan Rath	8/26/20
26.	Rachel Westrup	PMP	Grade 2	\$57,980	New position	8/26/20

				MA20, Step A		
27.	Katie Young	SMS	Grade 6 Language Arts	\$59,787 MA, Step H	Transfer	8/31/20
28.	Krista Ziemer	SMS	Reading Interventionist	\$81,535 MA30, Step R	Replacing Katie Young	8/31/20

New Employees – Pending Licensure:

	Name	Bldg.	Position	Compensation	Change	Effective Date
29.	Alyssa Eggersgluss	ORE	Music	\$42,002 BA, Step A	Replacing Stacy Mancini	8/26/20
30.	Riley Johnson	RIS	Grade 5	\$42,002 BA, Step A	Replacing Brittany Olson	8/26/20
31.	Hannah McKeag	SMS	Grade 8 Science	\$42,002 BA, Step A	Replacing Mark Krippner	8/26/20
32.	Serena Nebel	SMS	Special Education	\$42,002 BA, Step A	Replacing Krista Ziemer	8/26/20
33.	Jared Saue	SHS	Language Arts	\$42,002 BA, Step A	New position	8/26/20
34.	Brittney Witt	SMS	Art	\$33,601 BA, Step A (\$42,002) .8 FTE	New position	8/26/20

Leaves of Absence:

	Name	Bldg.	Position	Action	Expected Duration
35.	Kari Barten	SHS	SAIL/Math	LOA	8/31/20 – 9/25/20
36.	Tracy Christian	PME	Para	LOA	5/8/20 – end of school year
37.	Robert Graham	SHS	Cleaner	LOA	5/4/20 – end of school year
38.	April Greeley	SMS	Math	LOA	8/31/20 – 10/11/20
39.	Kaylee Johnson	DSC	Lead Childcare Attendant	LOA	5/8/20 – end of school year
40.	Kristin Kloskin	PME	Para	LOA	5/7/20 – end of school year
41.	Alex Kampa	SHS	Special Education	LOA	9/22/20 – 11/3/20
42.	Ed Krafnick	SMS	Para	LOA	5/9/20 – end of school year
43.	David Olson	RIS	Teacher	LOA	8/31/20 – 6/2/23
44.	Julie Schnettler	SMS	Para	LOA	5/11/20 – end of school year
45.	Renee Zieglmeier	SMS	Para	LOA	5/9/20 – end of school year

RECOMMENDATION: Recommend items #1-45 for approval



SARTELL-ST. STEPHEN ISD 748
Board of Education



AGENDA ITEM: District Reading Well by Third Grade Literacy Plan

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Kay Nelson, Assistant Superintendent



BACKGROUND: The District Literacy plan provides an overview of how Sartell-St. Stephen Schools will meet the needs of all students in the area of literacy as required by MN State Statute 120B.12. This statute requires every school district to adopt a local literacy plan designed to have every child reading at or above grade level, no later than the end of grade 3. The statute was revised to include requirements for any student does not read at or above grade level by the end of grade 3. In this event, the district must continue to provide reading intervention until the student reads at grade level. Revisions to meet this requirement have been added to the 2020-21 District Literacy Plan. The additions and changes to the District Literacy plan have been marked in red (pending school board approval).

A local literacy plan must include a process to assess students’ level of reading proficiency, notify and involve parents, intervene with students who are not reading at or above grade level, and identify and meet staff development needs.

The requirements of the revised State Statute were reviewed by principals, Laura Arndt, Zach Dingmann, Jason Mielke and Sara Nelson and Instructional Coaches, Julia Bjerke and Dawn Gent.

RECOMMENDATION: Approve the 2020-2021 District 748 Literacy Plan *Reading Well by Third Grade*.

ATTACHMENT: District 748 Literacy Plan ~ *Reading Well by Third Grade*

ISD 748 Literacy Plan



**Reading Well by Third Grade
2020-2021
Sartell-St. Stephen School District**

Summary and Purpose

This literacy plan provides an overview of how the Sartell-St. Stephen School District will meet the needs of all students in the area of literacy as required by MN State Statute 120B.12. The statute requires every school district to adopt a local literacy plan designed to have every child reading at or above grade level no later than the end of grade 3. **In addition, students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. If a student does not read at or above grade level by the end of grade 3, the district must continue to provide reading intervention until the student reads at grade level. A personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3, will be monitored for growth towards proficiency.**

A local literacy plan must include a process to assess students' level of reading proficiency, notify and involve parents, intervene with students who are not reading at or above grade level, and identify and meet staff development needs.

Statement of Goals and Objectives

The Minnesota Department of Education believes, "Reading well by third grade is one of the many developmental milestones in a child's education. Reading well by grade three ensures that a student has a solid foundation of literacy skills to continue to expand their understandings of what they read, make meaning, and transfer that learning across all subject areas. Instruction that provides the basis for all students to read well by third grade and beyond will help close the achievement gap and ensure that all students are ready for demands of college and the workplace. From cradle to career, a sustained effort to create quality literacy environments in all of schools and programs from birth through grade 12 promotes academic success." In Sartell- St. Stephen, we believe that all district stakeholders should be informed of the instructional efforts needed to ensure all students are reading well by third grade as measured by the Minnesota Comprehensive Assessments (MCA) system. This will be accomplished by assessing students reading proficiency levels, involving parents, providing support to students who are not at grade level proficiency, and providing appropriate staff development to all teachers of reading.

Statement of Process to Assess Students

The Sartell-St. Stephen assessment plan represents a comprehensive approach to evaluating student achievement. A variety of methods to determine student abilities and performance including screening assessments, diagnostic assessments, progress monitoring assessments as well as classroom and curriculum assessments are utilized. Assessment information is necessary to support decisions regarding individual students, groups of students and educational programs.

Screening Assessments: Screening of all students in grades PreK-4 at regular intervals (fall, winter, spring) helps to establish expected proficiency outcomes and informs program effectiveness. By establishing an initial baseline for all students, these assessments identify individual students who do not meet grade-level expectations. There are a variety of terms that can be used to describe a student who is struggling to read: struggling reader, student who is reading below grade level, specific learning disability, reading disorder, or dyslexia. Results are used as a starting point for instruction or to indicate a need for further evaluation.

FastBridge Early Reading Composite: (K-1) This screening tool is given to individual students by trained teachers to determine early literacy skills crucial to the success of beginning readers. Each subtest is weighted based on the importance of the skill at the determined time.

Table 1 *Weighting Scheme for earlyReading Composite Scores*

earlyReading Subtests	Kindergarten			First Grade		
	Fall	Winter	Spring	Fall	Winter	Spring
Concepts of Print	H					
Onset Sounds	H	H				
Letter Names	L					
Letter Sounds	L	L	M			
Word Segmenting		L	H	H	H	H
Nonsense/Decodable Words		L	M	M	M	L
Sight Words			L	M	M	L
Sentence Reading				L		
CBMReading					M	H
Benchmark scores for composite						

Note. The weighting of subtests for the composite is represented above. H – high weighting, M – moderate weighting, L – low weighting.

Kindergarten FastBridge Early Reading Composite			
	Fall Target Score	Winter Target Score	Spring Target Score
Kindergarten	36	55	70

First Grade FastBridge Early Reading (2 subtests)			
Grade	Fall Target Score	Winter Target Score	Spring Target Score
1st grade	Nonsense Words - 15 Sight Words - 41	NA	NA

FastBridge Oral Reading Fluency: (1-8) This screening tool is given to individual students by trained teachers. Oral Reading Fluency is a strong predictor of reading achievement.

FastBridge Oral Reading Fluency			
Grade	Fall Target Score	Winter Target Score	Spring Target Score
1st grade	N/A	68	91
2 nd grade	82	108	126
3 rd grade	112	133	147
4 th grade	139	156	170
5 th grade	157	172	187
6 th grade	168	183	195
7 th grade	189	202	213
8 th grade	179	186	201

FastBridge aReading: (1-8) This screening tool is given to students in a classroom setting using technology and facilitated by the classroom teacher. This assessment tests a breadth of reading skills appropriate to each grade level mainly in the areas of comprehension and vocabulary.

FastBridge aReading			
Grade	Fall Target Score	Winter Target Score	Spring Target Score
Kindergarten	NA	NA	NA
1st grade	453	472	481
2nd grade	484	496	503
3rd grade	503	510	515
4rd grade	515	520	524
5th grade	525	529	534
6th grade	532	535	538
7th grade	538	543	546
8th grade	549	554	556

Diagnostic Assessments: The purpose of diagnostic assessments is to provide information for planning more effective instruction and intervention. Diagnostic assessments provide additional data beyond screening and should be given when there is a clear expectation that diagnostic information will offer new or more reliable data about a student’s academic needs. This diagnostic assessment information should be used to strategically plan explicit targeted and intensive instruction that will accelerate reading proficiency toward grade level expectations. Using diagnostic assessments, standardized screening information, and informal classroom assessments will provide a broader understanding into the needs of learners individually and as a group, and guide instruction.

Fountas and Pinnell (K-8): This assessment is strategically used to assist teachers in determining the following information:

- Three reading levels for each students: instructional, independent and frustration
- Placement level to plan effective instruction
- Form guided reading groups
- Select appropriate texts to use for instruction as well as for independent reading
- Identify skill deficit areas to help determine appropriate interventions

Spelling Inventory (K-8): This assessment is used strategically to assist teachers in determining specific needs in the area of phonics.

Teaching Strategies Gold Pre-K: This assessment is utilized in our Early Childhood and Pre-School program. It is an online tool that gathers and organizes meaningful data quickly, including online portfolios where children’s work can be stored to create a developmental profile of each child that answers the questions, “What does this child know? What is he or she able to do?” TS Gold helps teachers understand how instructional observations relate to important objectives for development and learning and they use that understanding to scaffold each child’s learning. A teacher uses the data to determine if a child is making progress and compare the child’s knowledge, skills, and behaviors to those of most children of his or her age or class/group. It assists teachers in recognizing children who might benefit from special help, screening, or further evaluation. Teachers generate comprehensive reports that are shared with family members and other stakeholders.

District Procedures to Screen and Identify Students with Potential Dyslexia and Convergence Insufficiency Disorder: Students who are at risk of or experiencing reading difficulties are provided additional screening and support based on needs identified in screening.

[Path to Reading Excellence in School Sites \(PRESS\) Screener:](#)

[Barton Reading and Spelling System Student Screener:](#)

Based on screening data, the teacher and/or team use the Multi-tiered System of Support Framework to align the student needs with an appropriate intervention. The District has included a question on its student registration form and Early Intervention form that asks families to identify if there has been a family history of struggles or difficulties with reading or Convergence Insufficiency. This information may be used as an additional piece of data when determining next steps to support students. Strategic and intensive support (Tier II and III) may include working with a Title or Reading Intervention teacher using *Leveled Literacy Interventions* (LLI), *Path to Reading Excellence in School Sites* (PRESS), and individual and/or classwide interventions. When needed, explicit instruction in phonemic awareness and phonics are used to support students who may be struggling. If a student states that he or she gets headaches, blurred or double vision, or has eye strain while reading for extended periods of time, the information will be shared with parent(s)/guardians for possible further screening by an eye care professional.

Progress Monitoring: Progress monitoring assessments are brief and administered with more regularity than screening and diagnostic tools. Progress monitoring assessment data is collected, evaluated, and used on an ongoing basis to determine the rate of a student's progress toward grade level outcomes, to provide information on the effectiveness of intervention and to modify the intervention tools if necessary. Progress monitoring tools are matched to the intervention a student is receiving, as well as matched to grade level outcomes. A variety of leveled assessment tools will give the best overall picture of a student's individual progress. Examples of progress monitoring tools that are available include: FastBridge progress monitoring, and PRESS Skill Outcome progress monitoring.

Parent Notification and Involvement

Sartell-St. Stephen school staff will notify and involve parents in their child's literacy development in the following ways

- Email, phone calls and newsletters
- School website and Schoology LMS communications
- Pre-K: BLT, Project Leap
- Take home programs K-4

Parent Night

Information and resources will be offered by classroom teachers at grade specific Parent Nights to parents, caregivers and/or community members on how they can support their children's literacy growth at home. Support of quality literacy practices at home is critical to the child's reading success.

Ready for Kindergarten

Parents of kindergarten eligible students are invited to attend an informational session to learn about kindergarten registration and learn about district services provided to kindergarteners such as district transportation, food services, and health services. An outline describing the kindergarten program is also shared with families which includes information about how they can help prepare their child for kindergarten. This information was developed through a partnership with the United Way and neighboring schools districts. The brochure "Kindergarten Readiness Expectations" lists language and literacy skills along with other appropriate areas that an incoming kindergarten child should have some experience.

In addition to the parent night, students are invited in the spring to be assessed by kindergarten teachers to gauge their literacy and math skills and parents are given a summer calendar and a list of ideas and engaging activities that will further prepare students for their exciting kindergarten year. Then just before the start of school kindergarten holds their own separate open house night for kindergarten students and their families.

Parent Conferences

Teachers will communicate assessment results and recommendations for students who need instructional interventions, remediation or enrichment. Student data collected from FastBridge testing 3 times per year will be shared in support of the needed interventions. These assessments will facilitate matching student needs to instruction. Benchmarks will be shared and explained. Interventions may include but will not be limited to the following:

- Specific teacher interventions within the classroom
- Title I support
- MN Reading Corps instruction
- Success Centers
- Summer School
- Special Education Programming
- Academic Enrichment

Title I Parent Nights (2 per year)

Additional resources will be provided by the Title I teacher to parents and caregivers to help support the interventions in place for their child/children and further promote the importance of literacy support at home.

Intervention and Instructional Supports

Intervention programs assist students who have skill deficits in one or more of the five components of reading: phonemic awareness, phonics, fluency, comprehension and/or vocabulary. Based on assessments results and teacher recommendation, students receive a multi-tiered level of support that includes research-based interventions in the specific areas of need.

Tiers of Support include:

- Tier I: Core Instruction
 - All students in K-2 receive 120 minutes of core instruction. All students in grades 3-5 receive 90 minutes of core instruction.
 - ALL students receive core instruction in Tier I. Students who are at or above district targets on screening assessments and are making sufficient academic growth will have their needs met through instruction in the core curriculum. Students performing below or significantly above grade will receive additional support in Tier II and/or Tier III.
- Tier II: Extra Support
 - Students who are below grade level are supported through classroom leveled groups and small groups outside the classroom. Additional support is provided during a scheduled block. Instruction and/or interventions are provided by trained staff three-five times per week in blocks of approximately 30 minutes. A multi-sensory approach to reading that includes explicit instruction in phonemic awareness and phonics will be provided.
- Tier III: Intensive Support
 - Students who are significantly below grade level are supported by interventions and specific programs which often occurs outside the classroom. Instructional and/or interventions are administered. A multi-sensory approach to reading that includes explicit instruction in phonemic awareness and phonics will be provided. Time, group size and intervention are determined based on individual needs and progress in previous tiers.

Professional Development on Scientifically-Based Reading Instruction (SBRI)

Professional development is data-driven, ongoing, and inclusive of all teachers. It is delivered in a variety of formats and aligned with state standards and local literacy goals. These opportunities include:

- Five professional development days per school year for teachers. Professional development focuses on district-wide initiatives and building needs.
- Teachers meet in grade levels weekly to reflect on student progress, review student work, review data, and align instruction to academic standards and learner outcomes.
- Instructional Coaches provide job-embedded professional development supporting best practices in literacy.
- District 748 has a strong mentorship program that supports new teachers in best practices for the first three years of teaching.
- Assessment Planning Meetings (data review meetings) convene three times a year to review school-wide and grade-level screening data using FastBridge assessments to determine student achievement and growth.

- Site and District Level Multi-Tiered System of Support (MTSS) teams review progress monitoring, curriculum-based, attendance behavior and other data on a monthly basis.
- Content curriculum committees led by content specialists include math, literacy, social studies, science, music, visual art and physical education meet to ensure alignment of curriculum and instruction to MN and National Academic Standards.

Curriculum and Instruction System

Adopted reading curriculum for students in grades K-5 includes McGraw-Hill's *Reading Wonders/WonderWorks* and *Open Court Phonics*. These programs align to MN Common Core English Language Arts standards. *Reading Wonders* is taught using a balanced literacy framework. A 90-120 minute literacy block is required for all grades with an additional 30 minutes available for intervention support. *Open Court Phonics uses a direct, explicit, multi-sensory approach to teach print concepts, phonemic awareness, phonological awareness, and phonics.*

Balanced Literacy is a framework for instructional planning and implementation, not a program for teaching reading. It involves the use of observation and assessment to make instructional decisions; the structure of classroom delivery that moves through whole group, small group, and independent learning to build student competence and independence; and incorporates a balance of quality fiction and nonfiction materials to support instruction and Learning. (MN Department of Education)

The major components of the balanced literacy framework include: interactive read aloud, reading and writing mini-lessons, differentiated small group/guided reading, independent reading, phonics and word study, and writer's workshop.

Additionally, Zaner-Bloser and Step up to Writing strategies are used as writing curriculum.

Student Support System for English Learners

English as a Second Language (ESL) licensed educators provide services for students who are identified to receive English Language instruction. English Language curriculum and programming is aligned to the MN State adopted WIDA English Language Development Standards in conjunction with Sartell-St. Stephen curriculum. The goal of the English Learners program is to provide differentiated content-based instruction so that students can become proficient in the English language and gain background knowledge necessary to meet the Minnesota Academic Standards. ESL teachers work alongside classroom teachers to strengthen core instruction and provide interventions in oral language and literacy skills. In addition, English Learners who are reading below grade level may also receive reading interventions. Because our current data indicates a need in vocabulary for English Learners, on-going professional development will be provided during the school year to address the unique vocabulary needs of the English Learner population.

Communication System for Annual Reporting

The Sartell-St. Stephen Public Schools Local Literacy plan will be posted on the Sartell-St. Stephen District website. This plan will be reviewed and updated by the Elementary Literacy Instructional Coaches and the K-5 Language Arts content team, in conjunction with the Assistant Superintendent of Learning Services regarding the information and the usefulness of the documents. Our goal is to continue to improve the academic achievement of our students, make necessary adjustments to address all students' needs, analyze data to make strategic programming decisions, and to determine needed training for our educators.

References and Resources

Local Literacy Plan Development. Districts are required to develop a local literacy plan to ensure that all students are reading well by no later than the end of third grade. The Department of Education provides guidance and resources to assist efforts to understand and meet the demands of early reading intervention and the requirements of Reading Well by Third Grade law ([Minn. Stat. § 120B.12](#)).

1. [Minnesota Statute 120B.11 School District Process for Reviewing Curriculum, Instruction and Student Achievement: Striving for the World's Best Workforce](#)
2. [MN Statute 120B.12 Reading Proficiently No Later Than the End of Grade 3](#)
3. A resource for "Navigating the School System When a Child is Struggling with Reading or Dyslexia" can be found [here](#) on the MN Department of Education website.



SARTELL-ST. STEPHEN ISD 748
Board of Education

AGENDA ITEM: Lease of District Services Center to Benton-Stearns Education District

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Jeff Schwiebert, Superintendent
Joe Prom, Director of Business Services

BACKGROUND: Benton-Stearns Education District has signed a letter of intent to lease approximately 21,151 square feet of the District Services Center, currently occupied by Sartell-St. Stephen Early Childhood programs.

This would be a three-year (36 month) term plus automatic twelve-month renewal terms if neither party has provided 120-day written notice of intent to terminate prior to end of the initial term.

Base rent is \$176,424 per year or \$14,702.00 per month, plus annual operating costs as set forth in the Lease. The full Lease Agreement will be distributed to Board members during the meeting.

RECOMMENDATION:
Approve Lease Agreement with Benton-Stearns Education District.



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: 2020 Apple Technology Lease

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Kyle Breitzkreutz, Director of Technology
Joe Prom, Director of Business Services

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BACKGROUND: The Administrative Team has reviewed options to expand technology, 2:1 in grades K-2 and update devices that we currently utilize. Using a combination of buy-back funds from a third party vendor to purchase our older machines, and a replacement lease, we can accomplish this in a fiscally responsive manner. We will replace our existing technology lease with a new lease that will allow us to refresh current student devices.

RECOMMENDATION:

Authorize the Director of Business to enter into a four-year lease agreement with Apple, Inc. The lease amount will not be greater than \$2,442,931.

Equipment included in the lease:

- Sartell High School students (9-12) MacBook Airs (QTY 1,505)
- Sartell Middle School students (6-8) iPads (QTY 960)
- Riverview Intermediate School students (3-5) iPads (QTY 900)
- Pine Meadow Primary School (1-2) iPads (QTY 300)
- Oak Ridge Early Learning (K) iPads (QTY 150)
- JAMF Pro management software (all devices)
- MacBook sleeves and iPad cases included



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: Official Removal of Policies – 105 and 106

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

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BACKGROUND: Policy Committee review of policies 105 and 106 has resulted in recommendations for removal of the policies due to the policies not being part of MSBA and the redundancy with World’s Best Workforce . The Board is being asked to consider acting to remove the following policies:

- Policy 105 – School District Goals and School Improvement Goals - Redundancy with World’s Best Workforce means there is no need for this policy.
- Policy 106 – School District Decision Making Process - Redundancy with World’s Best Workforce means there is no need for this policy.

RECOMMENDATION: Motion to remove Policies 105 and 106.

ATTACHMENTS: Policies 105 and 106

Adopted: January 23, 2012

***Sartell-St. Stephen School District 748
Policy 105***

Reviewed: March 17, 2014

Revised: November 20, 2017

105 SCHOOL DISTRICT GOALS AND SCHOOL IMPROVEMENT GOALS

I. PURPOSE

The purpose of this policy is to ensure that annual district wide staff development and school improvement action goals are implemented.

II. GENERAL STATEMENT OF POLICY

The school district believes that annual goal setting is an important part of the school district's and individual school's improvement process. Educational improvement is a cyclical and continuous process that includes the steps of data analysis, planning, goal implementation and evaluation. The process must connect the district's strategic plan, annual district goals, annual school improvement goals, achievement data, other data and staff development to improve learning for all students.

III. SCHOOL DISTRICT GOAL SETTING

The school district shall establish annual improvement goals based on the district's strategic plan, assessment data and other data. These initiatives shall be approved by the school board prior to the start of the school year and shared with the community in a district publication. The district administration will be responsible for implementing the goals. The assessment results of the goals shall be shared with the school board periodically throughout the year and with the public at the conclusion of the school year.

IV. STAFF DEVELOPMENT PLAN

The school district shall establish annual staff development and training goals. The goals shall align with the district's strategic plan and annual improvement goals. The plan will be implemented by a district committee with representation from the school administration and teaching staff. The actions and activities of the plan will be coordinated with the approved school calendar.

V. SCHOOL IMPROVEMENT GOALS

- A. School improvement goals will complement the district's strategic plan and annual goals.
- B. The school site improvement goals will be completed with the help and support of District Administration.

- C. The assessment and evaluation tools will include the following categories:
- Student assessment
 - Satisfaction surveys (i.e. students, parents, staff)
 - Participation measures (i.e. attendance, completion rates)
- D. The developed goals at each school building level shall be:
- Specific and strategic
 - Measurable
 - Attainable
 - Results based
 - Time bound
- E. The goals shall be implemented via the Site Leadership Team and focus on:
- Student achievement
 - Learning & development
 - Curriculum alignment
 - Mission, vision, values
 - Staff development and training
- F. The specific process and timeline for implementing the goals will be established by the District Administration.
- G. The Site Leadership Team (SLT) shall be a key component in the development, implementation and assessment of the building's goals. The SLT will be reflective of the building's culture and have advisory input from staff, parents, students and administration as appropriate. Specific definitions of the team are outlined in the school district's decision making process.

Adopted: January 23, 2012

***Sartell-St. Stephen School District 748
Policy 106***

Reviewed: December 18, 2017

Revised: April 21, 2014

106 SCHOOL DISTRICT DECISION MAKING PROCESS

I. PURPOSE

The purpose of this policy is to define the process for making decisions that impact district programs, services, policies and procedures.

II. DECISION MAKING PROCESS

Sartell-St. Stephen School District is committed to enhancing educational decisions through the use of a defined decision making process that seeks district partnerships and collaboration. This process seeks to involve those persons who are responsible for the implementation of or are affected by the decisions in the decision making process while clearly defining the roles and responsibilities of those involved in the process.

For the purposes of this policy, persons shall be known as stakeholders. The stakeholders include parents/guardians, students, teachers, administration, support staff, School Board members and community members. Any stakeholder may identify a challenge (concern, issue or matter) and direct the challenge to the appropriate level. The appropriate decision making level is the setting at which the decision has direct impact or a resulting action. The appropriate decision making level is defined as follows:

- School site: Teacher, Coach, Principal, Program Coordinator or Program Director
- District wide: District Administration, Superintendent, School Board

Sartell-St. Stephen Schools is committed to using a defined decision making process as a means for:

- Accomplishing the district's mission and vision
- Improving communication and involvement
- Increasing cooperation and collaboration
- Improving involvement and participation of stakeholders
- Expanding district empowerment
- Enhancing the organizational planning efforts

III. AUTHORITY AND RESPONSIBILITY OF SCHOOL DISTRICT

Minnesota statutes place responsibility for the operation of the local school system with the School Board and, by designation, the superintendent of schools as the chief executive officer. The School Board will retain this ultimate responsibility over matters governed by law, contract and policy.

Sartell-St. Stephen School District administration, guided by the School Board, will define the roles of governance, management and advisory input in order to best align the decisions of the district for student learning and development (see Appendix I).

IV. DECISION MAKING DEFINITIONS

Definitions

- A. **Defined Decision Making:** The cooperative process in which stakeholders of the school community are involved in making decisions to improve the quality of student learning and operations with defined roles and responsibilities.
- B. **Data Based Decisions:** Decisions that are based on a collection of data with the findings defining the benefits and challenges, the relationship to mission and belief, and the decision making impact.
- C. **School Board:** Elected six member board of education with district wide governing responsibilities.
- D. **District Administration:** Superintendent, district administrators, district directors and/or personnel with district wide management responsibilities.
- E. **District Level Committees:** Committees, task forces, teams and councils with representatives or input from various stakeholder groups that may assist to address decisions from a district wide perspective.
- F. **Site Administration:** Site-level administrators and/or personnel with building-site management responsibilities.
- G. **School Site Leadership Team:** School site-level leadership team with representations from the various stakeholder groups.
- H. **Site-Level Committees:** School site-level committees assigned to address only site-level responsibilities and challenges. Committees may also be given the status of team, task force, study group or cohort.
- I. **Stakeholders:** Persons who are directly involved in the decision making process. Stakeholders include parents, students, teachers, administration, support staff, School Board members and community members. The stakeholders are to have an opportunity to provide input, perspectives and insights into decisions occurring in Sartell-St. Stephen School District.

V. DISTRICT DECISION MAKING

- A. **Decision Making Matrix (Appendix II)**

Sartell-St. Stephen School District will use a decision making matrix that defines the responsibilities and actions of the various district bodies in specific district wide topics. The defined actions are:

1. Study: Collect data and examine
2. Review: Consult data and explore benefits and challenges
3. Develop: Create options and recommendations from available data
4. Adopt/Approve: Formal act of acceptance
5. Supervise: Oversee, direct and finalize
6. Implement: Apply into action and accomplish
7. Assess: Evaluate action and recommend future refinements and/or direction

Decisions rendered may be appealed within the district’s established policies and procedural requirements, as referenced in applicable policies.

B. Decision Making (Appendix III)

Sartell-St. Stephen School District uses data based decision making to guide and inform educational program and operational choices. The district will use the defined levels of authority (Appendix 1) and the District Decision Making Matrix (Appendix 2) as our framework to guide public engagement, option development, choice making, implementation and refinement processes. The district decision making process shall be monitored by the Superintendent/designee.

C. Problem-Solving Process (Appendix IV)

Sartell-St. Stephen School District has a defined process to problem solve challenges and improve efficiencies and effectiveness within the district framework by identifying the challenge, timeline, team members, decision makers and given realities of the process.

D. Decision Making Training

Sartell-St. Stephen School District will provide ongoing support and training to district leaders to ensure that implementation of the processes is successful. Any district staff and/or community member may participate when the training is offered.

VI. SCHOOL SITE LEADERSHIP

A. Purpose

Each school site principal will establish a leadership model to enhance the educational decisions of the site’s programs and services. The model will ensure representation from the various stakeholders, as appropriate. The assigned building administrator will coordinate the leadership model and be a participating member.

B. Leadership Components

Each school leadership model will ensure that the following leadership components are implemented at the site:

1. Annual school improvement goals aligned to district goals
2. Process for assessing improvement goals
3. Scheduled staff training and development aligned to school goals
4. Network of communication and information sharing to staff and school community
5. Process for site decision making
6. Opportunities for stakeholder involvement in the school improvement process, including:
 - a. Staff
 - b. Parents/guardians
 - c. Students

C. School Improvement Goals

Each building site leadership model will ensure that the site develops and approves school improvement goals. The goals shall be:

1. Strategic and specific
2. Measurable
3. Attainable
4. Results-based
5. Time-bound

The framework for the goals can be found in Policy 105, School District Goals and School Improvement Goals.

VII. PARENT ADVISORY COUNCIL

Each school site will have an organized parent advisory council representing the school’s cultural and demographic make-up. The purpose of the site parent leadership council will be to receive updates regarding the various activities occurring at each school site and to provide input and direction on site wide initiatives and/or goals. The principal or designee will assist in the facilitation of the district parent leadership council meetings.

Appendix I

Roles of Governance, Management and Advisory Input

GOVERNANCE	Leadership	Roles	Stewardship
	District School Board	Governance Oversight Leadership Appraisal Advocacy	District Strategic Plan Budget Finances Policies Annual Goals Public Engagement

MANAGEMENT	Leadership	Roles	Stewardship
	Superintendent Principals Directors/ Coordinators	Management Oversight Leadership Appraisal Advocacy	District Strategic Plan District initiatives Budget

ADVISORY	Leadership	Roles	Stewardship
	School Programs & Staff	Teaching Learning Development Mentoring/Role Modeling Advocacy	School Improvement Plans Procedures and practices
	Parents	Parenting Self interest Advocacy	Well-being and child development Personal interest
Public	Community Voters Self interest Advocacy	Public good will Personal and special interest	

Sartell-St. Stephen Public Schools Decision Making Matrix

VISION AND GOALS

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
District Strategic Improvement Plan	Adopt and assess	Develop and implement	Identified task forces study, develop and implement		Review	
School/Program Improvement Process and Accountability	Review	Supervise, approve and assess		Develop and supervise	Develop, adopt and implement	Identified task forces implement
District Policies	Develop, adopt and assess	Study, develop and implement	Policy committee study and develop	Implement	Study and implement (as needed)	
District Procedures	Review as defined by policy	Develop, approve, implement and assess		Implement		
Joint Power Agreements	Review and adopt	Develop and implement	Task force study as needed			

TEACHING AND LEARNING

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Curriculum Revisions	Review and adopt	Develop, implement and supervise	Curriculum committee study and consult to teaching & learning to develop and assess	Review, implement and supervise	Review	Dept/team study and recommend
Decision Making Topics	School Board	District	District Level	Site	Site Leadership	Site Level

		Administration	Committees	Administration	Team	Committees
Graduation, Course and Grade Level Requirements	Review and adopt	Develop, supervise and assess	Curriculum committee study and consult to teaching & learning to develop	Review, implement and supervise	Review and implement	Dept/team study and recommend
Staff Development Program and Goals	Review	Adopt, supervise and assess	Staff development committee study and review to teaching & learning to develop	Supervise	Review and implement	
Program/Curriculum Additions	Review and adopt	Develop, supervise and assess	Curriculum committee study and review to teaching & learning	Review, implement and supervise	Review and implement	Dept/team study and implement (as needed)
Noncompensation General Fund Allocations	Adopt through budget	Develop and supervise		Develop and supervise	Develop and implement	
Capital Fund Expenditures	Adopt through budget	Study, develop, implement and assess	Curriculum committee review and develop	Develop and supervise	Develop and implement	
Curriculum cycle	Adopt plan	Develop, implement and supervise	Curriculum committee study and review	Implement and supervise		Dept/team study and implement (as needed)
State and Local Testing	Review	Develop, implement, supervise and assess	Assessment committee study and review to teaching & learning to develop	Supervise, implement, review and assess		
School Calendar	Review and adopt	Develop	Advisory task force study and review to human resources to develop and assess			

BUDGET AND FINANCE

Decision Making Topics	School Board	District	District Level	Site	Site Leadership	Site Level
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		Administration	Committees	Administration	Team	Committees
Calendar and Assumptions	Adopt	Develop, implement and assess	Finance and facility committee study and develop			
Five-Year Capital Plan	Adopt	Develop, implement and assess	Finance and facility committee study and develop	Review and recommend	Study and develop	
Long-Range Projections	Review and adopt	Study, develop and implement		Review		
Annual Levy	Adopt	Recommend, implement and assess	Finance and facility committee study and develop			
Annual Budget	Review and adopt	Develop, implement and assess	Task force study (as needed)	Supervise and implement	Study and review	
Budget Itemization	Adopt through budget	Develop, supervise, implement and assess	Finance and facility committee review	Supervise		
Prices and fees	Adopt	Review, develop and assess	Finance and facility committee study and develop	Supervise and implement		
Solicitation Approval of Bids/Quotes	Adopt	Review, develop and implement				
Levy Referendum	Review, develop, adopt and assess	Develop and implement	Task force study and develop (as needed)		Study (as needed)	
School Board Election Process	Adopt	Develop and implement				
Nonsalary General Fund Allocations	Adopt through budget	Develop and implement		Supervise and implement		

ADMINISTRATIVE SERVICES

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
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Resident and Nonresident Enrollment	Adopt through policy	Develop, implement and assess		Supervise and implement		
School Start and End Time	Adopt	Develop, implement and assess	Advisory task force study, review and develop	Supervise and implement		
Daily School Schedule		Adopt		Develop, implement and assess	Study and review	

TECHNOLOGY

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Long-Range Technology Plan	Approve	Review, develop, implement and assess	Tech advisory committee study and review to learning services			
Technology Hardware and Software Management	Adopt through budget	Review, develop, implement and assess	Tech advisory committee study and review to teaching and learning to develop	Supervise and implement		Study and recommend

SUPPORT SERVICES

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Programs/Services	Review as defined by policy	Develop, adopt, and supervise and assess	Support service committee study and review	Supervise	Review and implement	Dept/team study and implement (as needed)

COMMUNICATIONS

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Media Relations and	Review as defined	Develop,	95			

Releases	by policy	supervise and implement				
Crisis Response	Adopt through policy	Develop, supervise, implement and assess	Emergency command team review and develop to administration to implement	Implement and supervise		
District Communications	Review as defined by policy	Develop, implement and assess				

BUILDING/GROUNDS

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Capital Fund Expenditures	Adopt	Study, review, develop and assess	Finance and facility committee study, review and develop	Supervise and implement		
Health and Safety Codes/Laws	Approve through policy	Supervise and implement	Health and safety committee study and review	Supervise		
Maintenance Cycle		Study, develop, implement and assess		Supervise and implement		
Long-Range Facility Plan	Adopt	Study, develop, implement and assess	Task force study, review and develop (as needed)			

HUMAN RESOURCES

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Administrative Hiring and Termination	Approve as defined by policy	Review, develop and supervise	Committee study and review (as			

			needed)			
Teacher Hiring and Termination	Approve as defined by policy	Develop and implement	Committee study and review (as needed)	Review and supervise	Study and review (hire only)	
Support Staff Hiring and Termination	Approve	Review, develop and implement	Committee review (as needed)	Review and supervise	Study and review (hire only)	Committee study (as needed) (hire only)
Work Agreements	Approve	Study, review, develop and implement	HR committee review and develop	Supervise and implement		
Administrative Supervision	Supervise and implement (for Superintendent)	Supervise and implement		Supervise and implement (as needed)		
Teacher Supervision		Supervise and implement		Supervise and implement		
Support Staff Supervision		Supervise and implement (as needed)		Supervise and implement	Supervise and implement	
Contracted Services/Agreements	Adopt	Study, review, develop, implement and assess	Task force study and review			

TRANSPORTATION

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Service Agent	Approve	Develop and implement		Supervise and implement		
Budget	Adopt	Develop, implement and assess		Supervise and implement		
Procedures	Adopt through policy	Study, develop, implement and assess		Supervise and implement		

COMMUNITY EDUCATION SERVICES

Decision Making Topics	School Board	District Administration	District Level Committees	Site Administration	Site Leadership Team	Site Level Committees
Advisory Council	Approve through policy		Study (as needed)			
Budget	Adopt	Supervise and	Advisory council			

		implement	study, review and develop			
Staff	Approve	Review, develop, implement and assess	Advisory council study and review (as needed)			
Program	Approve through policy	Adopt, supervise, implement and assess	Advisory council review and develop			

**School District 748
Data Driven Decision Making Process Plan**

1. Administrative Assignment

- Topic of study
- Purpose of study
- Level of study
- Limitations
- Timeframe

2. Level of study

- Complete – study will complete and document all study areas and activities. Formal study report submitted to School Board for approval
- Partial – study will complete and document all study areas. Study area’s activities will be used as a guide. Formal summary submitted to School Board for approval
- Consultant – study will use study areas and activities as a guide. Formal recommendation with background information and data submitted to the School Board

3. Involvement

- Administrative Coordinator
- Task Force membership
- Input process from
 - *Parents *Public
 - *Teachers/staff *Students

4. Information review

- Timeframe and tasks
- Research data
- Targeted District data
- Local data
- Educational trends

5. Findings

- Options
 - Benefits
 - Challenges
- Relationship to mission and values
- Operational Impact
 - *Value added *Staffing *Finances
 - *Community *Policy *Facility
 - *Legal

6. Recommendations

- Task and timeframes for implementation
- Contact people
- Piloting vs. full implementation
- Assessment

School District 748 Quicksolve Decision Making

Purpose: To problem solve District 748 challenges through use of input and conversation and leading to timely action-based recommendations

CHALLENGE: _____

QUICKSOLVE DEADLINE: _____

QUICKSOLVE TEAM MEMBERS: _____

DECISION MAKER: _____

- GIVENS:
- Time restraints limit depth of study
 - Collaboration and diverse viewpoints enhance decision making quality
 - Team members will be representative of stakeholders
 - Financial resources are limited
 - Creativity strengthens a recommendation
 - District 748 data driven decision making process will guide the study
 - Recommendations will reflect the District mission and values
 - Recommendations will comply with District policy and employee work agreements

TASK	PERSON RESPONSIBLE	TIMEFRAME



SARTELL-ST. STEPHEN ISD 748
Board of Education

.....

AGENDA ITEM: MSHSL Membership 2020-2021

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Jeff Schwiebert, Superintendent

.....

BACKGROUND: Each year the Board approves a resolution for membership in the Minnesota State High School League. The District has been a member of the MSHSL for as long as it has sponsored competitive athletics. The resolution is included in the Board materials. No school is eligible to compete in post-season competition unless the Resolution for Membership is on file in the league office. Next year's fee will be based upon enrollment at the high school.

RECOMMENDATION: Approve the 2020-2021 Resolution for Membership in the Minnesota State High School League.

ATTACHMENT: MSHSL Membership Resolution



2020-2021 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number 748, County of Stearns, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Sartell High School

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. Renew its membership in the Minnesota State High School League; and,
OR;
 Make new application for membership in the Minnesota State High School League.
School Enrollment (9-12): **Click or tap here to enter text.**
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed:
(Clerk/Secretary - Local Governing Board)

Signed:
(Superintendent or Head of School)

Date: 5/18/2020

Date: 5/18/2020

District Office address, City, Zip: **212 3rd Ave N, Sartell, MN 56377**

School Superintendent's Phone: **3206563715**

School Superintendent's Email: **jeff.schwiebert@sartell.k12.mn.us**

2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **Sartell High School**

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: **Jeremy Snoberger**

Email Address: **jeremy.snoberger@sartell.k12.mn.us**

Designated School Representative: **Ryan Hauge**

Email Address: **ryan.hauge@sartell.k12.mn.us**

208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Ryan Hauge**

Girls Sports: **Ryan Hauge**

Speech: **John Ronyak**

Music: **Joanna Richards**

*Mailing Representative: **Ryan Hauge**

*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member: **Jeremy Snoberger**

Student: **Ethan Torgrimson**

Parent: **James Mahowald**

Faculty Member: **Cody Olson**

Please complete and submit this form with your school's 2020-2022 Resolution for Membership to mshsl_info@mshsl.org If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Submit this form to mshsl_info@mshsl.org

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262 | www.mshsl.org



SARTELL-ST. STEPHEN ISD 748

Board of Education



AGENDA ITEM: Approve 2020-2021 Academic Calendar Holidays for Individually Contracted Employees and Superintendent.

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Jeff Schwiebert, Superintendent



BACKGROUND:

To provide flexibility in our school calendar, each year the school board will designate holidays for individually contracted employees and the superintendent.

RECOMMENDATION:

Motion to approve the 2020-2021 Calendar Holidays as determined for Individually Contracted Employees and the Superintendent.

- | | |
|-------------------|---------------------|
| July 3, 2020 | December 31, 2020 |
| September 7, 2020 | January 1, 2021 |
| November 26, 2020 | May 31, 2021 |
| November 27, 2020 | 2 floating holidays |
| December 24, 2020 | |
| December 25, 2020 | |

ADDITIONAL DOCUMENTATION:

None



SARTELL-ST. STEPHEN ISD 748
Board of Education



AGENDA ITEM: Approve Individual Contracts

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Jeff Schwiebert, Superintendent



BACKGROUND: The individual salary increases will be presented at the meeting.

RECOMMENDATION:

Motion to approve the individual contracts effective July 1, 2020 for the following positions:

Assistant Superintendent of Learning Services
Assessment Coordinator/Executive Assistant
Communications Specialist
Director of Technology
Network Administrator
Server Administrator
Level 2 Technician
Level 1 Technicians
Director of Business Services
Controller
Business Services Specialist
Transportation Supervisor

Director of Food Service
Assistant Director of Food Service
Human Resources Assistant
Director of Community Education
Community Education Adult Program Coordinator
Community Education Youth Program Coordinator
Associate Activities Director
Sign Language Interpreter

ADDITIONAL DOCUMENTATION:

None



SARTELL-ST. STEPHEN ISD 748
Board of Education

.....

AGENDA ITEM: Approve Senior Class of 2020 Graduation Plans

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Action

CONTACT PERSON: Jeff Schwiebert, Superintendent

.....

BACKGROUND: Sartell High School Principal, Brenda Steve and Superintendent, Jeff Schwiebert will present a plan for the senior class of 2020 graduation ceremony due to the COVID-19 pandemic. The plan follows recently released guidance and rules from the Minnesota Department of Education and Minnesota Department of Health.

RECOMMENDATION: Approve senior class of 2020 graduation plans as presented.

ATTACHMENT:



SARTELL-ST. STEPHEN ISD 748

Board of Education

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AGENDA ITEM: Official Review of Policies – 101, 101.1, 103, 722, 801, 807, 901, 902, 903, 904, 905 and 907

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Official Review of Policies

.....

BACKGROUND: The Board Policy Committee has reviewed Policies 101, 101.1, 103, 722, 801, 807, 901, 902, 903, 904, 905 and 907 as part of their annual review of groups of existing policies. MSBA has made very minor changes if any to the following policies. They call them NonSubstantive Changes, and the Policy committee agrees. All of the following policies are recommended for review at the May 18th Board meeting.

- Policy 101 – Legal Status of the School District
- Policy 101.1 – Name of School District
- Policy 103 – Complaints – Students, Employees, Parents, Other Persons
- Policy 722 – Public Data Requests
- Policy 801 –Equal Access to School Facilities
- Policy 807 – Health and Safety Policy
- Policy 901 – Community Education
- Policy 902 – Use of School District Facilities and Equipment
- Policy 903 – Visitors to School District Buildings and Sites
- Policy 904 – Distribution of Materials on School District Property By NonSchool Persons
- Policy 905 – Advertising
- Policy 907 – Rewards

RECOMMENDATION: Complete official review of existing Policies 101, 101.1, 103, 722, 801, 807, 901, 902, 903, 904, 905 and 907.

ATTACHMENTS: Policies 101, 101.1, 103, 722, 801, 807, 901, 902, 903, 904, 905 and 907.

Adopted: June 9, 1997

***Sartell-St. Stephen School District 748
Policy 101***

Reviewed: March 17, 2014

June 20, 2016

November 20, 2017

May 18, 2020

Revised: January 25, 2005

April 17, 2006

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

- A. A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the counties in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

- 1. The school district, through its school board, has authority to raise funds for

the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minn. Stat. Ch. 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property, which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minn. Stat. 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment,

supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. 465.035 (Conveyance or Lease of Land)
Minn. Stat. 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties of Political Subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: Sartell-St. Stephen School District Policy 201 (Legal Status of School Board)
Sartell-St. Stephen School District Policy 603 (Curriculum Development)
Sartell-St. Stephen School District Policy 604 (Instructional Curriculum)
Sartell-St. Stephen School District Policy 606 (Textbooks and Instructional Materials)
Sartell-St. Stephen School District Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
Sartell-St. Stephen School District Policy 705 (Investments)
Sartell-St. Stephen School District Policy 706 (Acceptance of Gifts)
Sartell-St. Stephen School District Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (Contract and Bidding Procedures)

Adopted: July 17, 2000

***Sartell-St. Stephen School District 748
Policy 101.1***

Reviewed: April 17, 2006

March 17, 2014

November 20, 2017

May 18, 2020

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 748. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be the Sartell-St. Stephen School District.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 748 (Sartell-St. Stephen School District), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. 123A.55 (Classes, Number)

Adopted: June 23, 1997

***Sartell-St. Stephen School District 748
Policy 103***

*Reviewed: March 17, 2014
November 20, 2017
May 18, 2020*

Revised: April 17, 2006

103 COMPLAINTS - STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: Sartell-St. Stephen District Policy 206 (Public Participation in School Board Meetings/ Complaints about Persons at School Board Meetings and Privacy Considerations)
Sartell-St. Stephen District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Sartell-St. Stephen District Policy 413 (Harassment and Violence)
Sartell-St. Stephen District Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records-Privacy-Access to Data)

722 PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any

set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or

- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 - 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 - 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 - 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 - 1. The estimated costs of preparing the summary data, if any; and
 - 2. The summary data requested; or
 - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

A. Public Data

- 1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Data Practices Contacts

Responsible Authority:

Superintendent
212 Third Ave N, Sartell, MN 56377
320-656-3715

Data Practices Compliance Official:

Superintendent
212 Third Ave N, Sartell, MN 56377
320-656-3715

Data Practices Designee(s):

Superintendent

212 Third Ave N, Sartell, MN 56377

320-656-3715

Legal References: Minn. Stat. § Ch. 13 (Minnesota Government Data Practices Act)

Cross References: Sartell – St. Stephen School District Policy 406 (Public and Private Personnel Data)

Sartell – St. Stephen School District Policy 515 (Protection and Privacy of Pupil Records)

Adopted: October 20, 2003

***Sartell-St. Stephen School District 748
Policy 801***

*Revised: July 17, 2006
October 15, 2007*

*Reviewed: May 20, 2013
October 21, 2013
November 21, 2016
May 18, 2020*

801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 5 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups, which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Non-instructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

- E. Non-school persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information;
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a

supervisory capacity does not constitute school district sponsorship of the meeting or activity.

5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Non-school persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: Sartell-St. Stephen District Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)

Adopted: September 17, 2012

**Sartell-St. Stephen School District
Policy 807**

Reviewed: May 18, 2020

Revised: November 21, 2016

807 HEALTH AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste

19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Adopted: October 20, 2003

***Sartell-St. Stephen School District 748
Policy 901***

Reviewed: June 17, 2013

November 21, 2016

May 18, 2020

901 COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will be representative of the community and school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.

- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. 124D.20, Subd. 1 (Community Education Revenue)

Cross References: Sartell-St. Stephen School District Policy 902 (Use of School District Facilities and Equipment)

Adopted: November 15, 1999

Sartell-St. Stephen School District 748
Policy 902

Reviewed: November 21, 2016

May 18, 2020

Revised: July 15, 2002

June 20, 2011

July 15, 2013

November 18, 2013

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment by community groups and individuals.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district community education office shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a prorated portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the District Facility Use Office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.

- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries

Legal References: Minn. Stat. 123B.51(Schoolhouses and Sites; Access for Non-curricular purposes)

Cross References: Sartell-St. Stephen School District Policy 801 (Equal Access to Facilities of Secondary Schools)
Sartell-St. Stephen School District Policy 901 (Community Education)
Facilities Use & Rentals Policies and Procedures for School Facilities

Adopted: October 20, 2003

*Sartell-St. Stephen School District 748
Policy 903*

Reviewed: May 18, 2020

*Revised: July 15, 2013
December 18, 2017*

903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be

needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References: Procedures as posted in each building.

Adopted: October 20, 2003

**Sartell-St. Stephen School District 748
Policy 904**

Reviewed: June 17, 2013

March 17, 2014

November 21, 2016

May 18, 2020

904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by non-staff and non-students on school district property (facilities and grounds) in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for non-school persons and organizations to distribute materials appropriate to the school setting, within the limitations and provisions of this policy.
- B. To provide for orderly and non-disruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. “Materials” includes all materials and objects intended by non-school persons or non-school organizations for distribution. Examples of non-school-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. “Non-school person” means any person who is not currently enrolled as a student in or employed by the school district.
- D. “Obscene to minors” means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “Minor” means any person under the age of eighteen (18).
- F. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption, which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- G. “School activities” means any activity sponsored by the school, including but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Non-school persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.

- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Permission for non-school persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to the following:
 - 1. whether the material is educationally related;
 - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline or school activities;
 - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment or other resources;
6. whether distribution would require that non-school persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any non-school person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether non-school persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the non-school person or organization may request reconsideration of the decision by the

Superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References:

U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied U.S., 132 S.Ct. 592 (2011)

Cross References:

Sartell-St. Stephen School District Policy 505 (Distribution of Non-school Sponsored Materials on School Premises by Students and Employees)
Sartell-St. Stephen School District Policy 512 (School Sponsored Student Publications)

Adopted: April 15, 2013

*Sartell-St. Stephen School District 748
Policy 905*

Reviewed: April 15, 2019

May 18, 2020

Revised: July 18, 2016

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

It is the school district's policy that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The appropriate school official is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the superintendent or designee.
- D. The school district or a school may acknowledge a donation it has received from an

organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.
- H. Advertisements on any District maintained website may not electronically link to any outside site.
- I. Any organization renting school facilities will be expected to follow this policy.
- J. Under no circumstances will the District enter an agreement allowing exclusive advertising rights, or the sale of advertising rights, to one business or one individual.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees)
Sartell-St. Stephen School District 748 Policy 515
– Sartell-St. Stephen School District 748 Policy 702

Adopted: October 16, 2006

***Sartell-St. Stephen School District 907
Policy 907***

Reviewed: November 21, 2016

May 18, 2020

Revised: July 15, 2013

907 REWARDS

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 (Reward)

Cross References:



SARTELL-ST. STEPHEN ISD 748
Board of Education

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AGENDA ITEM: Official Revision of Policies – 102, 625, 802 & 805

MEETING DATE: May 18, 2020

SUGGESTED DISPOSITION: Discussion/First Reading

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BACKGROUND: The Board Policy Committee has reviewed Policies 102, 625, 802 and 805 as part of the MSBA review of groups of existing policies. The Policy Committee has recommended different plans for certain policies reviewed – the official reviews, revisions and new policy adoptions. This item recommends revisions to the existing policies listed below:

- Policy 102 – Equal Educational Opportunity - Policy Committee is recommending adopting MSBA Model Policy, and removal of notes.
- Policy 625 – Class Size/Pupil-Staff Ratio Policy - Policy Committee is recommending minor revisions, additions of redlines, and removal of notes.
- Policy 802 – Disposition of Obsolete Equipment and Material - Policy Committee is recommending adopting MSBA Model Policy, and removal of notes.
- Policy 805 – Waste Reduction and Recycling - Policy Committee is recommending adopting MSBA Model Policy, and removal of notes.

RECOMMENDATION: Have first reading of revisions to Policies 102, 625, 802 and 805.

ATTACHMENTS: Proposed Policies 102, 625, 802 and 805.

Adopted: June 9, 1997

Sartell-St. Stephen School District 748
Policy 102

Reviewed: April 17, 2006
March 17, 2014

Revised: November 20, 2017
May 18, 2020

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, ~~gender~~, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § Ch. 363A (Minnesota Human Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)

Cross References: Sartell-St. Stephen District Policy 402 (Disability Nondiscrimination)

Sartell-St. Stephen District Policy 413 (Harassment and Violence)
Sartell-St. Stephen District Policy 521 (Student Disability
Nondiscrimination)
Sartell-St. Stephen District Policy 522 (Student Sex Nondiscrimination)

Adopted: June 19, 2000

Sartell-St. Stephen School District 748
Policy 625

Revised: May 18, 2020

Reviewed: March 25, 2013

625 CLASS SIZE/PUPIL-STAFF RATIO POLICY

I. PURPOSE

The School Board is committed to promoting reasonable class sizes for each grade level and recognizes that primary-aged students in kindergarten through ~~3rd~~ 5th grade should have fewer students per teacher than ~~4th~~ 6th grade and beyond. The School Board further believes that research has clearly shown that class size makes a difference in the achievement of students at all grade levels, but, especially at primary grades (STAR Study, 1999). Therefore, this policy assists in providing guidelines for class size determinations.

II. GENERAL STATEMENT OF POLICY

- A. The Superintendent shall have the authority to determine appropriate class size at all grade levels using established guidelines. Section III, B, of this policy provides important considerations for determining class size adjustments.
- B. Class sizes are subject to periodic review and adjustment and, if appropriate, School Board action.
- C. Class size Pupil-Teacher Ratios Guidelines:

~~1. Kindergarten range from 17-20.~~
Kindergarten twenty and under

~~2. Grades 1 through 3 range from 20-25.~~
Grades 1 through 2 range twenty-two to twenty-four

~~3. Grade 3 range twenty-four to twenty-six~~

~~34. Grades 4 through 8 range from 25-30.~~
Grade 4 range twenty-five to twenty-seven

~~5. Grade 5 range twenty-six to twenty-eight~~

~~6. Grade 6 through 8 range thirty and under~~

~~4.7.~~ Grades 9 through 12 a minimum of ~~15~~18 registrations are needed to offer a class. The range of class size at this level is generally ~~15~~18-35.

Circumstances, such as advanced or specialty classes, may cause variance from recommended guidelines.

III. IMPLEMENTATION OF POLICY

- A. The School Board will authorize the Superintendent to oversee class size ratios and make recommendations as appropriate to follow school district policy. It is recognized that there will be times when exceptions to this policy may be required in order to meet unique and special circumstances.
- B. The Superintendent will attempt to adhere to the above-mentioned ratios/ guidelines relating to numbers of pupils per certified classroom teacher. Variance from the above guidelines may occur in any one or more of the following circumstances:
 - 1. classroom, facility and supply constraints
 - 2. funding and financial considerations
 - 3. curriculum and instruction considerations
 - 4. availability of licensed staff and other staff considerations
 - 5. student enrollment and demographics
 - 6. location of students and transportation considerations
- C. Whenever pupil-staff ratios vary from the above guidelines, the Superintendent will ~~make give~~ a ~~written~~ report to the School Board describing the circumstances that created the necessity to vary from the established guidelines.

Legal References:

Cross References: ~~(STAR Study, 1999)~~

Adopted: October 20, 2003

**Sartell-St. Stephen School District 748
Policy 802**

Reviewed: November 21, 2016

Revised: July 17, 2006

July 20, 2009

November 18, 2013

May 18, 2020

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. MANNER OF DISPOSITION

A. Authorization

The Superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the School Board. The Superintendent shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

B. Contracts Over \$~~100~~175,000

1. If the value of the equipment or materials is estimated to exceed \$~~100~~175,000 sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter.

Additional publication in the official newspaper or elsewhere may be made as the School Board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the School Board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the School Board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the Board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as non-public data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$~~100~~175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed ~~\$100~~175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the School Board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations, which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the School District shall sell or procure for sale or possess or control for sale to any other officer or employee of the School District any property or materials owned by the School District unless the property and materials are not needed for public purposes and are sold to a School District employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A School District employee may purchase no more than one motor vehicle from the School District at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the School District for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the School District from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

~~1a.~~ another school district;

~~2b.~~ the state department of corrections;

~~3c.~~ the board of trustees of Minnesota State Colleges and Universities;
or

~~4d.~~ the family of a student residing in the district whose total family income meets the federal definition of poverty.

e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. § Stat. 13.591 (Business Data)
Minn. § Stat. 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. § Stat. 123B.29 (Sale of School Building at Auction)
Minn. § Stat. 123B.52 (Contracts)
Minn. § Stat. 471.345 (Uniform Municipal Contracting Law)
Minn. § Stat. 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: 2000

**Sartell-St. Stephen School District
Policy 805**

Reviewed: June 20, 2016

Revised: October 20, 2008

June 17, 2013

July 18, 2016

May 18, 2020

805 WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. “Lamp recycling facility” means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

(Minn. Stat. § 115A.03, Subd. 24b)

- E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. “Source-separated compostable materials” means materials that:
 - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
 - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
 - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
 - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA’s class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. “Waste reduction” or “source reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
 2. increasing the life span of a product;
 3. reducing material or the toxicity of material used in production or packaging; or
 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
 2. full utilization of materials prior to disposal;
 3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility ~~will have containers for~~ shall also collect at least three ~~of the following~~ recyclable materials; such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently

employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the ~~Minnesota Pollution Control Agency~~ PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the ~~Minnesota Pollution Control Agency~~ PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the ~~Minnesota Pollution Control Agency~~ PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;

3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ~~ten~~10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § ~~16B.122~~16C.073, Subd.3(a))

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 3(b))

- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
 2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
 3. purchase paper which has not been dyed with colors, excluding pastel colors;
 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
 6. use soy-based inks;
 7. purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;
 78. produce reports, publications, and periodicals that are readily recyclable;
 89. purchase paper which has been made on a paper machine located in Minnesota; and
 910. print documents on both sides of the paper where commonly accepted publishing practices allow
- (Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 2)
- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which

the commodity or product contains postconsumer material. (Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 3(b))

- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § ~~16B.122~~ 16C.073, Subd. 3(b))

VI. OTHER

~~It is the~~ The policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

Legal References: Minn. Stat. § ~~16B.122~~ 16C.073 (Purchase and Use of Paper Stock; Printing)
Minn. Stat. § 115A.03 (Definitions)
Minn. Stat. § 115A.15 (State Government Resource Recovery)
Minn. Stat. § 115A.151 (State and Local Facilities)
Minn. Stat. § 115A.46 (Requirements)
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)
Minn. Stat. § 115A.931 (Yard Waste Prohibition)
Minn. Stat. § 115A.932 (Mercury Prohibition)
Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References: