



**ROCK RIDGE PUBLIC SCHOOLS  
1405 PROGRESS PARKWAY  
VIRGINIA MN 55792**

**Regular Meeting  
Monday, June 9, 2025 at 6:00 PM  
Rock Ridge Administration Building, 1405 Progress Parkway,  
Virginia, MN 55792**

## AGENDA

1. Call to order.
2. Approval of agenda.
3. Recognition of visitors and visitor input.
4. Consent Agenda:
  1. Approval of May 12, 2025 regular meeting minutes. 4
  2. Approval of additional duty of Laurentian AVID Coordinator for Interventionist, Melissa Lautigar, with a stipend of \$1,000 for the 2024-2025 school year.
  3. Approval of hire of Jeff Teasck for the Community Education Summer Softball Coordinator position with a stipend of \$1,500 effective May 15, 2025.
  4. Approval of hire of the following for the Year End Bus Cleaning positions at a rate of \$25.14/hour effective June 2, 2025 through June 13, 2025: Cindy Powell, Alyssa Harris, and Dom Sereno.
  5. Approval of hire of Extended School Year Paraprofessionals at a rate of \$19.97/hour effective June 10, 2025 - August 14, 2025: Brittney Kemi, Morgan Dobson, Hannah Ronning, Shannon Schmidtke, Dezira Drumm, Cindy Kujala, Paul Powers, Chanel Kamunen, Melodi Haugen, Natasha Clemmer, Emily Houghton, Kristie Intihar, Christine Nelson, Jordan Orbeck-Stevens.
  6. Approval of hire of Hannah Helander for the 1.0 FTE Elementary Special Education Teacher position with a salary of \$87,738 (Step J MA+10) effective August 25, 2025. 7
  7. Approval of hire of Laura Bakhtiari for the 1.0 FTE Early Childhood Special Education Teacher position with a salary of \$73,411 (Step J BA) 9

effective August 25, 2025.	
8. Approval of hire of Ethan Stachovich for the 1.0 FTE Special Education Teacher position with a salary of \$70,814 (Step I BA+10) effective August 25, 2025.	10
9. Approval of hire of Steven Aker for the Part Time Permanent Bus Driver position at a rate of \$25.14/hour effective September 2, 2025.	
10. Approval of hire of Susan Lanyk for the 2nd Grade Long-Term Substitute Teacher position (LES) with a salary of \$64,493 (prorated) effective October 15, 2025.	12
11. Approval of additional duty of School Forest Coordinator for elementary teacher, Beth Collins, with a stipend of \$2,269 effective July 1, 2025.	
12. Approval of 2024-2025 Club Advisors and stipends.	13
13. Approval of proposal of the 2026 Florida band trip.	15
14. Acceptance of resignation of Justine Schunk from the Playground Aide position effective May 29, 2025.	
15. Acceptance of resignation of Kiara Laube from the Paraprofessional position effective May 31, 2025.	
16. Acceptance of resignation of Paula Dundas from the Head Softball Coach position effective May 31, 2025.	
17. Acceptance of resignation of Tricia Harsila from the RRHS Secretary position effective June 20, 2025.	
18. Acceptance of resignation for the purpose of retirement of William Petersen from the Custodian/General Maintenance/Grounds/Driver position effective December 15, 2025.	
19. Approval of termination of Marife Jenni from the Paraprofessional position effective May 29, 2025.	
20. Approval of termination of Jessica Rahkola from the Paraprofessional position effective May 29, 2025.	
21. Acceptance and appreciation of a donation in the amount \$500 from the Eveleth Elks Lodge 1161 for Laurentian Elementary - bowling field trip.	
22. Acceptance and appreciation of a donation of used engine cores from Centennial Enterprises, Inc. to the Rock Ridge Auto Mechanics Department.	
5. Reports:	
1. Activities budget reductions update.	17
2. FY26 Budget update.	20
3. Washing D.C. Close Up trip presentation.	
4. Superintendent.	
5. Treasurer's Report.	21
6. Administration Items:	
1. Consider approval of the 2025-2026 health insurance.	39
2. Consider approval of Services Contract between Arrowhead Regional Computing Consortium (ARCC) and Rock Ridge Public Schools for FY26.	40
3. Consider approval of the School Nutrition Programs Renewal of Food Service Management Contract School Year 2025-2026.	53
4. Consider approval of renewal of Teachers on Call agreement for the 2025-2026 school year.	63

5. Consider approval of the Rock Ridge Community Education Council Bylaws.	64
6. Consider approval of purchase offer for school property in Virginia. (The "old Mill 40," west and slightly south of North Star Elementary. Just north of Mesabi Tribune.)	68
7. Consider approval of Child and Adult Care Food Program Contract for Vended Meals for the 2024-2025 school year.	69
8. Consider approval of MSBA membership dues and renewals of Boardbook and Policy Services subscriptions for FY26.	79
9. Consider approval of the 2025-2026 Resolution for Membership in the Minnesota State High School League.	82
10. Consider approval of Resolution Requiring the Tally of Write-In Votes Only If Write-In Votes Are Greater Than a Ballot Candidate's Total Votes.	84
7. Policies - Second Reading.	
1. 413 Harassment and Violence.	85
2. 425 Staff Development and Mentoring.	96
3. 512 School-Sponsored Student Publications and Activities.	105
4. 516 Student Medication and Telehealth.	110
5. 519 Interviews of Students By Outside Agencies.	117
6. 606.5 Library Materials.	120
7. 614 School District Testing Plan and Procedure.	128
8. 621 Literacy and the Read Act.	143
9. 701 Establishment and Adoption of School District Budget.	152
10. 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System.	155
11. 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources.	157
12. 906 Community Notification of Predatory Offenders.	175
8. Policies Regarding Electronic Devices/Cell Phones - Second Reading.	
1. 524 Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (CURRENT Rock Ridge policy).	180
2. 524 Internet and Technology Acceptable Use and Safety Policy (Revised Policy 524 if Policy 524.5 is adopted.)	193
3. 524.5 Personal Electronic Communication Devices (NEW policy).	206
9. Meeting Announcements:	
1. The next regular meeting will be Monday, June 23, 2025 at 6:00 PM at the Rock Ridge Administration Building, 1405 Progress Pkwy, Virginia.	
10. Adjournment.	

**OFFICE OF THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 2909  
MONDAY, MAY 12, 2025, 6:00 P.M.**

**ROCK RIDGE ADMINISTRATION BUILDING, 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792  
MINUTES OF THE REGULAR SCHOOL BOARD MEETING**

**Members Present:**

Jennifer Bonner                      John Uhan  
Nicole Culbert-Dahl                Jodi Westby  
Brandi Lautigar                      Lisa Westby  
Tim Riordan

**Members Absent:**

None

**Other Staff Present:**

Dr. Noel Schmidt, Superintendent  
Bob Voss, Transportation Director  
Scott Manni, North Star Elementary Principal  
Mark Winter, RRHS Principal  
Sheena Stefanich, Parkview Elementary Principal

**Student Representative:**

None

- I. Chair UHAN called the regular meeting to order at 6:00 P.M.
  
- II. **APPROVE AGENDA:** Motion to **approve the agenda** made by CULBERT-DAHL, seconded by L. WESTBY. Presentation by Kraus-Anderson regarding the 1404 Building SD Estimate was added to Reports 5.05. Bonner asked for discussion on a referendum and the student handbook and these new items were added to the Superintendent's Report. Motion passed unanimously.
  
- III. **RECOGNITION OF VISITORS AND VISITOR INPUT:** None.
  
- IV. **CONSENT AGENDA:**
  - A. Items 4.6 – 4.10 (hiring of ESY paraprofessionals and teachers) were removed. Items *4.3 Approval of hire of Tara Norri for the Womens' Volleyball Site Manager position at a rate of \$15.00/hour effective November 14, 2024 through April 26, 2025* and *4.12 Approval of hire of Jordyn Drees for the 1.0 FTE Occupational Therapist position with a salary of \$86,404 (Step J BA+30/MA) effective August 25, 2025* were removed for discussion. Motion to **approve the Consent Agenda as amended** made by L. WESTBY, seconded by LAUTIGAR. Motion passed unanimously.
    1. Approval of April 28, 2025 regular meeting minutes.
    2. Approval of start date modification for PT Bus Driver Peter Wargowsky from April 23, 2025 to April 24, 2025.
    3. Approval of hire of Stephanie Stefanich for the Homebound Instructor (RRHS) position at a rate of \$42.00/hour effective March 21, 2025.
    4. Approval of hire of the following for the Summer Day Camp Staff positions at a rate of \$15.00/hour effective June 2, 2025: Maija Lamppa, Jacqueline Hoag, Alyssa Grahek, Sherry Salo, Paige Johnson, Lissa Kriefels, Breanna Bridgewater, Amelia Sandnas, Danica Markasich, April Stupca.
    5. Approval of hire of Jasmine Daugherty for the JV Volleyball Coach position with a stipend of \$4,791 for the 2025-2026 school year.
    6. Acceptance of resignation of Kelsey Rye from the Childcare Mentor position effective March 25, 2025.
    7. Acceptance of resignation for the purpose of retirement of David Mattila from the PT Bus Driver position effective May 29, 2025.
    8. Acceptance of resignation of Tricia Fierst from the Secondary School Counseling position effective May 30, 2025.
    9. Approval of out-of-state travel for Cassandra Hainey to attend the National Prevention Network Conference in Washington, DC on August 11-13, 2025. Cost of travel, registration, and meals will be covered by the PCN grant. In addition to attending the conference, Cassandra has been invited to present on the PCN work of Rock Ridge.
    10. Acceptance and appreciation of a donation in the amount of \$4,122 from the Rock Ridge Education Fund/Virginia Community Foundation for the RRPS - Education Fund.

- B. Following discussion, motion to **approve 4.3 and 4.12** made by RIORDAN, seconded by LAUTIGAR. Motion passed unanimously.

V. **REPORTS:**

- A. Pete Auvinen, Kraus-Anderson, presented the Building 1404 Schematic Design Estimate.
  - 1. Motion to **approve moving forward into the Design Development phase for the Special Education project only** made by RIORDAN, seconded by BONNER. Motion passed unanimously.
- B. Keith Peterson, Iron Range Partnership for Sustainability, gave an update to the deep-winter greenhouse project being planned for the Rock Ridge campus. The board agreed that this continues to be a project to pursue if funding can be obtained.
- C. Sheena Stefanich gave her report of events and happenings at Parkview.
- D. Supt. Noel Schmidt provided an update to the road construction. The student handbook will be updated for the fall and the board will have a chance to preview it before approval. A working session was set for June 9, 2025, at 5:00PM to discuss a referendum possibility. Finally, he gave an overview of the “Leader in Me” program.
- E. Motion to **approve the payment of the bills** made by RIORDAN, seconded by CULBERT-DAHL. Motion passed unanimously.

VI. **Policies – First Reading.**

- A. Motion to **approve the first reading of the following policies** made by LAUTIGAR, seconded by WESTBY. Motion passed unanimously.
  - 1. 413 Harassment and Violence.
  - 2. 425 Staff Development and Mentoring.
  - 3. 512 School-Sponsored Student Publications and Activities.
  - 4. 516 Student Medication and Telehealth.
  - 5. 519 Interviews of Students By Outside Agencies.
  - 6. 606.5 Library Materials.
  - 7. 614 School District Testing Plan and Procedure.
  - 8. 621 Literacy and the Read Act.
  - 9. 701 Establishment and Adoption of School District Budget.
  - 10. 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System.
  - 11. 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources.
  - 12. 906 Community Notification of Predatory Offenders.

VII. **Policies Regarding Electronic Devices/Cell Phones – First Reading.**

- B. Motion to **approve the first reading of the following policies** made by LAUTIGAR, seconded by BONNER. Motion passed unanimously.
  - 1. 524 Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (CURRENT Rock Ridge policy).
  - 2. 524 Internet and Technology Acceptable Use and Safety Policy (Revised Policy 524 if Policy 524.5 is adopted.)
  - 3. 524.5 Personal Electronic Communication Devices (NEW policy).

VIII. **ADMINISTRATION ITEMS:**

- A. Motion to **transfer Scott Manni from North Star Elementary Principal to RRHS principal for the 2025-2026 school year** made by UHAN, seconded by CULBERT-DAHL. Motion passed 6-1 with L. WESTBY voting NO.
- B. Motion to **bring back the 2<sup>nd</sup> Dean position for the 2025-2026 school year** made by LAUTIGAR, seconded by CULBERT-DAHL. Motion passed 6-1 with L. WESTBY voting NO.

- C. Motion to **continue transporting students after school to the new Apple Tree Learning Center, Eveleth location, for the 2025-2026 school year** made by UHAN, seconded by L. WESTBY. Motion passed unanimously.
- D. Motion to **approve the Resolution Relating to the Termination and Non-Renewal of the Teaching Contract of Linda Fedor, a Probationary Teacher, effective at the end of the 2024-2025 school year** made by RIORDAN, seconded by L. WESTBY. Roll call vote. Motion passed unanimously.

IX. **MEETING ANNOUNCEMENTS** were made.

X. **ADJOURNMENT:** Meeting adjourned at 7:52 P.M.

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CHAIR

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CLERK

# HANNAH J.S. HELANDER

## SPECIAL EDUCATION TEACHER

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### PROFESSIONAL SUMMARY

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Experienced Special Education Professional with four years of experience as a Special Education Coordinator following 18 years as a Special Education Teacher. Remains positive and patient under times of stress or conflict. Works well with administration, classroom teachers, special education teachers, parents, and paraprofessionals to develop appropriate accommodations, services, and best instructional practices to maximize inclusion within the mainstream setting. Uses diplomacy and active listening as a leadership style.

### SKILLS

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Due Process Paperwork

Classroom Management

Written and Verbal Communication

CPI Trained (currently an instructor)

De-escalation and Conflict Resolution

Collaboration with Varied Professionals

### PROFESSIONAL EXPERIENCE

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#### Special Education Coordinator

August 2021-Present

#### Northland Learning Center - Virginia, MN

- Provide Due Process support and assistance to new and seasoned Special Education Teachers.
- Provide Behavior Management support and assistance to Special Education Teachers.
- Act as first contact for Administration and Special Education Teams on all Special Education related questions and concerns.
- Collaborate on the NLC Administration Team, Assistive Technology Community of Practice, and Setting 2/3 Cohort.
- Support district dispute resolution: Facilitated Meetings, Conciliation Meetings, MDE Complaints
- Support teams and districts with Manifestation Determinations
- Conduct and Submit File Reviews for all NLC Member Districts as required by MDE.
- Collaborate and Provide Professional Development for Administration, Teachers, and Paraprofessionals.
- Coordinate, Facilitate, and Conduct CPI Trainings for NLC Member and Contracted Districts
- Organize, Schedule, Prepare, and Present at NLC SEAC Meetings

#### Special Education Teacher

September 2003-June 2021

#### ISD 712, Mt. Iron - Buhl Schools - Mt. Iron, MN

- Collaboratively created and managed IEPs and BIP/PBSPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
- Modified general education curriculum for students with special needs using various instructional techniques and technologies.
- Delivered effective and differentiated instruction to a range of neurodiverse students.
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to monitoring student progress to inform parents.
- Taught and retaught multiple subjects, including social skills, behavior skills, and all academic areas, to students with intellectual, academic, social, emotional, and behavioral disabilities served under various categories.

## EDUCATION

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- Master of Science:** Learning Disabilities K-12 **May 2003**  
University of Wisconsin - Superior - Superior, WI
- **Additional License:** Emotional Behavioral Disabilities K-12 **May 2004**
- Bachelor of Arts:** Social Studies Secondary Education 7-12 **May 2000**  
The College of Saint Scholastica - Duluth, MN
- Webster's Scholar

# LAURA BAKHTIARI

## CONTACT



## EDUCATION

### NORTHERN STATE UNIVERSITY

Bachelor of Education

Double Major: Elementary and K-12

Special Education

2008-2013

## SKILLS

- Computer Skills
- Organizational Skills
- Classroom Management
- Communication Skills
- Time Management Skills
- Attention to Detail
- Problem Solving Skills
- Enthusiasm

## CERTIFICATION

### STATE OF MINNESOTA EDUCATOR LICENSE

2024- Present

File Number: 1034562

### SOUTH DAKOTA EDUCATOR CERTIFICATE

2013-2024

Certificate Number: 75669

## ABOUT ME

I am a motivated individual with a strong attention to detail, as well as problem-solving abilities and exemplary organizational skills. My background is in managing a classroom full of students of varying learning and behavioral needs while performing the daily tasks required to meet state educational standards. I strive to leave a positive impact on those I come in contact with. I am seeking new career opportunities outside of education to start a fresh professional journey.

## WORK EXPERIENCE

### 3RD GRADE CLASSROOM EDUCATOR

Longfellow Elementary (2013-2024)

Over the past 11 years I have been working hard on being the best teacher for the students that are in my classroom. Each year always looks different depending on the needs of my students. I am always up for the challenge to help my students receive the best education they can. I was awarded Teacher of the Year in 2022. I helped to construct and build the "flex" learning program in our building which resulted in state test score to have our building in the top 50 for the nation.

## LEADERSHIP DEVELOPMENT AND TRAINING

Listed from most recent.

- 2023-2024: Took over the PTO as treasurer. Oversaw our yearly fundraiser which brought in over \$16,000 in a 3 weeks time.
- 2022-2023: TAT and leadership committee, On the teacher of the year committee, Hosted a student teacher in the fall semester.
- 2021-2022: District grade level team leader, Calendar committee, Leader of technology meetings at Longfellow, Olweus committee member, Vertical alignment of our Common Formative Assessment representative for Longfellow, Hosted a student teacher in the spring semester.
- 2020-2021: Mentor teacher for a first-year teacher, District grade level team leader, Calendar committee, Covid roadmap committee, eLearner for the entire school year.
- 2019-2020: Leader of tech and eLearning meetings at Longfellow, Online learning for the 4th quarter of the year.
- 2018-2019: TAT and leadership committee, Two different practicum student teachers (one in the fall and one in the spring).
- 2017-2018: Practicum student teacher in the fall. Started the roadmap for FLEX learning in our building.
- 2015-2016: TAT and leadership committee.

Ethan Stachovich

## **PROFESSIONAL SUMMARY**

Dedicated and compassionate Special Education Teacher with extensive experience in managing educational plans and fostering a supportive learning environment. Proven skills in communication, problem-solving, and teamwork, with a strong commitment to student success and well-being.

## **SKILLS**

- Communication
- Problem Solving
- Creativity
- Teamwork
- Conflict Resolution
- Leadership
- Dependable
- Flexible
- Attention to Detail
- Coaching

## **WORK EXPERIENCE**

ISD 2142, Babbitt, MN

Special Education Teacher

December 2016 - Present

- Act as case manager for students, overseeing educational plans and progress.
- Teach essential skills in small and large group settings, adapting to individual learning needs.
- Collaborate with staff and parents to support student development and well-being.

ISD 2142, Babbitt, MN

Paraprofessional

November 2013 - December 2016

- Assisted students in managing behaviors and enhancing engagement in the classroom.
- Supported teachers in implementing effective strategies to promote learning.

Rural Living Environments, Babbitt, MN

Personal Care Assistant (PCA)

November 2013 - January 2017

- Provided assistance with daily living needs and facilitated community involvement.
- Helped individuals manage emotions and develop coping strategies.

## **EDUCATION**

Capella University

Masters of Special Education

September 2024 - Current

Grand Canyon University, Phoenix, AZ

Bachelor of Arts in Elementary and Special Education

January 2017 - June 2021

Lake Superior College, Duluth, MN

Associate of Arts (AA)

June 2013 - November 2016



# Susan Grundeen-Lanyk

## Contact

## About Me

Experienced and dedicated classroom teacher with 21 years of experience in education. Skilled in creating engaging lessons, fostering a supportive classroom environment, and differentiating instruction to meet diverse student needs. Committed to continuous professional growth and student success.

## Skills

- Standards-Based Instruction
- Differentiated Instruction
- Classroom Management
- Literacy and Writing Instruction
- Data-Driven Math Instruction
- Technology Integration (Google Classroom, innovative educational apps)
- Positive Parent Communication

## Education

- Masters of Educational Technology  
*Concordia College* 2012-2014  
St. Paul, Minnesota.
- Bachelor of Elementary Education 1998-2003  
*University of St. Thomas*  
St. Paul, Minnesota.
- Bachelor of History 1998-2003  
*University of St. Thomas*  
St. Paul, Minnesota.

## Experience

- Classroom Teacher 2024-2025  
Grade 3  
*Mountain Iron Buhl*
- Classroom Teacher 2004-2024  
Grade 3, Grades 1-2, Grades 3-4,  
(stand alone, multiage, and  
looping model classrooms)  
*Eastern Carver County Schools*
- EL Long Term Substitute Teacher 2003-2004  
Grades 1-5  
*Eastern Carver County Schools*
- Summer School Assistant Coordinator 2007-2017  
Grades K-5  
*Eastern Carver County Schools*
- Student Teaching 2003-2004  
Grade 2  
*Eastern Carver County Schools*

## Awards and Distinctions

- Selected as Core Team member of newly constructed: Carver Elementary
- District Teaching and Learning Advisory Committee
- District Presenter at INACOL National Education Conference
- Presenter for District Professional Development Day (Technology, Reading, Math interventions).
- Columbia University (New York), Reading Workshop Attendee and District Trainer
- Building Leadership Team, Intervention Team, PBIS Team, Equity Team
- District Language Arts Pilot Committee
- District selected Student Teaching Mentor

<b>b</b>	<b>Advisor</b>	<b>24-25 Stipend</b>	<b>Season</b>	<b>Notes</b>
After School Tutors/ Mentors	Steph Stefanich & Steph Lutzka *	Timecard- Community Ed	Yearlong	See Admin for Targeted Services
Anishinaabe Club	Emily Jankila *	No Extra Pay	Yearlong	
Art Club	Tony Norland *	\$505	Yearlong	
Book Club- Junior high	Todd Ufford	\$505	Yearlong	
Broadcasting	Quaid Peterson	\$505	Yearlong	
Campus Life	Jake Grass	Outside Agency	Yearlong	
Close Up	Steph Lutzka	\$1,008	Yearlong	
Board Games	Terri Kowalski *	\$505	Yearlong	
Chess Club	Dan Berry	\$505	yearlong	
Book Club	Todd Ufford	\$505	Yearlong	
DECA	Kyle Hammer *	\$1,008	Yearlong	
Senior Class Advisor	Jill Clennon / Tricia Fierst	\$1,513	Yearlong	Split 50/50 Co-Advisors \$756.50 Each
Junior Class/ Prom Advisor	Lori Ismil	\$1,513	Yearlong	
Sophomore Class Advisor		\$1,261	Yearlong	
Construction Club	Greg Foster *	\$505	Yearlong	
World Travelers Club	Steph Lutzka	\$505	Yearlong	
CORE	Emily Jankila	GRANT	Yearlong	
Engineering Club	Greg Foster *	\$505	Yearlong	
eSports League	Liam Conger	\$1,008	Yearlong	
Fiddle Club	Sheila Wilcox *	\$505	Yearlong	
Culinary Club?	Jade Andrie	\$505		
Sign Language Club?				
World Language Club	Terri Kowalski *	\$505	Yearlong	Split 50/50
Gay-Straight Alliance	Todd Ufford / August Galloway	\$505	Yearlong	
JH Gay-Straight Alliance	Shane Wetzal	\$505	Yearlong	
Adventure Club	Mike Kowalski	\$505	Yearlong	
History Day		\$505	Yearlong	
RR Reach	Lori Ismil	\$505	Yearlong	
Youth In Action	Tim Strasser	\$1,267	Yearlong	
Leo's Co- Advisor	August Galloway	\$1,008	Yearlong	Co- LEO Club Advisors *Split pay \$756.50 Each 1008 +505
Leo Co-Advisor	Misty Elliott	\$505	Yearlong	
Knowledge Bowl, Varsity	Liam Conger *	\$1,513	Yearlong	Split 50/50 between Ben / Liam. \$756.50 each
Knowledge Bowl, Junior Varsity	Liam Conger / Ben Norman	\$1,513	Yearlong	
Knowledge Bowl, Junior High	Ben Norman	\$1,513	Yearlong	
Marching Band	Kevin Szumal	\$2,773	Yearlong	
Math League (Sr)	Andrew Tikkanen *	\$1,008	Yearlong	
Meditation and Mindfulness		\$505	Yearlong	
Mathcounts (Jr)		\$1,008	Yearlong	
National Honor Society SH	Jill Clennon	\$2,018	Yearlong	
National Honor Society JH		\$955		
Music Listening Team	Sheila Wilcox *	No Extra Pay	Yearlong	
Pep Band	Kevin Szumal	\$84/ Event	Yearlong	
POMS	Emily Jankila *	\$3,278	Yearlong	Split 2 stipends 50/50 \$2521.50





**Rock Ridge Bands**  
Kevin Szumal, Director  
1403 Progress Pkwy  
Virginia, MN 55792

5/19/2025

**To: Rock Ridge Board of Education**

**Re: Proposal for 2026 Rock Ridge Band Trip to Orlando, Florida**

Dear Rock Ridge Board of Education and Superintendent Schmidt:

Please accept this letter as a proposal for the Rock Ridge High School Band trip to Orlando, Florida in 2026.

**We are planning our 2022 tour to Orlando, Florida for the dates of March 25th-31st, 2026.**

The quadrennial tour to Orlando has been a tradition in the program for many years and has provided a valuable incentive and reward for our band students, as well as lasting memories of their time spent in the program.

The purpose of the trip is as follows:

- Provide an incentive for participation in summer marching band
- Help with recruitment and retention of students in the band program
- Provide a reward for students' dedication and hard work
- Provide memorable and meaningful performance opportunities
- Provide educational experiences such as Disney Performing Arts workshop, and tour of Kennedy Space Center

The EGHS and VHS bands had extremely successful tours in 2022 and 2023, and the current proposal uses the previous tours as a template. The aim is to replicate the success of the previous tours and improve upon them where possible.

Some rationale/reasoning behind accommodations and attractions included in the proposal:

- Group Travel Planners is the company that has done two previous tours for our band. They are a company with a long reputation, are Minnesota-based, and student travel is their specialty.
- We stayed on Disney property on previous tours, and while slightly more costly, it is more convenient and safer than staying off-property. We also hire a security firm to provide security during the night to ensure students are safe and in their rooms.
- Kennedy Space Center is an addition to the was a new addition on the previous tour, was enjoyed by students, and provided a unique educational opportunity.



**Rock Ridge Bands**  
Kevin Szumal, Director  
1403 Progress Pkwy  
Virginia, MN 55792

- We will be doing two marching performances: once at Walt Disney World, and once at Universal Studios. On prior tours, many students have cited the marching performances are the most memorable experiences of the trip.
- The “You’re Instrumental” workshop provides the opportunity to for students to work with a college-level band director in a rehearsal/recording studio setting. Students learn fundamental musicianship skills, how a recording studio works, how studio musicians create music for a film, and even get to record part of a film score.

The trip has a per-student cost of around \$2,000. Students have been fundraising to help with their costs. The portion of cost not covered by fundraisers will be the responsibility of the students.

All costs of the 2026 tour will be the responsibility of the students participating on the trip. As it has been in the past, no financial responsibility will be placed on the district.

A more detailed itinerary will be provided as we get closer to the departure date. I will keep Mr. Manni and Dr. Schmidt updated as details fall into place.

I appreciate your time and attention to this proposal, and I thank you in advance for your approval.

Sincerely,

Kevin Szumal  
Director of Bands  
Rock Ridge High School  
kevin.szumal@rrps.org

How to get to \$125,000			
	24-25 Salary	Benefits FICA, WC, Retire	
JH Boys Basketball	3,278.00	3,835.00	* Boosters paying
JH Girls Basketball	3,278.00	3,835.00	* Boosters paying
JH Volleyball	3,278.00	3,835.00	*Vb actually going to cut the Asst position.
JH Track. B/G	3,278.00	3,835.00	1971.5 each
JH Boys Swim	3,278.00	3,835.00	
JH Girls Swim	3,278.00	3,835.00	
JH Softball	3,278.00	3,835.00	
JH Baseball	3,278.00	3,835.00	* Boosters paying
JH Golf. B/G	3,278.00	3,835.00	1971.5 each
JH Wrestling	3,278.00	3,835.00	*1971.5 for wrestling half a JH coach
JH CC. B/G	3,278.00	3,835.00	1971.5 each
Dance JH	3,278.00	3,835.00	
JH FB Coach	3,278.00	3,835.00	fb going to try to make this amount in game workers
Tennis JH Coach. B/G	3,278	3,835	1971.5 each * Boosters paying
Assistant Hockey. B/G	5,295	6,195	3097.5 Each * Boosters paying
Strength Coach 1 Season	5,295.00	6,195.00	
KB- JH	1,513	1,750	
Speech JH	1,584	1,750	
Student Council JH	1765	2000	
Robotics	3590	4,000.00	

Proposed School Activity Fees and spectator ticket prices 24-25

7th and 8th Grade Sports	140.00
9th-12th Grade Sports	150.00
7th and 8th Grade Fine Arts and Academic Activities	65.00
High School Fine Arts and Academic Activities	75.00
Discounts	
Free Lunch	50% of listed Fee
Reduced Lunch	75% of listed Fee
Family Maximum	600.00
Ticket Prices	
Adult	7.00
Student	5.00
RR Students Pass	20.00
Adult Season Pass	100.00
Senior	60.00
<u>Student Passes</u>	
Family Max-	\$40
Free-	\$20
Reduced-	\$12.50

Proposed School Activity Fees and spectator ticket prices 25-26

7th and 8th Grade Sports	180.00
9th-12th Grade Sports	200.00
7th and 8th Grade Fine Arts and Academic Activities	90.00
High School Fine Arts and Academic Activities	100.00
Discounts	
Free Lunch	50% of listed Fee
Reduced Lunch	75% of listed Fee
Family Maximum	800.00

- **Generated extra revenue would be \$50,000**

Ticket Prices	
Adult	7.00
Student	5.00
RR Students Pass	40.00
Adult Season Pass	120.00
Senior	80.00

- **Generated extra revenue would be \$6000 25-26 and \$15,000 26-27**
- **Season passes 7-12 free next year- grant**

Student Passes

Family Max- \$80  
Free- \$40  
Reduced- \$25

**ROCK RIDGE ISD 2909 BUDGET BY FUND**

Revenue

		<u>2024-2025</u>	<u>2025-2026</u>		
		<u>Budget</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
Fund 01/03/05	General Fund	\$35,847,166	\$36,570,193	\$723,027	2.0%
Fund 02	Food Service	\$1,669,729	\$1,710,274	\$40,545	2.4%
Fund 04	Community Ed	\$1,185,176	\$906,081	(\$279,095)	-23.5%
Fund 07	Debt Service	\$12,614,915	\$12,648,096	\$33,181	0.3%
Fund 08	Scholarships	\$4,000	\$4,000	\$0	0.0%
Fund 45	OPEB	\$140,000	\$140,000	\$0	0.0%
Fund 47	OPEB Debt	\$856,529	\$495,571	(\$360,958)	-42.1%
	All Funds	\$52,317,515	\$52,474,215	\$156,700	0.3%

Expenditures

		<u>2024-2025</u>	<u>2025-2026</u>		
		<u>Budget</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
Fund 01/03/05	General Fund	\$36,806,820	\$37,065,949	\$259,129	0.7%
Fund 02	Food Service	\$1,669,729	\$1,710,274	\$40,545	2.4%
Fund 04	Community Ed	\$1,318,177	\$1,127,328	(\$190,849)	-14.5%
Fund 07	Debt Service	\$12,678,140	\$13,030,670	\$352,530	2.8%
Fund 08	Scholarships	\$7,150	\$7,150	\$0	0.0%
Fund 45	OPEB	\$40,000	\$41,000	\$1,000	2.5%
Fund 47	OPEB Debt	\$777,526	\$1,000	(\$776,526)	-99.9%
	All Funds	\$53,297,542	\$52,983,371	(\$314,171)	-0.6%

Net

		<u>2024-2025</u>	<u>2025-2026</u>
		<u>Budget</u>	<u>Proposed</u>
Fund 01/03/05	General Fund	(\$959,654)	(\$495,756)
Fund 02	Food Service	\$0	\$0
Fund 04	Community Ed	(\$133,001)	(\$221,247)
Fund 07	Debt Service	(\$63,225)	(\$382,574)
Fund 08	Scholarships	(\$3,150)	(\$3,150)
Fund 45	OPEB	\$100,000	\$99,000
Fund 47	OPEB Debt	\$79,003	\$494,571
	All Funds	(\$980,027)	(\$509,156)

June 9, 2025

offered the following resolution and moved for its adoption.

RESOLVED, By the Board of Education of Independent School District #2909 that the following bills be allowed and the Chairperson and Clerk be and are hereby authorized to draw orders on the Treasurer for payment of same:

<u>CHECK NO.</u>	<u>VENDOR</u>	<u>UFARS CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
17634	BLUE CROSS / BLUE SHIELD OF MN	E 01 300 211 000 000 291	RETIREE INSURANCE	\$6,299.60
<b>17634 Total</b>				<b><u>\$6,299.60</u></b>
17635	MADISON NATIONAL LIFE	B 01 215 003	LIFE INSURANCE	\$1,870.90
17635	MADISON NATIONAL LIFE	B 01 215 004	LTD INSURANCE	\$2,522.10
<b>17635 Total</b>				<b><u>\$4,393.00</u></b>
17636	MEDICAREBLUE RX	E 01 300 211 000 000 291	RETIREE INSURANCE	\$1,828.20
17636	MEDICAREBLUE RX	E 01 300 211 000 000 291	RETIREE INSURANCE	\$27,644.20
<b>17636 Total</b>				<b><u>\$29,472.40</u></b>
17637	NORTHEAST SERVICE COOPERATIVE	B 01 215 001	MEDICAL INSURANCE	\$269,081.56
<b>17637 Total</b>				<b><u>\$269,081.56</u></b>
17638	NORTHERN MN DENTAL INC	B 01 215 002	DENTAL INSURANCE	\$3,590.00
<b>17638 Total</b>				<b><u>\$3,590.00</u></b>
17639	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$1,190.28
17639	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$5,353.19
17639	AT & T MOBILITY	E 01 005 690 000 000 320	Comm Telephone	\$603.29
<b>17639 Total</b>				<b><u>\$7,146.76</u></b>
17640	CENTURY LINK	E 01 005 605 000 311 320	Communications Srv	\$356.01
17640	CENTURY LINK	E 01 005 605 000 311 320	Communications Srv	\$224.85
<b>17640 Total</b>				<b><u>\$580.86</u></b>
17641	EVELETH PUBLIC UTILITIES	E 01 005 810 000 000 334	Garbage	\$94.00
17641	EVELETH PUBLIC UTILITIES	E 01 302 810 000 000 332		\$34.50
17641	EVELETH PUBLIC UTILITIES	E 01 302 810 000 000 333		\$35.10
17641	EVELETH PUBLIC UTILITIES	E 03 005 760 000 720 332		\$43.50
17641	EVELETH PUBLIC UTILITIES	E 03 005 760 000 720 333		\$63.50
17641	EVELETH PUBLIC UTILITIES	E 01 101 810 000 000 330		\$905.95
17641	EVELETH PUBLIC UTILITIES	E 01 005 810 000 000 334		\$705.00
17641	EVELETH PUBLIC UTILITIES	E 01 119 810 000 000 334		\$22.54
17641	EVELETH PUBLIC UTILITIES	E 01 119 810 000 000 333		\$28.00
17641	EVELETH PUBLIC UTILITIES	E 01 119 810 000 000 332		\$21.00
17641	EVELETH PUBLIC UTILITIES	E 01 118 810 000 000 334		\$110.87
17641	EVELETH PUBLIC UTILITIES	E 01 118 810 000 000 332		\$119.25
17641	EVELETH PUBLIC UTILITIES	E 01 118 810 000 000 333		\$99.00
17641	EVELETH PUBLIC UTILITIES	E 01 005 810 000 000 334		\$1,645.00
17641	EVELETH PUBLIC UTILITIES	E 01 300 810 000 000 332		\$543.25
17641	EVELETH PUBLIC UTILITIES	E 01 300 810 000 000 333		\$801.90
<b>17641 Total</b>				<b><u>\$5,272.36</u></b>
17642	GILBERT WATER & LIGHT DEPT	E 03 005 760 000 720 330	Water & Sewer	\$978.76
<b>17642 Total</b>				<b><u>\$978.76</u></b>
17643	MINNESOTA ENERGY RESOURCES	E 03 005 760 000 720 440	Fuel For Buildings	\$445.93
<b>17643 Total</b>				<b><u>\$445.93</u></b>
17644	VIRGINIA PUBLIC UTILITITES	E 01 005 810 000 000 334		\$566.46
17644	VIRGINIA PUBLIC UTILITITES	E 01 116 810 000 000 333		\$724.75
17644	VIRGINIA PUBLIC UTILITITES	E 01 116 810 000 000 332		\$297.70
17644	VIRGINIA PUBLIC UTILITITES	E 01 116 810 000 000 331		\$3,371.42

17644	VIRGINIA PUBLIC UTILITITES	E	01	116	810	000	000	440		\$3,387.61
17644	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	332		\$203.65
17644	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	334		\$390.96
17644	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	333		\$487.48
17644	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	440		\$4,571.30
17644	VIRGINIA PUBLIC UTILITITES	E	01	117	810	000	000	331		\$3,502.73
17644	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	332	Water	\$27.68
17644	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	331		\$84.15
17644	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	334		\$16.26
17644	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	332		\$70.00
17644	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	333		\$141.07
17644	VIRGINIA PUBLIC UTILITITES	E	01	005	810	000	000	440		\$655.28
<b>17644 Total</b>										<b><u>\$18,498.50</u></b>
17645	CONCORD THEATRICALS	E	01	300	297	000	000	430	Instruct Supplies	\$275.00
<b>17645 Total</b>										<b><u>\$275.00</u></b>
17646	DAHLHEIMER BEVERAGE	E	01	112	810	000	000	332	Water	\$46.50
17646	DAHLHEIMER BEVERAGE	E	01	112	810	000	000	332	Water	\$71.50
17646	DAHLHEIMER BEVERAGE	E	01	118	810	000	000	332	Water	\$9.00
17646	DAHLHEIMER BEVERAGE	E	01	112	810	000	000	332	Water	\$25.92
17646	DAHLHEIMER BEVERAGE	E	01	300	810	000	000	332	Water	\$77.76
17646	DAHLHEIMER BEVERAGE	E	03	005	760	000	720	401	General Supplies	\$9.00
17646	DAHLHEIMER BEVERAGE	E	01	116	203	000	000	401	General Supplies	\$38.00
17646	DAHLHEIMER BEVERAGE	E	01	300	810	000	000	332	Water	\$23.00
17646	DAHLHEIMER BEVERAGE	E	01	300	810	000	000	332	Water	\$9.00
<b>17646 Total</b>										<b><u>\$309.68</u></b>
17647	4IMPRINT	E	01	005	107	050	000	401	General Supplies	\$3,502.77
<b>17647 Total</b>										<b><u>\$3,502.77</u></b>
17648	A-1 SERVICES INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$645.00
<b>17648 Total</b>										<b><u>\$645.00</u></b>
17649	AAGENES STEPHANIE	E	01	005	640	000	316	366	Travel	\$105.65
17649	AAGENES STEPHANIE	E	01	005	640	000	316	366	Travel	\$496.03
<b>17649 Total</b>										<b><u>\$601.68</u></b>
17650	ALBIN ACQUISITION CORP	E	01	005	110	000	000	314	Background Checks for April 2025	\$100.00
<b>17650 Total</b>										<b><u>\$100.00</u></b>
17651	AMAZON CAPITAL SERVICES INC	E	01	300	211	000	320	430	Instruct Supplies	\$217.68
17651	AMAZON CAPITAL SERVICES INC	E	04	500	560	000	321	430	Instruct Supplies	\$276.74
17651	AMAZON CAPITAL SERVICES INC	E	01	116	620	000	000	401	General Supplies	\$222.32
17651	AMAZON CAPITAL SERVICES INC	E	01	300	211	027	000	430	Instruct Supplies	\$107.56
17651	AMAZON CAPITAL SERVICES INC	E	01	300	211	027	000	430	Instruct Supplies	\$466.22
17651	AMAZON CAPITAL SERVICES INC	E	01	300	211	226	000	401	General Supplies	\$1,431.32
17651	AMAZON CAPITAL SERVICES INC	E	01	300	211	226	000	401	General Supplies	\$395.06
17651	AMAZON CAPITAL SERVICES INC	E	04	500	560	000	321	430	Instruct Supplies	\$25.98
17651	AMAZON CAPITAL SERVICES INC	E	01	300	211	027	000	430	Instruct Supplies	\$1,669.40
17651	AMAZON CAPITAL SERVICES INC	E	01	300	292	000	000	401	General Supplies	\$78.09
17651	AMAZON CAPITAL SERVICES INC	E	01	300	270	000	000	430	Instruct Supplies	\$150.20
17651	AMAZON CAPITAL SERVICES INC	E	01	300	211	226	000	401	General Supplies	\$231.84
17651	AMAZON CAPITAL SERVICES INC	E	01	005	105	005	000	401	General Supplies	\$828.31
<b>17651 Total</b>										<b><u>\$6,100.72</u></b>
17652	ANDRIE JADE	E	01	300	250	000	000	430	Instruct Supplies	\$615.55
<b>17652 Total</b>										<b><u>\$615.55</u></b>
17653	APG MEDIA OF MN	E	01	005	010	000	000	380	Print-Publish	\$229.59
<b>17653 Total</b>										<b><u>\$229.59</u></b>

17654	ARROW AUTO GLASS & SUPPLY CO	E	01	116	810	000	000	350	Repairs Maint Serv	\$247.75
17654	ARROW AUTO GLASS & SUPPLY CO	E	03	005	760	000	720	350	Repairs Maint Serv	\$87.97
<b>17654 Total</b>										<b><u>\$335.72</u></b>
17655	ASCENDANCE TRUCKS LLC	E	03	005	760	000	720	350	Repairs Maint Serv	\$7,339.78
17655	ASCENDANCE TRUCKS LLC	E	03	005	760	000	720	350	Repairs Maint Serv	\$306.18
<b>17655 Total</b>										<b><u>\$7,645.96</u></b>
17656	BALOW JORDAN	E	01	300	294	713	000	305	Consulting Fees	\$110.00
17656	BALOW JORDAN	E	01	300	294	713	000	305	Consulting Fees	\$70.00
<b>17656 Total</b>										<b><u>\$180.00</u></b>
17657	BARTHEL CHARTER SERVICE INC	E	01	300	296	716	733	361	Private Trans Cont	\$3,770.00
<b>17657 Total</b>										<b><u>\$3,770.00</u></b>
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$20.00
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$175.00
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$160.00
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$20.00
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$120.00
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$120.00
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$100.00
17658	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305	Consulting Fees	\$20.00
<b>17658 Total</b>										<b><u>\$735.00</u></b>
17659	BERG ROY ALLEN	E	01	300	259	001	000	350	STEINWAY Piano Tuning	\$125.00
17659	BERG ROY ALLEN	E	01	300	259	001	000	350	tuning invoice for grand piano in orchestra room	\$125.00
<b>17659 Total</b>										<b><u>\$250.00</u></b>
17660	BIALKE ALYSON MARIE	E	04	701	590	000	350	311	Prof Tech Services	\$430.00
<b>17660 Total</b>										<b><u>\$430.00</u></b>
17661	BOARD OF REGENTS/UNIVERSITY OF NEVADA, E	E	01	005	107	050	000	366	Travel	\$699.00
<b>17661 Total</b>										<b><u>\$699.00</u></b>
17662	BONICATTO JEREMY	E	05	005	865	000	347	311	Prof Tech Services	\$368.42
<b>17662 Total</b>										<b><u>\$368.42</u></b>
17663	CHIMENTO JOHN	E	01	300	294	713	000	305	Consulting Fees	\$110.00
17663	CHIMENTO JOHN	E	01	300	294	713	000	305	Consulting Fees	\$50.00
<b>17663 Total</b>										<b><u>\$160.00</u></b>
17664	CHRISTENSEN PARTS	E	03	005	760	000	720	420	Repair Supplies	\$17.36
<b>17664 Total</b>										<b><u>\$17.36</u></b>
17665	COMMERCIAL REFRIGERATION SYSTEM	E	01	300	810	000	000	350	Service call on unit	\$218.32
<b>17665 Total</b>										<b><u>\$218.32</u></b>
17666	COSTIN GROUP INC	E	01	005	010	000	000	311	Prof Tech Services	\$3,500.00
<b>17666 Total</b>										<b><u>\$3,500.00</u></b>
17667	DAHLHEIMER BEVERAGE	E	01	118	810	000	000	350	Repair & Maint Service	\$82.50
17667	DAHLHEIMER BEVERAGE	E	01	118	810	000	000	401	General Supplies	\$40.50
<b>17667 Total</b>										<b><u>\$123.00</u></b>
17668	DEMCO INC	E	01	300	620	000	000	401	Item #W12803620. Color-Tinted Label Protecto	\$19.67
17668	DEMCO INC	E	01	300	620	000	000	401	Item #W13840620b. CircExtender Poly Covers /	\$66.58
<b>17668 Total</b>										<b><u>\$86.25</u></b>
17669	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$1,448.00
17669	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$735.25
17669	DINCAU VENDING INC	E	01	300	214	038	000	401	General Supplies	\$72.00
<b>17669 Total</b>										<b><u>\$2,255.25</u></b>
17670	ECOLAB	E	01	005	810	000	000	350	Repairs Maint Serv	\$239.46
<b>17670 Total</b>										<b><u>\$239.46</u></b>
17671	EDUCATORS BENEFIT CONSULTANTS	E	01	005	110	000	000	311	Prof Tech Services	\$260.81
<b>17671 Total</b>										<b><u>\$260.81</u></b>

17672	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$2,038.32
17672	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$5,402.92
17672	EDWARDS OIL COMPANY	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$10,836.43
<b>17672 Total</b>										<b><u>\$18,277.67</u></b>
17673	EHLERS	E	01	005	110	000	000	311	Prof Tech Services	\$3,850.00
<b>17673 Total</b>										<b><u>\$3,850.00</u></b>
17674	EMC INSURANCE COMPANIES	E	03	005	760	000	720	340		\$5,373.00
17674	EMC INSURANCE COMPANIES	E	01	005	940	000	000	340		\$31,894.00
17674	EMC INSURANCE COMPANIES	E	01	005	940	000	000	341		\$2,680.52
<b>17674 Total</b>										<b><u>\$39,947.52</u></b>
17675	ERZAR JAMES	E	01	300	294	713	000	305	Consulting Fees	\$80.00
17675	ERZAR JAMES	E	01	300	294	713	000	305	Consulting Fees	\$100.00
<b>17675 Total</b>										<b><u>\$180.00</u></b>
17676	FIDELDY BRYAN	E	01	300	296	716	000	305	Consulting Fees	\$200.00
17676	FIDELDY BRYAN	E	01	300	296	716	000	305	Consulting Fees	\$80.00
<b>17676 Total</b>										<b><u>\$280.00</u></b>
17677	FOOTPRINT PROMOTIONAL ADVERTISING	E	01	005	107	050	000	401	General Supplies	\$3,126.00
<b>17677 Total</b>										<b><u>\$3,126.00</u></b>
17678	FORMS & SURFACES	E	01	300	810	000	000	350	Replacement liner of 36 gallon receptacle	\$2,520.00
<b>17678 Total</b>										<b><u>\$2,520.00</u></b>
17679	FOSTER GREG	E	01	300	211	000	000	366	Travel	\$205.80
<b>17679 Total</b>										<b><u>\$205.80</u></b>
17680	FRESHWORKS INC	E	01	005	606	000	000	401	General Supplies	\$1,382.41
<b>17680 Total</b>										<b><u>\$1,382.41</u></b>
17681	G BENZ CONTRACTING INC	E	01	116	810	000	000	350	Work performed in the Ninja room	\$1,285.00
<b>17681 Total</b>										<b><u>\$1,285.00</u></b>
17682	GRANDE ACE HARDWARE	E	01	005	810	000	000	350	Repairs Maint Serv	\$28.28
17682	GRANDE ACE HARDWARE	E	01	116	810	000	000	350	Repairs Maint Serv	\$16.18
<b>17682 Total</b>										<b><u>\$44.46</u></b>
17683	HAINNEY CASSANDRA	E	01	005	107	050	000	401	General Supplies	\$1,522.09
17683	HAINNEY CASSANDRA	E	01	005	107	050	000	366	Travel	\$1,201.12
17683	HAINNEY CASSANDRA	E	01	005	107	050	000	401	General Supplies	\$1,387.25
<b>17683 Total</b>										<b><u>\$4,110.46</u></b>
17684	HAWKINS INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$596.08
<b>17684 Total</b>										<b><u>\$596.08</u></b>
17685	HEGGERTY	E	04	500	582	000	344	430	AS PER ATTACHED QUOTE NUMBER 00079019	\$760.95
<b>17685 Total</b>										<b><u>\$760.95</u></b>
17686	HIBBING TRACK BOOSTERS	E	01	300	296	714	000	364	Entry Fees/Student Travel	\$150.00
<b>17686 Total</b>										<b><u>\$150.00</u></b>
17687	HILLYARD / HUTCHINSON	E	01	300	810	000	000	350	Repairs Maint Serv	\$83.33
17687	HILLYARD / HUTCHINSON	E	01	300	810	000	000	350	Repairs Maint Serv	\$17.50
<b>17687 Total</b>										<b><u>\$100.83</u></b>
17688	HOBART SERVICE	E	01	300	250	000	000	350	4/25 & 4/30 Range S/N 481995771 Calibrated c	\$307.96
17688	HOBART SERVICE	E	01	300	250	000	000	350	4/17 Oven temps off HS cooking lab 60in S/N 4:	\$46.75
17688	HOBART SERVICE	E	01	300	250	000	000	350	4/25 Med Duty Gas Range S/N 481998664 Calil	\$46.75
17688	HOBART SERVICE	E	01	300	250	000	000	350	4/17 Oven temps off HS cooking lab 36in S/N48	\$93.50
17688	HOBART SERVICE	E	01	300	250	000	000	350	4/17 Oven temps off HS cooking lab 36in S/N 4:	\$93.50
17688	HOBART SERVICE	E	01	300	250	000	000	350	4/17 Oven temps off HS cooking lab 60in oven !	\$331.50
<b>17688 Total</b>										<b><u>\$919.96</u></b>
17689	HOGLUND BUS CO INC	E	03	005	760	000	720	420	Repair Supplies	\$280.50
<b>17689 Total</b>										<b><u>\$280.50</u></b>
17690	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$300.00
17690	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$141.75

17690	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$252.00
17690	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$252.00
17690	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$141.75
<b>17690 Total</b>										<b><u>\$1,087.50</u></b>
17691	HYPERICE	E	01	300	296	714	000	430	AS PER ATTACHED SALES QUOTE QUO-17187-D	\$1,975.50
17691	HYPERICE	E	01	300	294	714	000	430	AS PER ATTACHED SALES QUOTE QUO-17187-D	\$1,975.50
<b>17691 Total</b>										<b><u>\$3,951.00</u></b>
17692	IMPERIAL DADE	E	01	112	810	000	000	410	Custodial Supplies	\$100.79
17692	IMPERIAL DADE	E	01	112	810	000	000	410	Custodial Supplies	\$725.56
<b>17692 Total</b>										<b><u>\$826.35</u></b>
17693	INAC INC	E	02	005	770	000	701	311		\$10,497.97
17693	INAC INC	E	02	005	770	000	701	495		\$11,612.00
17693	INAC INC	E	02	005	770	000	701	490		\$85,506.27
17693	INAC INC	E	02	005	770	000	701	401		\$7,343.08
17693	INAC INC	E	02	005	770	000	701	319		\$42,948.61
<b>17693 Total</b>										<b><u>\$157,907.93</u></b>
17694	ISD #2711	E	01	300	294	714	000	364		\$150.00
17694	ISD #2711	E	01	300	296	714	000	364		\$150.00
17694	ISD #2711	E	01	300	294	715	000	364		\$180.00
17694	ISD #2711	E	01	300	296	715	000	364		\$240.00
<b>17694 Total</b>										<b><u>\$720.00</u></b>
17695	ISD #316	E	01	300	294	714	000	364		\$100.00
17695	ISD #316	E	01	300	296	714	000	364		\$100.00
<b>17695 Total</b>										<b><u>\$200.00</u></b>
17696	ISD #318	E	01	300	294	714	000	364		\$100.00
17696	ISD #318	E	01	300	296	714	000	364		\$100.00
<b>17696 Total</b>										<b><u>\$200.00</u></b>
17697	ISD #695	E	01	300	294	714	000	364	Entry Fees/Student Travel	\$100.00
<b>17697 Total</b>										<b><u>\$100.00</u></b>
17698	I-STATE TRUCK CENTERS	E	03	005	760	000	720	350	Repairs Maint Serv	\$193.99
<b>17698 Total</b>										<b><u>\$193.99</u></b>
17699	JOHNSON JEREMIAH L	E	01	300	294	713	000	305	Consulting Fees	\$110.00
17699	JOHNSON JEREMIAH L	E	01	300	294	713	000	305	Consulting Fees	\$30.00
<b>17699 Total</b>										<b><u>\$140.00</u></b>
17700	JOSTENS	E	01	300	211	047	000	401	General Supplies	\$409.45
<b>17700 Total</b>										<b><u>\$409.45</u></b>
17701	JW PEPPER	E	01	300	259	002	000	430	11578383E Anthems of the Six Armed Forces	\$90.00
17701	JW PEPPER	E	01	300	259	002	000	430	11308314E Darklands March EPRINT	\$70.00
17701	JW PEPPER	E	01	300	259	002	000	430	11563378E Thunderstruck EPRINT	\$74.80
17701	JW PEPPER	E	01	300	259	002	000	430	Freight	\$13.99
17701	JW PEPPER	E	01	300	259	002	000	430	10188625 Pink Panther Flex Band	\$60.00
<b>17701 Total</b>										<b><u>\$308.79</u></b>
17702	KARICH BRIAN	E	01	300	294	713	000	305	Consulting Fees	\$110.00
17702	KARICH BRIAN	E	01	300	296	716	000	305	Consulting Fees	\$200.00
17702	KARICH BRIAN	E	01	300	296	716	000	305	Consulting Fees	\$100.00
17702	KARICH BRIAN	E	01	300	296	716	000	305	Consulting Fees	\$30.00
<b>17702 Total</b>										<b><u>\$440.00</u></b>
17703	KEMEN KATHY	E	04	500	582	000	344	430	Instructional Supply	\$63.72
<b>17703 Total</b>										<b><u>\$63.72</u></b>
17704	KUSH-JEFFERY SHANON	E	04	500	580	000	325	430	Instructional Supply	\$48.95
17704	KUSH-JEFFERY SHANON	E	01	005	105	048	000	430	Instructional Supply	\$223.07
17704	KUSH-JEFFERY SHANON	E	01	005	105	048	000	430	Instructional Supply	\$50.14
<b>17704 Total</b>										<b><u>\$322.16</u></b>

17705	KY INTERPRETING SERVICES INC	E	01	116	405	000	740	399	Spec Purchased Services	\$11,262.50
17705	KY INTERPRETING SERVICES INC	E	01	116	405	000	740	399	Spec Purchased Services	\$12,300.00
<b>17705 Total</b>										
<b><u>\$23,562.50</u></b>										
17706	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$8.14
17706	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$12.60
17706	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$16.77
17706	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$21.47
17706	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$35.98
17706	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$69.95
17706	L & M SUPPLY INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$23.20
17706	L & M SUPPLY INC	E	01	005	810	000	000	420	Repair Supplies	\$17.94
17706	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$16.77
17706	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$2.99
17706	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$8.99
17706	L & M SUPPLY INC	E	01	005	810	000	000	420	Repair Supplies	\$7.98
<b>17706 Total</b>										
<b><u>\$242.78</u></b>										
17707	LAKE SUPERIOR CONFERENCE	E	01	300	296	715	000	364		\$120.00
17707	LAKE SUPERIOR CONFERENCE	E	01	300	294	715	000	364		\$120.00
<b>17707 Total</b>										
<b><u>\$240.00</u></b>										
17708	LAWRENCE KYLE	E	01	300	296	715	733	365	Interdept Transport	\$125.55
<b>17708 Total</b>										
<b><u>\$125.55</u></b>										
17709	LCS COACHES INC	E	01	300	298	000	000	361	Orchestra to Grand Rapids 4/16/25	\$1,240.25
17709	LCS COACHES INC	E	01	300	294	705	733	361	Private Trans Cont	\$1,338.92
17709	LCS COACHES INC	E	01	300	294	713	733	361	Baseball to Chisago Lakes 5/2/25	\$1,642.10
17709	LCS COACHES INC	E	01	300	294	714	733	361	Track to Grand Rapids 5/5/25	\$1,282.82
17709	LCS COACHES INC	E	01	300	294	714	733	361	Track to Duluth 4/25/25	\$1,250.56
17709	LCS COACHES INC	E	01	300	294	713	733	361	Baseball to Esko 4/30/25	\$1,221.11
17709	LCS COACHES INC	E	01	300	296	716	733	361	Softball to Cloquet 4/30/25	\$1,221.11
17709	LCS COACHES INC	E	01	300	294	714	733	361	Track to Chisholm 4/29/25	\$1,103.30
17709	LCS COACHES INC	E	01	300	294	714	733	361	Track to Duluth East 4/25/25	\$1,338.92
<b>17709 Total</b>										
<b><u>\$11,639.09</u></b>										
17710	LINDE GAS & EQUIPMENT INC	E	01	300	211	027	000	430	Instruct Supplies	\$1,457.05
17710	LINDE GAS & EQUIPMENT INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$99.90
17710	LINDE GAS & EQUIPMENT INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$99.90
17710	LINDE GAS & EQUIPMENT INC	E	01	005	810	000	000	350	Repairs Maint Serv	\$76.55
<b>17710 Total</b>										
<b><u>\$1,733.40</u></b>										
17711	LOSS PREVENTION SPECIALISTS INC	E	03	005	750	000	720	311	Prof Tech Services	\$56.00
<b>17711 Total</b>										
<b><u>\$56.00</u></b>										
17712	LUTHERAN SOCIAL SERVICES	E	01	005	110	000	000	311	Prof Tech Services	\$300.00
<b>17712 Total</b>										
<b><u>\$300.00</u></b>										
17713	MANNI SCOTT	E	01	101	216	000	401	430		\$150.16
17713	MANNI SCOTT	E	01	116	216	000	401	430		\$150.16
<b>17713 Total</b>										
<b><u>\$300.32</u></b>										
17714	MANTHEI JOSEPH	E	01	300	211	000	320	305	Consulting Fees	\$1,000.00
<b>17714 Total</b>										
<b><u>\$1,000.00</u></b>										
17715	MCCAULEY KELLY	E	01	300	296	716	000	305	Consulting Fees	\$100.00
17715	MCCAULEY KELLY	E	01	300	296	716	000	305	Consulting Fees	\$90.00
17715	MCCAULEY KELLY	E	01	300	296	716	000	305	Consulting Fees	\$70.00
17715	MCCAULEY KELLY	E	01	300	296	716	000	305	Consulting Fees	\$100.00
<b>17715 Total</b>										
<b><u>\$360.00</u></b>										
17716	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$64.81
17716	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$36.93
17716	MENARDS	E	01	005	606	000	000	430	Instruct Supplies	\$19.95

17716	MENARDS	E	01	005	606	000	000	401	General Supplies	\$14.85
17716	MENARDS	E	01	005	810	000	000	350	Repairs Maint Serv	\$19.97
17716	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$149.00
17716	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$193.47
17716	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$43.98
<b>17716 Total</b>										<b><u>\$542.96</u></b>
17717	MESABI SIGN CO INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$3.80
<b>17717 Total</b>										<b><u>\$3.80</u></b>
17718	METRO SALES INC	E	05	005	850	000	302	335	Short Term Lease	\$5,411.89
<b>17718 Total</b>										<b><u>\$5,411.89</u></b>
17719	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$49.30
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$12.75
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$32.52
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$17.28
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$25.71
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$102.36
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$6.29
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$19.57
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$30.91
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$136.38
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$23.56
17719	MINER'S INC	E	04	500	560	000	321	430	Instruct Supplies	\$22.20
17719	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$47.94
17719	MINER'S INC	E	01	005	107	050	000	401	General Supplies	\$98.85
17719	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$62.78
<b>17719 Total</b>										<b><u>\$688.40</u></b>
17720	MINNEAPOLIS OXYGEN COMPANY	E	01	300	255	000	000	430	Instruct Supplies	\$150.59
<b>17720 Total</b>										<b><u>\$150.59</u></b>
17721	MINNESOTA ENERGY RESOURCES	E	01	302	810	000	000	330	Utilities	\$674.03
17721	MINNESOTA ENERGY RESOURCES	E	01	118	810	000	000	440	Fuel for Buildings	\$547.89
17721	MINNESOTA ENERGY RESOURCES	E	03	005	760	000	720	440	Fuel For Buildings	\$279.06
17721	MINNESOTA ENERGY RESOURCES	E	01	119	810	000	000	440	Fuel for Buildings	\$261.79
17721	MINNESOTA ENERGY RESOURCES	E	01	101	810	000	000	330	Utilities	\$1,445.33
17721	MINNESOTA ENERGY RESOURCES	E	01	119	810	000	000	440	Fuel for Buildings	\$51.84
17721	MINNESOTA ENERGY RESOURCES	E	01	302	810	000	000	330	Utilities	\$707.76
<b>17721 Total</b>										<b><u>\$3,967.70</u></b>
17722	MINNESOTA POWER	E	01	300	810	000	000	331	Electricity	\$486.27
<b>17722 Total</b>										<b><u>\$486.27</u></b>
17723	MINNESOTA TELECOMMUNICATIONS	R	01	005	000	000	000	099	Miscellaneous	\$2,974.30
17723	MINNESOTA TELECOMMUNICATIONS	E	03	005	760	000	720	320		\$175.00
17723	MINNESOTA TELECOMMUNICATIONS	E	01	101	203	000	000	320		\$554.00
17723	MINNESOTA TELECOMMUNICATIONS	E	01	116	203	000	000	320		\$1,050.00
17723	MINNESOTA TELECOMMUNICATIONS	E	04	500	505	000	321	320		\$77.10
17723	MINNESOTA TELECOMMUNICATIONS	E	03	005	760	000	720	320		\$488.30
17723	MINNESOTA TELECOMMUNICATIONS	E	02	005	770	000	701	320		\$77.10
17723	MINNESOTA TELECOMMUNICATIONS	E	01	302	810	000	000	320		\$77.10
17723	MINNESOTA TELECOMMUNICATIONS	E	01	300	211	000	000	320		\$154.20
17723	MINNESOTA TELECOMMUNICATIONS	E	01	117	810	000	000	320		\$77.10
17723	MINNESOTA TELECOMMUNICATIONS	E	01	005	810	000	000	320		\$1,182.20
17723	MINNESOTA TELECOMMUNICATIONS	E	01	005	020	000	000	320		\$77.10
17723	MINNESOTA TELECOMMUNICATIONS	E	01	005	606	000	000	320		\$282.70
17723	MINNESOTA TELECOMMUNICATIONS	E	01	112	203	000	000	320		\$77.10
<b>17723 Total</b>										<b><u>\$7,323.30</u></b>

17724	MYERS MAGDALEN	E	01	005	107	050	000	311	Prof Tech Services	\$1,416.00
<b>17724 Total</b>										<b><u>\$1,416.00</u></b>
17725	NEGEN JODY	E	01	101	201	000	000	430	Instructional Supply	\$35.00
<b>17725 Total</b>										<b><u>\$35.00</u></b>
17726	NORTHEAST SERVICE COOPERATIVE	E	01	300	690	000	000	390	Pmt Educ Pur MN Dist	\$1,922.19
<b>17726 Total</b>										<b><u>\$1,922.19</u></b>
17727	NORTHLAND FIRE & SAFETY INC	E	01	116	810	000	000	350	North Star semi annual Maintenance & recertii	\$508.50
<b>17727 Total</b>										<b><u>\$508.50</u></b>
17728	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$70.95
17728	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$44.00
17728	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$44.00
17728	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$70.76
17728	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$44.00
17728	PER MAR SECURITY SERVICES	E	05	005	865	000	363	311	Prof Tech Services	\$49.92
<b>17728 Total</b>										<b><u>\$323.63</u></b>
17729	PETERSON LINDA E	E	04	701	590	000	350	311	Prof Tech Services	\$1,950.00
<b>17729 Total</b>										<b><u>\$1,950.00</u></b>
17730	RAM MUTUAL INSURANCE COMPANY	B	01	215	270				Payroll Deductions-WC	\$9,641.41
<b>17730 Total</b>										<b><u>\$9,641.41</u></b>
17731	RANGE AUTO PARTS COMPANY	E	01	005	810	000	000	420	Repair Supplies	\$740.09
<b>17731 Total</b>										<b><u>\$740.09</u></b>
17732	RANGE COOPERATIVE INC	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$1,044.90
<b>17732 Total</b>										<b><u>\$1,044.90</u></b>
17733	RANTALA MARY	E	01	005	640	000	316	366	Travel	\$76.30
17733	RANTALA MARY	E	01	300	211	000	000	430	Instruct Supplies	\$47.78
<b>17733 Total</b>										<b><u>\$124.08</u></b>
17734	REGION 7AA	E	01	300	296	715	000	364		\$200.00
17734	REGION 7AA	E	01	300	294	715	000	364		\$200.00
<b>17734 Total</b>										<b><u>\$400.00</u></b>
17735	RJ MECHANICAL INC	E	01	300	810	000	000	350	Fixed broken waterline in field house @ athleti	\$480.00
17735	RJ MECHANICAL INC	E	01	300	810	000	000	350	Flushed VAV's & added sidestream filter & stra	\$3,700.00
17735	RJ MECHANICAL INC	E	01	116	810	000	000	350	15 side stream filters	\$450.00
<b>17735 Total</b>										<b><u>\$4,630.00</u></b>
17736	ROCK RIDGE GOLF BOOSTERS	R	01	300	292	000	000	099	Miscellaneous	\$197.56
<b>17736 Total</b>										<b><u>\$197.56</u></b>
17737	ROCK RIDGE TENNIS ASSOCIATION	E	01	300	294	705	000	430	Instruct Supplies	\$461.28
<b>17737 Total</b>										<b><u>\$461.28</u></b>
17738	SCAIA TODD	E	01	300	296	716	000	305	Consulting Fees	\$100.00
<b>17738 Total</b>										<b><u>\$100.00</u></b>
17739	SCHINDLER ELEVATOR CORPORATION	E	01	116	810	000	000	350	Elevator Camera installation	\$2,079.00
<b>17739 Total</b>										<b><u>\$2,079.00</u></b>
17740	SHERWIN WILLIAMS	E	01	005	810	000	000	350	Repairs Maint Serv	\$37.08
17740	SHERWIN WILLIAMS	E	01	005	810	000	000	350	Repairs Maint Serv	\$74.16
<b>17740 Total</b>										<b><u>\$111.24</u></b>
17741	SHOBERG MATT	E	01	300	294	715	733	365	Interdept Transport	\$95.29
<b>17741 Total</b>										<b><u>\$95.29</u></b>
17742	SKALKO CHIROPRACTIC	E	03	005	750	000	720	311	DOT Physical	\$100.00
<b>17742 Total</b>										<b><u>\$100.00</u></b>
17743	SNICKERS PIZZA	E	01	300	211	000	320	490	Food	\$75.00
<b>17743 Total</b>										<b><u>\$75.00</u></b>
17744	SQUIRES, WALDSPURGER & MACE PA	E	01	005	150	000	000	311	Prof Tech Services	\$3,392.49
<b>17744 Total</b>										<b><u>\$3,392.49</u></b>

17745	STAINIGER GREGORY	E	01	300	296	716	000	305	Consulting Fees	\$100.00
17745	STAINIGER GREGORY	E	01	300	296	716	000	305	Consulting Fees	\$100.00
<b>17745 Total</b>										<b><u>\$200.00</u></b>
17746	STRASSER TIM	E	04	500	560	000	321	430	Instruct Supplies	\$21.21
<b>17746 Total</b>										<b><u>\$21.21</u></b>
17747	TACONITE TIRE SERVICE	E	03	005	760	000	720	350	Repairs Maint Serv	\$67.99
<b>17747 Total</b>										<b><u>\$67.99</u></b>
17748	TEACHERS ON CALL	E	04	500	581	000	344	305	Subs	\$194.78
17748	TEACHERS ON CALL	E	01	101	420	000	740	307	Subs	\$194.78
17748	TEACHERS ON CALL	E	01	101	203	000	000	305	Subs	\$1,259.58
17748	TEACHERS ON CALL	E	01	116	420	000	740	307	Subs	\$545.37
17748	TEACHERS ON CALL	E	01	116	203	000	000	305	Subs	\$1,434.88
17748	TEACHERS ON CALL	E	04	500	581	000	344	305	Subs	\$168.81
17748	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs	\$87.65
17748	TEACHERS ON CALL	E	01	112	420	000	740	307	Subs	\$1,103.74
17748	TEACHERS ON CALL	E	01	300	211	000	000	305	Subs	\$3,785.21
17748	TEACHERS ON CALL	E	04	500	581	000	344	305	Subs	\$87.65
17748	TEACHERS ON CALL	E	01	101	203	000	000	305	Subs	\$779.12
17748	TEACHERS ON CALL	E	01	116	420	000	740	307	Subs	\$90.90
17748	TEACHERS ON CALL	E	01	116	203	000	000	305	Subs	\$733.66
17748	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs	\$844.04
17748	TEACHERS ON CALL	E	01	300	211	949	000	305	Subs	\$175.30
17748	TEACHERS ON CALL	E	01	300	420	000	740	307	Subs	\$766.13
17748	TEACHERS ON CALL	E	01	300	211	000	000	305	Subs	\$1,869.88
17748	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Paras	\$1,228.98
17748	TEACHERS ON CALL	E	01	116	420	000	740	307	North Star Paras	\$1,534.72
17748	TEACHERS ON CALL	E	04	500	581	000	344	305	Parkview ECFE/SR Paras	\$689.43
17748	TEACHERS ON CALL	E	01	112	420	000	740	307	Parkview Paras	\$1,570.69
17748	TEACHERS ON CALL	E	01	300	211	000	000	305	RRHS Support Service	\$161.87
17748	TEACHERS ON CALL	E	01	300	420	000	740	307	RRHS Paras	\$977.20
17748	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Paras	\$1,240.98
17748	TEACHERS ON CALL	E	01	116	420	000	740	307	North Star Paras	\$2,505.92
17748	TEACHERS ON CALL	E	04	500	581	000	344	305	Parkview ECFE/SR Paras	\$719.40
17748	TEACHERS ON CALL	E	01	112	420	000	740	307	Parkview Paras	\$1,798.50
17748	TEACHERS ON CALL	E	01	300	420	000	740	307	RRHS Paras	\$2,535.91
<b>17748 Total</b>										<b><u>\$29,085.08</u></b>
17749	THOMPSON ED	E	01	005	105	004	000	401	General Supplies	\$101.27
<b>17749 Total</b>										<b><u>\$101.27</u></b>
17750	TK ELEVATOR CORPORATION	E	01	117	810	000	000	350	Monthly elevator monitoring 05/01/25-07/31/	\$242.89
<b>17750 Total</b>										<b><u>\$242.89</u></b>
17751	VIGER SANDRA	E	01	005	606	000	000	401		\$105.64
17751	VIGER SANDRA	E	01	005	640	000	316	366		\$28.00
<b>17751 Total</b>										<b><u>\$133.64</u></b>
17752	VOIGHT-CAMERON TYLER	E	01	300	211	000	320	430	Instruct Supplies	\$70.00
<b>17752 Total</b>										<b><u>\$70.00</u></b>
17753	W A FISHER COMPANY	E	01	005	010	000	000	380	Print-Publish	\$35.00
17753	W A FISHER COMPANY	E	01	005	107	050	000	401	General Supplies	\$615.00
<b>17753 Total</b>										<b><u>\$650.00</u></b>
17754	WILCOX SHEILA	E	01	300	259	001	000	430	Instruct Supplies	\$51.98
<b>17754 Total</b>										<b><u>\$51.98</u></b>
17755	WILLIAMS ANGIE	E	01	116	216	000	401	430		\$146.15
17755	WILLIAMS ANGIE	E	01	101	216	000	401	430		\$146.14
<b>17755 Total</b>										<b><u>\$292.29</u></b>

17756	AT & T MOBILITY	E	01	005	690	000	000	320	Comm Telephone	\$73.48
<b>17756 Total</b>										
										<b><u>\$73.48</u></b>
17757	EMC INSURANCE COMPANIES	E	01	005	940	000	000	340	Property&liab Ins	\$2,437.50
<b>17757 Total</b>										
										<b><u>\$2,437.50</u></b>
17758	LAKE SUPERIOR CONFERENCE	R	01	300	296	714	000	060	Adm and Stud Act Rev	\$1,679.00
<b>17758 Total</b>										
										<b><u>\$1,679.00</u></b>
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$175.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$125.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$600.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$10.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$22.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$600.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$800.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$800.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$125.00
17759	ST LOUIS COUNTY AUDITOR	E	01	005	110	000	000	896	Property Taxes/Assessments	\$10.00
<b>17759 Total</b>										
										<b><u>\$3,267.00</u></b>
17760	SYSCO MINNESOTA	E	01	300	250	000	000	430	Instruct Supplies	\$115.10
17760	SYSCO MINNESOTA	E	01	300	250	000	000	430	Instruct Supplies	\$783.67
17760	SYSCO MINNESOTA	E	01	300	250	000	000	430	Instruct Supplies	\$45.98
17760	SYSCO MINNESOTA	E	01	300	250	000	000	430	Instruct Supplies	\$1,057.66
17760	SYSCO MINNESOTA	E	01	300	250	000	000	430	Instruct Supplies	\$31.10
<b>17760 Total</b>										
										<b><u>\$2,033.51</u></b>
17761	VERIZON	E	01	005	690	000	000	320	Comm Telephone	\$105.14
<b>17761 Total</b>										
										<b><u>\$105.14</u></b>
17762	MINNESOTA POWER	E	01	302	810	000	000	331	Electricity	\$922.64
17762	MINNESOTA POWER	E	03	005	760	000	720	331	Electricity	\$247.26
17762	MINNESOTA POWER	E	01	119	810	000	000	331	Electricity	\$1,009.54
17762	MINNESOTA POWER	E	01	101	810	000	000	350	Repair & Maint Service	\$5,015.04
17762	MINNESOTA POWER	E	03	005	760	000	720	331	Electricity	\$49.41
17762	MINNESOTA POWER	E	01	118	810	000	000	331	Electricity	\$3,686.75
<b>17762 Total</b>										
										<b><u>\$10,930.64</u></b>
17763	PETTY CASH - ATHLETIC OFFICE	E	01	300	294	705	000	364	Entry Fees/Student Travel	\$1,770.00
<b>17763 Total</b>										
										<b><u>\$1,770.00</u></b>
17764	AAGENES STEPHANIE	E	01	005	640	000	316	366	Travel	\$92.71
17764	AAGENES STEPHANIE	E	01	300	211	000	000	366	Travel	\$194.00
<b>17764 Total</b>										
										<b><u>\$286.71</u></b>
17765	ACCO BRANDS USA LLC	E	01	112	620	000	000	401	#ACOU65SP017	\$115.87
17765	ACCO BRANDS USA LLC	E	01	112	620	000	000	401	Freight	\$14.99
<b>17765 Total</b>										
										<b><u>\$130.86</u></b>
17766	AIKEY ELECTRIC LLC	E	01	300	810	000	000	350		\$614.17
17766	AIKEY ELECTRIC LLC	E	01	117	810	000	000	350		\$1,500.00
17766	AIKEY ELECTRIC LLC	E	01	300	810	000	000	350	Repairs Maint Serv	\$3,671.45
<b>17766 Total</b>										
										<b><u>\$5,785.62</u></b>
17767	AMAZON CAPITAL SERVICES INC	E	01	300	211	226	000	401	General Supplies	\$225.85
17767	AMAZON CAPITAL SERVICES INC	E	01	005	105	048	000	430	Instructional Supply	\$440.97
17767	AMAZON CAPITAL SERVICES INC	E	01	300	255	000	000	430	Instruct Supplies	\$21.98
17767	AMAZON CAPITAL SERVICES INC	E	01	005	105	005	000	401	General Supplies	\$6.93
17767	AMAZON CAPITAL SERVICES INC	E	04	500	560	000	321	430	Instruct Supplies	\$474.04
17767	AMAZON CAPITAL SERVICES INC	E	01	300	255	000	000	430	Instruct Supplies	\$23.97
17767	AMAZON CAPITAL SERVICES INC	E	01	005	105	005	000	401	General Supplies	\$19.99
17767	AMAZON CAPITAL SERVICES INC	E	01	005	105	048	000	430	Instructional Supply	\$1,730.31
17767	AMAZON CAPITAL SERVICES INC	E	04	500	560	000	321	430	Instruct Supplies	\$30.01

17767	AMAZON CAPITAL SERVICES INC	E	01	300	296	715	000	430	Instruct Supplies	\$703.92
17767	AMAZON CAPITAL SERVICES INC	E	01	300	211	226	000	401	General Supplies	\$9.37
17767	AMAZON CAPITAL SERVICES INC	E	01	116	620	000	000	401	General Supplies	\$17.05
17767	AMAZON CAPITAL SERVICES INC	E	01	005	105	005	000	401	General Supplies	\$947.91
<b>17767 Total</b>										<b><u>\$4,652.30</u></b>
17768	ANDRIE JADE	E	01	300	250	000	000	430	Instruct Supplies	\$720.89
<b>17768 Total</b>										<b><u>\$720.89</u></b>
17769	ASCENDANCE TRUCKS LLC	E	03	005	760	000	720	350	Repairs Maint Serv	\$381.54
17769	ASCENDANCE TRUCKS LLC	E	03	005	760	000	720	350	Repairs Maint Serv	\$8,171.54
17769	ASCENDANCE TRUCKS LLC	E	03	005	760	000	720	350	Repairs Maint Serv	\$362.98
17769	ASCENDANCE TRUCKS LLC	E	03	005	760	000	720	350	Repairs Maint Serv	\$205.07
<b>17769 Total</b>										<b><u>\$9,121.13</u></b>
17770	BAUDHUIN CHRISTOPHER	E	01	300	296	716	000	305		\$75.00
17770	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305		\$60.00
17770	BAUDHUIN CHRISTOPHER	E	01	300	296	716	000	305		\$10.00
17770	BAUDHUIN CHRISTOPHER	E	01	300	294	713	000	305		\$10.00
<b>17770 Total</b>										<b><u>\$155.00</u></b>
17771	BENNER AIESAH	E	01	300	211	227	000	305	Consult/Fees For Svc	\$150.00
<b>17771 Total</b>										<b><u>\$150.00</u></b>
17772	BOSHEY JOEL	E	01	300	211	227	000	305	Consult/Fees For Svc	\$300.00
<b>17772 Total</b>										<b><u>\$300.00</u></b>
17773	BRYSON III BILL	E	01	005	640	000	316	366	Travel	\$163.80
<b>17773 Total</b>										<b><u>\$163.80</u></b>
17774	CARDMEMBER SERVICE	E	01	005	606	000	000	430		\$455.04
17774	CARDMEMBER SERVICE	E	01	300	211	027	000	430		\$119.99
<b>17774 Total</b>										<b><u>\$575.03</u></b>
17775	CHOSA DONALD	E	01	300	211	227	000	305	Consult/Fees For Svc	\$175.00
<b>17775 Total</b>										<b><u>\$175.00</u></b>
17776	CHOSA KARLENE	E	01	300	211	227	000	305	Consult/Fees For Svc	\$175.00
<b>17776 Total</b>										<b><u>\$175.00</u></b>
17777	CHRISTENSEN PARTS	E	01	005	810	000	000	350	Repairs Maint Serv	\$53.09
17777	CHRISTENSEN PARTS	E	03	005	760	000	720	420	Repair Supplies	\$64.04
17777	CHRISTENSEN PARTS	E	01	005	810	000	000	350	Repairs Maint Serv	\$120.88
17777	CHRISTENSEN PARTS	E	01	005	810	000	000	350	Repairs Maint Serv	\$9.00
<b>17777 Total</b>										<b><u>\$247.01</u></b>
17778	CHRISTIANSEN EMILY	E	01	005	107	050	000	365	Transportation Chargeback	\$214.40
17778	CHRISTIANSEN EMILY	E	01	300	211	000	320	430		\$101.64
17778	CHRISTIANSEN EMILY	E	01	005	105	228	000	401		\$221.44
17778	CHRISTIANSEN EMILY	E	01	300	211	000	320	430		\$193.35
<b>17778 Total</b>										<b><u>\$730.83</u></b>
17779	CITY OF EVELETH	E	01	005	199	000	000	319	Other Personal Srvcs	\$1,775.00
<b>17779 Total</b>										<b><u>\$1,775.00</u></b>
17780	COLLEGE BOARD	E	01	300	211	000	000	461	Standardized Tests	\$4,975.00
<b>17780 Total</b>										<b><u>\$4,975.00</u></b>
17781	DAHLHEIMER BEVERAGE	E	01	112	810	000	000	332	Water	\$93.00
17781	DAHLHEIMER BEVERAGE	E	03	005	760	000	720	420	Repair Supplies	\$34.00
17781	DAHLHEIMER BEVERAGE	E	01	118	810	000	000	332	Water	\$34.30
<b>17781 Total</b>										<b><u>\$161.30</u></b>
17782	DATA CENTER WAREHOUSE LLC	E	01	005	606	000	000	401	AS PER ATTACHED QUOTE NO. Q-121012	\$1,450.00
<b>17782 Total</b>										<b><u>\$1,450.00</u></b>
17783	EASY BADGES LLC	E	01	005	606	000	000	401	AS PER ATTACHED QUOTE NUMBER 15166	\$1,651.60
<b>17783 Total</b>										<b><u>\$1,651.60</u></b>

17784	EDDY JULIE	E	04	500	560	000	321	430	Instruct Supplies	\$141.81
<b>17784 Total</b>										<b><u>\$141.81</u></b>
17785	FACTS EDUCATION SOLUTIONS LLC	E	01	798	216	000	401	304	Purchased Services	\$1,662.23
<b>17785 Total</b>										<b><u>\$1,662.23</u></b>
17786	FERGUSON ENTERPRISES LLC #1657	E	01	005	810	000	000	350	Repairs Maint Serv	\$628.32
<b>17786 Total</b>										<b><u>\$628.32</u></b>
17787	FIRST TECHNOLOGIES INC	E	01	300	255	000	000	430	AS PER ATTACHED QUOTATION # 25-3869	\$636.86
<b>17787 Total</b>										<b><u>\$636.86</u></b>
17788	FOREST LAKE HIGH SCHOOL	E	01	300	296	716	000	364	Entry Fees/Student Travel	\$325.00
<b>17788 Total</b>										<b><u>\$325.00</u></b>
17789	FYRE WOODWORK & ENGRAVING	E	01	300	292	000	000	401	General Supplies	\$120.00
<b>17789 Total</b>										<b><u>\$120.00</u></b>
17790	G BENZ CONTRACTING INC	E	01	300	810	000	000	350	install shelving units in Community Ed office	\$280.00
<b>17790 Total</b>										<b><u>\$280.00</u></b>
17791	GIANTS RIDGE	E	01	300	294	715	000	364	Entry Fees/Student Travel	\$3,450.00
17791	GIANTS RIDGE	E	01	300	296	715	000	364	Entry Fees/Student Travel	\$725.00
<b>17791 Total</b>										<b><u>\$4,175.00</u></b>
17792	GRAND RAPIDS NSDA SPEECH	E	01	300	298	000	000	364	Entry Fees/Student Travel	\$84.00
<b>17792 Total</b>										<b><u>\$84.00</u></b>
17793	GRANDE ACE HARDWARE	E	01	005	810	000	000	350	Repairs Maint Serv	\$45.77
17793	GRANDE ACE HARDWARE	E	01	112	810	000	000	350	Repairs Maint Serv	\$16.12
17793	GRANDE ACE HARDWARE	E	01	300	810	000	000	350		\$5.39
17793	GRANDE ACE HARDWARE	E	01	300	810	000	000	350		\$13.49
17793	GRANDE ACE HARDWARE	E	01	300	259	001	000	430		\$47.88
17793	GRANDE ACE HARDWARE	E	01	300	810	000	000	410	Custodial Supplies	\$43.98
<b>17793 Total</b>										<b><u>\$172.63</u></b>
17794	GRIENER TARYN	E	01	005	107	050	000	365	Transportation Chargeback	\$57.00
<b>17794 Total</b>										<b><u>\$57.00</u></b>
17795	GRITZMACHER JACK	E	01	300	298	000	000	305	Consult/Fees For Svc	\$100.00
17795	GRITZMACHER JACK	E	01	300	298	000	000	305	Consult/Fees For Svc	\$100.00
<b>17795 Total</b>										<b><u>\$200.00</u></b>
17796	HAFDAHL THOMAS	E	01	300	296	716	000	305	Consulting Fees	\$200.00
<b>17796 Total</b>										<b><u>\$200.00</u></b>
17797	HAINNEY CASSANDRA	E	01	005	107	050	000	365	Transportation Chargeback	\$248.52
<b>17797 Total</b>										<b><u>\$248.52</u></b>
17798	HALLBERG ENGINEERING	E	06	116	870	000	000	311	Prof Tech Services	\$1,350.00
17798	HALLBERG ENGINEERING	E	06	005	870	000	000	311	Prof Tech Services	\$480.00
<b>17798 Total</b>										<b><u>\$1,830.00</u></b>
17799	HAMMER KYLE	E	01	300	361	000	428	368	Out-of-State Travel	\$14.11
<b>17799 Total</b>										<b><u>\$14.11</u></b>
17800	HAWKINS INC	E	01	300	810	000	000	350	Repairs Maint Serv	\$1,506.55
<b>17800 Total</b>										<b><u>\$1,506.55</u></b>
17801	HILLYARD / HUTCHINSON	E	01	112	810	000	000	410	Custodial Supplies	\$89.97
17801	HILLYARD / HUTCHINSON	E	01	112	810	000	000	410	Custodial Supplies	\$144.33
17801	HILLYARD / HUTCHINSON	E	01	116	810	000	000	410	Custodial Supplies	\$1,678.28
<b>17801 Total</b>										<b><u>\$1,912.58</u></b>
17802	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$1,300.00
17802	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$141.75
17802	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$141.75
17802	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$35.00
17802	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$141.75
17802	HOMETOWN FOCUS	E	01	005	010	000	000	380	Print-Publish	\$141.75
<b>17802 Total</b>										<b><u>\$1,902.00</u></b>

17803	INAC INC	E	02	005	770	000	701	319	Other Personal Srvc	\$34,892.29
<b>17803 Total</b>										<b><u>\$34,892.29</u></b>
17804	INNOVATIVE OFFICE SOLUTIONS	E	01	005	110	000	000	401	SMD73206 POCKET,FILE,TOPTAB,RCY,RD	\$33.51
17804	INNOVATIVE OFFICE SOLUTIONS	E	01	005	110	000	000	401	SMD17943 FOLDER,LGL 11 PT 1/3,YW	\$53.96
17804	INNOVATIVE OFFICE SOLUTIONS	E	01	005	110	000	000	401	BICWOELP11 TAPE,CLRCTN,EXACTLINER	\$6.70
<b>17804 Total</b>										<b><u>\$94.17</u></b>
17805	ISD #182	E	01	300	294	714	000	364		\$100.00
17805	ISD #182	E	01	300	296	714	000	364		\$100.00
<b>17805 Total</b>										<b><u>\$200.00</u></b>
17806	ISD #2142	E	01	300	361	966	475	303	Purchased Services	\$1,058.84
17806	ISD #2142	E	01	300	361	966	428	303		\$1,191.56
17806	ISD #2142	E	01	300	361	966	475	303		\$758.75
<b>17806 Total</b>										<b><u>\$3,009.15</u></b>
17807	ISD #2711	E	01	300	294	715	000	364		\$30.00
17807	ISD #2711	E	01	300	296	715	000	364		\$30.00
<b>17807 Total</b>										<b><u>\$60.00</u></b>
17808	ISD #695	E	01	300	296	714	000	364		\$75.00
17808	ISD #695	E	01	300	294	714	000	364		\$75.00
<b>17808 Total</b>										<b><u>\$150.00</u></b>
17809	ISMIL LORI	E	01	300	274	000	000	430	Instructional Supply	\$95.92
<b>17809 Total</b>										<b><u>\$95.92</u></b>
17810	I-STATE TRUCK CENTERS	E	03	005	760	000	720	350	Repairs Maint Serv	\$10.98
17810	I-STATE TRUCK CENTERS	E	03	005	760	000	720	350	Repairs Maint Serv	\$122.22
17810	I-STATE TRUCK CENTERS	E	03	005	760	000	720	350	Repairs Maint Serv	\$615.42
17810	I-STATE TRUCK CENTERS	E	03	005	760	000	720	420	Repair Supplies	\$559.97
<b>17810 Total</b>										<b><u>\$1,308.59</u></b>
17811	JANEKSELA DAVID	E	01	300	294	713	000	305	Consulting Fees	\$190.00
17811	JANEKSELA DAVID	E	01	300	294	713	000	305	Consulting Fees	\$30.00
<b>17811 Total</b>										<b><u>\$220.00</u></b>
17812	JAY'S PAC-N-SHIP	E	01	005	606	000	000	401	General Supplies	\$220.00
<b>17812 Total</b>										<b><u>\$220.00</u></b>
17813	JOSTENS	E	01	300	211	047	000	401	General Supplies	\$1,027.25
<b>17813 Total</b>										<b><u>\$1,027.25</u></b>
17814	JW PEPPER	E	01	300	258	003	000	430	Dover Beach 367417550,	\$22.49
17814	JW PEPPER	E	01	300	259	001	000	430	Scores for Riders in the Night - Inv. 367507343	\$5.00
17814	JW PEPPER	E	01	300	258	003	000	430	Let The River Run. 867421378	\$31.00
17814	JW PEPPER	E	01	300	258	003	000	430	Part Of Your World. 367418907	\$31.10
17814	JW PEPPER	E	01	300	259	001	000	430	Scores for Riders in the Night - Inv 367540540	\$10.00
<b>17814 Total</b>										<b><u>\$99.59</u></b>
17815	KALLBERG ESTHER	E	01	300	258	003	000	311	Piano Accompaniment Service for May 12, 2021	\$340.00
17815	KALLBERG ESTHER	E	01	300	258	003	000	311	Piano Invoice for two May Concerts	\$1,200.00
<b>17815 Total</b>										<b><u>\$1,540.00</u></b>
17816	KUSH-JEFFERY SHANON	E	04	500	580	000	325	430	Instructional Supply	\$31.17
<b>17816 Total</b>										<b><u>\$31.17</u></b>
17817	KY INTERPRETING SERVICES INC	E	01	116	405	000	740	399	Spec Purchased Services	\$11,590.00
<b>17817 Total</b>										<b><u>\$11,590.00</u></b>
17818	L & M SUPPLY INC	E	01	300	255	000	000	430	Instruct Supplies	\$62.00
17818	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$18.99
17818	L & M SUPPLY INC	E	03	005	760	000	720	350	Repairs Maint Serv	\$6.49
17818	L & M SUPPLY INC	E	05	005	865	000	347	311	Prof Tech Services	\$109.68
17818	L & M SUPPLY INC	E	03	005	760	000	720	420	Repair Supplies	\$18.23
<b>17818 Total</b>										<b><u>\$215.39</u></b>

17819	LAMPPA STACIE	E	01	005	105	000	000	401	General Supplies	\$2,569.38
<b>17819 Total</b>										<b><u>\$2,569.38</u></b>
17820	LAWRENCE KYLE	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$134.40
<b>17820 Total</b>										<b><u>\$134.40</u></b>
17821	LCS COACHES INC	E	01	300	294	714	733	361	Track to Chisholm 5/8/25	\$1,131.35
17821	LCS COACHES INC	E	01	300	294	713	733	361	Private Trans Cont	\$1,256.50
<b>17821 Total</b>										<b><u>\$2,387.85</u></b>
17822	MALICH RYAN	E	04	500	560	000	321	430	Instruct Supplies	\$678.60
<b>17822 Total</b>										<b><u>\$678.60</u></b>
17823	MALTON ELECTRIC COMPANY	E	01	112	810	000	000	350	Air Handler #4	\$421.00
<b>17823 Total</b>										<b><u>\$421.00</u></b>
17824	MARSHALL SCHOOL	E	01	300	294	715	000	364		\$131.36
17824	MARSHALL SCHOOL	E	01	300	296	715	000	364		\$130.00
<b>17824 Total</b>										<b><u>\$261.36</u></b>
17825	MCCORMICKS GROUP LLC	E	01	300	259	002	000	430	3070004. Custom Printed Sousaphone Cover D	\$239.97
17825	MCCORMICKS GROUP LLC	E	01	300	259	002	000	430	Graphic Design Fee	\$50.00
17825	MCCORMICKS GROUP LLC	E	01	300	259	002	000	430	Shipping/Handling	\$17.45
<b>17825 Total</b>										<b><u>\$307.42</u></b>
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$64.00
17826	MENARDS	E	01	005	606	000	000	430	Instruct Supplies	\$71.47
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$10.97
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$19.96
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$76.94
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$132.90
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$15.92
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$13.79
17826	MENARDS	E	01	300	211	227	000	401	General Supplies	\$771.44
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$74.11
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$197.95
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$44.97
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$155.56
17826	MENARDS	E	01	300	255	000	000	430	Instruct Supplies	\$127.86
17826	MENARDS	E	01	005	606	000	000	401	General Supplies	\$31.36
<b>17826 Total</b>										<b><u>\$1,809.20</u></b>
17827	METRO SALES INC	E	05	005	850	000	302	335	Short Term Lease	\$60.00
<b>17827 Total</b>										<b><u>\$60.00</u></b>
17828	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$46.23
17828	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$57.25
17828	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$125.86
17828	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$44.28
17828	MINER'S INC	E	04	500	560	000	321	430	Instruct Supplies	\$23.43
17828	MINER'S INC	E	01	300	240	000	000	430	Instruct Supplies	\$11.72
17828	MINER'S INC	E	01	300	211	227	000	401	General Supplies	\$227.42
17828	MINER'S INC	E	04	500	580	000	325	430	Instructional Supply	\$14.48
17828	MINER'S INC	E	04	500	580	000	325	430	Instructional Supply	\$17.94
17828	MINER'S INC	E	04	500	582	000	344	430	Instructional Supply	\$35.88
<b>17828 Total</b>										<b><u>\$604.49</u></b>
17829	MINNESOTA ENERGY RESOURCES	E	03	005	760	000	720	440	Fuel For Buildings	\$94.54
<b>17829 Total</b>										<b><u>\$94.54</u></b>
17830	MN DECA	E	01	300	361	000	428	366	Travel	\$1,415.00
<b>17830 Total</b>										<b><u>\$1,415.00</u></b>
17831	MOTHER TREES LLC	E	01	116	203	007	000	430	Instruct Supplies	\$500.00
<b>17831 Total</b>										<b><u>\$500.00</u></b>

17832	NORTH CENTRAL INTERNATIONAL LLC	E	03	005	760	000	720	420	Repair Supplies	\$92.11
<b>17832 Total</b>										<b><u>\$92.11</u></b>
17833	NORTHLAND LAWN AND SPORT	E	01	005	810	000	000	350	Repairs Maint Serv	\$306.29
<b>17833 Total</b>										<b><u>\$306.29</u></b>
17834	NORTHSTAR STUDENT TRANSPORTATION	E	03	005	760	000	723	361	Private Trans Cont	\$158,559.30
<b>17834 Total</b>										<b><u>\$158,559.30</u></b>
17835	PASEK ROBERT T	E	06	005	870	000	000	520	removal & installation of entryway carpet in a	\$12,329.00
<b>17835 Total</b>										<b><u>\$12,329.00</u></b>
17836	PEARSON CLINICAL ASSESSMENT	E	01	112	420	000	740	433	A102001600093, BAYLEY-4 COGNITIVE LANGUA	\$189.70
17836	PEARSON CLINICAL ASSESSMENT	E	01	112	420	000	740	433	A102001600047, BAYLEY-4 SOCIAL-EMOTIONAL	\$143.90
17836	PEARSON CLINICAL ASSESSMENT	E	01	112	420	000	740	433	Freight	\$20.01
<b>17836 Total</b>										<b><u>\$353.61</u></b>
17837	PETE ALEXANDER	E	01	300	211	227	000	305	Consult/Fees For Svc	\$150.00
<b>17837 Total</b>										<b><u>\$150.00</u></b>
17838	PLATT TYLER C	E	01	300	294	713	000	305	Consulting Fees	\$30.00
17838	PLATT TYLER C	E	01	300	294	713	000	305	Consulting Fees	\$190.00
<b>17838 Total</b>										<b><u>\$220.00</u></b>
17839	PRINCETON HIGH SCHOOL	E	01	300	298	000	000	364	Consult/Fees For Svc	\$40.00
<b>17839 Total</b>										<b><u>\$40.00</u></b>
17840	QUADIENT FINANCE	E	01	005	105	000	000	329	Postage	\$500.00
<b>17840 Total</b>										<b><u>\$500.00</u></b>
17841	RANGE AUTO PARTS COMPANY	E	03	005	760	000	720	442	Vehicle Gas & Oil	\$67.80
<b>17841 Total</b>										<b><u>\$67.80</u></b>
17842	RANGE CORNICE & ROOFING CO	E	01	302	810	000	000	350	Demo	\$1,255.00
<b>17842 Total</b>										<b><u>\$1,255.00</u></b>
17843	RANGE MENTAL HEALTH CENTER INC	E	01	005	420	000	799	305	Consulting Fees	\$1,622.75
<b>17843 Total</b>										<b><u>\$1,622.75</u></b>
17844	RANGE PAPER CORPORATION	E	01	300	211	000	000	401	General Supplies	\$1,548.40
17844	RANGE PAPER CORPORATION	E	01	101	203	000	000	401		\$1,548.40
17844	RANGE PAPER CORPORATION	E	01	101	810	000	000	410		\$227.88
17844	RANGE PAPER CORPORATION	E	01	300	810	000	000	410	Custodial Supplies	\$286.95
17844	RANGE PAPER CORPORATION	E	01	101	810	000	000	410	Custodial Supplies	\$1,418.94
17844	RANGE PAPER CORPORATION	E	01	112	810	000	000	410	Custodial Supplies	\$1,199.06
17844	RANGE PAPER CORPORATION	E	01	116	810	000	000	410	Custodial Supplies	\$243.54
17844	RANGE PAPER CORPORATION	E	01	116	810	000	000	410	Custodial Supplies	\$1,041.89
17844	RANGE PAPER CORPORATION	E	01	116	810	000	000	410	Custodial Supplies	\$101.22
<b>17844 Total</b>										<b><u>\$7,616.28</u></b>
17845	RANTALA MARY	E	01	300	211	000	000	430	Instruct Supplies	\$95.55
17845	RANTALA MARY	E	01	300	361	000	428	366	Travel	\$76.30
<b>17845 Total</b>										<b><u>\$171.85</u></b>
17846	REGION 7AA	R	01	300	296	716	000	060	Admission/Stud Acts	\$1,145.00
<b>17846 Total</b>										<b><u>\$1,145.00</u></b>
17847	REWERTZ NANCYANN	E	01	300	211	000	320	430	Instruct Supplies	\$1,750.00
<b>17847 Total</b>										<b><u>\$1,750.00</u></b>
17848	ROCK RIDGE EMERGING LEADERS BOOSTER CLL	E	01	300	361	000	428	368	Out-of-State Travel	\$171.40
17848	ROCK RIDGE EMERGING LEADERS BOOSTER CLL	E	01	300	361	000	428	368	Out-of-State Travel	\$277.96
<b>17848 Total</b>										<b><u>\$449.36</u></b>
17849	SCHMITT MUSIC CENTER	E	01	300	259	001	000	350	repairs to school owned 3/4 violin - invoice 65C	\$70.00
<b>17849 Total</b>										<b><u>\$70.00</u></b>
17850	SCHOOL SPECIALTY LLC	E	01	005	110	000	000	401	1069131 Smead Expanding File Pocket, Letter S	\$53.20
17850	SCHOOL SPECIALTY LLC	E	01	005	110	000	000	401	084894 School Smart 2-Pocket Folders with No	\$24.30
17850	SCHOOL SPECIALTY LLC	E	01	005	110	000	000	401	067673 Avery Easy Peel Address Labels, Laser,	\$36.39
<b>17850 Total</b>										<b><u>\$113.89</u></b>

17851	SHRED-N-GO_ 446138	E	01	101	203	000	000	401		\$78.93
17851	SHRED-N-GO_ 446138	E	01	112	203	000	000	401		\$78.93
17851	SHRED-N-GO_ 446138	E	01	300	211	000	000	401		\$78.93
17851	SHRED-N-GO_ 446138	E	01	005	110	000	000	401		\$78.93
17851	SHRED-N-GO_ 446138	E	01	116	203	000	000	401		\$78.93
<b>17851 Total</b>										<b><u>\$394.65</u></b>
17852	SPELTS WILLIE	E	01	005	107	050	000	365	Transportation Chargeback	\$214.40
17852	SPELTS WILLIE	E	01	005	105	009	000	401	General Supplies	\$266.95
<b>17852 Total</b>										<b><u>\$481.35</u></b>
17853	STAINIGER GREGORY	E	01	300	296	716	000	305	Consulting Fees	\$200.00
17853	STAINIGER GREGORY	E	01	300	296	716	000	305	Consulting Fees	\$25.00
<b>17853 Total</b>										<b><u>\$225.00</u></b>
17854	STEVE WEISS MUSIC	E	01	300	259	002	000	430	PEA-S21ROTRA PEARL ONE TOUCH SNARE RELF	\$49.00
<b>17854 Total</b>										<b><u>\$49.00</u></b>
17855	STRASSER TIM	E	04	500	560	000	321	430	Instruct Supplies	\$21.40
17855	STRASSER TIM	E	04	500	560	000	321	430	Instruct Supplies	\$16.94
<b>17855 Total</b>										<b><u>\$38.34</u></b>
17856	TACONITE TIRE SERVICE	E	03	005	760	000	720	350	Repairs Maint Serv	\$1,655.90
17856	TACONITE TIRE SERVICE	E	03	005	760	000	720	350	Repairs Maint Serv	\$940.22
<b>17856 Total</b>										<b><u>\$2,596.12</u></b>
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Subs	\$282.43
17857	TEACHERS ON CALL	E	01	101	420	000	740	307	Subs	\$389.56
17857	TEACHERS ON CALL	E	01	101	203	000	000	305	Subs	\$1,714.05
17857	TEACHERS ON CALL	E	01	116	420	000	740	307	Subs	\$194.78
17857	TEACHERS ON CALL	E	01	116	203	000	000	305	Subs	\$2,038.68
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Subs	\$389.56
17857	TEACHERS ON CALL	E	01	112	420	000	740	307	Subs	\$389.56
17857	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs	\$947.92
17857	TEACHERS ON CALL	E	01	300	420	000	740	307	Subs	\$194.78
17857	TEACHERS ON CALL	E	01	300	211	000	000	305	Subs	\$1,343.98
17857	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Paras	\$995.18
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Parkview ECFE/SR Paras	\$695.42
17857	TEACHERS ON CALL	E	01	112	420	000	740	307	Parkview Paras	\$2,134.22
17857	TEACHERS ON CALL	E	01	116	420	000	740	307	North Star Paras	\$1,462.78
17857	TEACHERS ON CALL	E	01	300	211	000	000	305	RRHS Support Service	\$299.75
17857	TEACHERS ON CALL	E	01	300	420	000	740	307	Rock Ridge High School Paras	\$2,320.09
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Laurentian ECFE/SR Paras	\$155.87
17857	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Paras	\$413.66
17857	TEACHERS ON CALL	E	01	116	420	000	740	307	North Star Paras	\$1,528.73
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Parkview ECFE/SR Paras	\$695.42
17857	TEACHERS ON CALL	E	01	112	420	000	740	307	Parkview Paras	\$1,426.81
17857	TEACHERS ON CALL	E	01	300	420	000	740	307	Rock Ridge High School Paras	\$1,462.81
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Laurentian ECFE/SR Paras	\$395.67
17857	TEACHERS ON CALL	E	01	101	420	000	740	307	Laurentian Paras	\$881.29
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Parkview ECFE/SR Paras	\$551.54
17857	TEACHERS ON CALL	E	01	112	420	000	740	307	Parkview Paras	\$2,074.28
17857	TEACHERS ON CALL	E	01	116	420	000	740	307	North Star Paras	\$1,342.88
17857	TEACHERS ON CALL	E	01	300	420	000	740	307	RRHS Paras	\$2,122.25
17857	TEACHERS ON CALL	E	04	500	581	000	344	305	Subs	\$194.78
17857	TEACHERS ON CALL	E	01	101	203	000	000	305	Subs	\$1,915.33
17857	TEACHERS ON CALL	E	01	116	420	000	740	307	Subs	\$571.35
17857	TEACHERS ON CALL	E	01	116	203	000	000	305	Subs	\$2,129.59
17857	TEACHERS ON CALL	E	01	112	203	000	000	305	Subs	\$486.95



291309	PAYROLL 05/30/25	\$916,236.22
	OASDI	\$54,705.07
	MEDICARE	\$12,798.44
	PERA	\$24,541.88
	TRA	\$50,104.38
	TSA MATCH	\$5,648.42
	PAYROLL 06/02/25	\$284,199.40
	OASDI	\$17,207.36
	MEDICARE	\$4,024.29
	TRA	\$22,746.98
	TSA MATCH	\$1,325.10

TOTAL DISBURSEMENTS & PAYROLLS \$3,634,627.92

Seconded by

that the above resolution be adopted.

Resolution adopted June 9, 2025.

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Clerk

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Chairperson



**Health Plan Rate Confirmation for:**

**Rock Ridge ISD 2909**  
**Effective Date: 9/1/2025**

Please complete and return a signed copy of this rate confirmation to your Service Cooperative Representative no later than: **7/1/2025**

Plan(s)	Health Plan Description(s)	Coverage	Employees *	Current Rates	EFFECTIVE 9/1/2025	Elect this plan? Yes / No
1	MSI PP MN 0%-25	Single	59	\$1,007.24	\$1,117.02	<input type="checkbox"/>
		Family	33	\$2,684.32	\$2,976.92	
2	MSI PP MN 1850-0% VEBA	Single	44	\$881.36	\$977.42	<input type="checkbox"/>
		Family	34	\$2,348.84	\$2,604.86	
TOTAL ALL PLANS			Monthly Premium	\$266,650	\$295,714	
			Annual Premium	\$3,199,801	\$3,548,571	
* Based on the group's most recent employee enrollment data. Rates are guaranteed for one year beginning 9/1/2025.			% Annual Adjustment		10.90%	
			\$ Annual Adjustment		\$348,770	

The above rates will not increase the projected renewal premium for 9/1/2026 by more than 15.0% subject to the following conditions

- 1) Only the current plans will be offered for the plan year beginning 9-1-25.
- 2) The rates for multiple plans must be properly aligned upon renewal for 9/1/2026
- 3) Membership enrollment effective 9/1/2025 projected for 9/1/2026 does not vary by more than + or minus 10%
- 4) If alternative plans or changes to current plans apply to the 9/1/2026 renewal, MHC reserves the right to nullify the premium renewal rate cap
- 5) If there are any regulatory changes that apply to the aforementioned guarantee period, MHC reserves the right to void this agreement

Broker commissions included?	<b>Yes</b>	\$16.96 per employee per month	of total plan premium
Broker name:	Aaron Casper		Broker agency: NIS

Plans, Monthly Rates, HITA disclosures (see attached) and Commissions (if applicable) are recognized and approved by:

Print name: \_\_\_\_\_  
 for: **Rock Ridge ISD 2909**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Health Plan Descriptions (see SBCs and SPDs for details) for: Rock Ridge ISD 2909		Effective: 9/1/2025
Plan 1:	MSI PP MN 0%-25	\$0/0 Ded, \$25, 100/0% Coins, \$6350/12700 OOP, \$7/15/15 No Prev Rx, (OON: 0/0, 0%, 6350/12700) DED/OOP Comb INN & OON Embedded
Plan 2:	MSI PP MN 1850-0% VEBA	\$1850/3700 Ded, 100/0% Coins, \$1850/3700 OOP, Ded/Coins No Prev Rx, (OON: 1850/3700, 0%, 1850/3700) DED/OOP Comb INN & OON Embedded

**FOR MHC INTERNAL USE ONLY**

Underwriting approval: \_\_\_\_\_ Date: \_\_\_\_\_

Financial approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes:** HITA Bid: Present MHC HITA Exhibit as page one in the renewal response; Health Plan Rate Confirmation Page is page two.



## 2025-2026 Summary of Services

ARCC has been providing administrative support and data processing services for the use of our member districts since 1975.

ARCC is governed by a board comprised of four (4) Superintendents, two (2) Business Managers, four (4) District School Board Members and one (1) district representative from the Instructional Management area. We encourage you to communicate with us throughout the year with suggestions on services you feel would assist you in the efficient operation of your district or cooperative.

### Finance

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- 1) **SMART Finance Software Development, Training, Support and Processing** – SMART Finance is the software used to record financial data by the members of five RMIC's (Regional Management Information Center). We cooperatively invest in the development of SMART Finance software. We provide day-to-day application support, ongoing training for users, process application software upgrades, perform database upgrades and nightly backups, etc.
- 2) **Uniform Financial Accounting and Reporting Standards (UFARS) Training, Support, Editing and Reporting** – UFARS changes annually to meet both state and federal reporting requirements. We provide UFARS training for district staff and respond to questions as new or unique situations come up in the districts. At the end of the fiscal year we edit district account structure, cleanup errors and submit district UFARS files to the Minnesota Department of Education (MDE). We monitor reporting status to ensure that deadlines are met. We also provide representation on the UFARS Advisory Committee at MDE.
- 3) **Funding and Management Training** – We provide a series of training sessions addressing funding and financial management issues. Some sessions award professional development CEU credits/clock hours for Superintendents and Business Managers. Sessions include:
  - Profiles Session
  - Legislative Update
  - Property Tax Levy Session
  - Truth in Taxation Session
  - Fiscal Year-End Finance Session
  - Fiscal Year-End SMART Finance Work Day
  - Business Manager Brainstorm Meetings
  - UFARS and School Finance 101
  - SMART Finance Group & Individual Training
  - New Business Manager Group & Individual Training
  - Open Lab Work Days – to work individually with districts on the following:
    - Budget Preparation and Review
    - Property Tax and State Aids Year-End Reconciliation Assistance
    - Audit Preparation

4) **Miscellaneous Finance Support**

- **IRS Form 1099** - We answer questions, provide editing and training on filing IRS form 1099's, and submit the files electronically to the IRS.
- **Audit Assistance** – ARCC can assist districts with preparing requested audit workpapers.
- **Bank Reconciliation** – ARCC can provide districts with segregation of duties and reconcile bank statements. This also provides districts with timely reconciliation which can also be an audit finding. This supplemental service is billed at an hourly rate of \$100 per hour.
- **Shared Business Manager Services** – Districts can purchase available time to perform business manager functions which supplement district finance staff. This service can be used by districts during times of staff turnover, emergency or for large projects. Another request is to provide accounts payable processing in response to an emergency. These supplemental services are billed at an hourly rate of \$125 plus travel to a district site. This can be limited by ARCC's available staff resources.
- **Interview Assistance** – ARCC has a repository of interview questions and interview/selection scoring rubrics to assist districts in hiring for key administrative positions. Upon request, ARCC staff may also participate in the interview process.

## **PAYROLL**

- 1) **SMART Payroll/HR Software Development, Training, and Support** – Similar to SMART Finance, we cooperatively invest in the development of SMART Payroll/HR. We perform all application software upgrades, database upgrades and nightly backups of district databases, etc. We update tax tables and ensure that our system remains compliant with all state and federal laws. We provide in-depth application training, support and assistance for users, including setup of initial school year and year-end payoff payrolls.
- 2) **Staff Automated Reporting (STAR) Training, Support, Editing and Reporting** – As with UFARS, we provide district payroll staff with STAR training and field calls regarding new or unique situations. We edit district data, assist with clean up, and submit files annually to the Professional Educator Licensing and Standards Board (PELSB). We monitor STAR deadlines and coordinate regional STAR training with PELSB..
- 3) **Payroll Processing** – We process, print and distribute all regular, special and payoff payrolls, including requested reports. We also submit the payroll files to outside agencies, including:
  - Teachers Retirement Association (TRA)
  - Public Employees Retirement Association (PERA)
  - ACH (Direct Deposits), Quarterly Wage and Hour Report (MN Dept. of Economic Security)
  - W-2 Reporting (printing of forms and submission of files to the Social Security Administration and the Department of Revenue for Minnesota and Wisconsin)
  - IRS 1095 printing and submissions
  - The Minnesota New Hire Reporting for the state's child support enforcement division
  - Annual wage audit reports for submission to workers' compensation insurance companies
- 4) **Training** – ARCC staff provide the following training opportunities:
  - Fiscal Year End (spring)
  - SMART data for STAR Reporting (fall/winter)
  - Calendar Year End (late fall)
  - SMART HR 101 (year-round)
  - Budgeting Salaries and Benefits using SMART HR (year-round)
  - ACA Reporting Work Days (year-round)

- TimeTracker (time clock system)
  - SMART New Modules, this year highlighting:
    - Electronic certifications (employee assignments)
    - Electronic document storage and signing
    - Employees given the ability to change W4 and Direct Deposit accounts through eR
    - More onboarding options
    - Leave request/approval system
    - Ability to process employee reimbursements through eR
    - COBRA management
  - Veritime integration (year-round)
  - Wage Statement Work Days (year-round)
  - Earned Sick and Safe Time.
- 5) **OPEB Reporting** – ARCC staff work with district staff in extracting information from SMART HR in a standard format that allows an actuary to perform Other Post Employment Benefit analysis more efficiently.
- 6) **Affordable Care Act (ACA)** – The SMART HR/Payroll application complies with ACA requirements. ARCC staff work with district payroll staff to update files and generate required reports.
- 7) **Wage Statements** – The SMART HR/Payroll application complies with MN Department of Labor requirements. ARCC staff work with district payroll staff to generate required information to their employees on both their paychecks and Wage Statements.

## STUDENT

- 
- 1) **Minnesota Automated Reporting Student System (MARSS) and EdFi Training, Support, Editing and Reporting** – We provide district student staff with MARSS and EdFi training, field calls as new or unique situations arise, day-to-day phone support and offer district on-site visits. We work closely with district MARSS staff in regards to the editing of MARSS data, error corrections and the timely submission of files to MDE. We also coordinate a regional MARSS session with MDE staff.
- 2) **Minnesota Common Course Catalogue (MCCC)** – In partnership with MDE, ARCC provides training for districts on the MCCC and also assist them in getting their MCCC data correctly entered into Infinite Campus and subsequently submitted to MDE.
- 3) **Infinite Campus Installation, Conversion, Support and Processing** – Infinite Campus is the core student information system that ARCC supports. We provide day to day phone and email support; custom report writing and will schedule district site visits for in depth administrative support and training.
- 4) **Training** – ARCC offers targeted training for Infinite Campus users:
  - On Site Teacher Training (Must be scheduled in advance, cannot be scheduled the last two weeks of August and first two weeks of September)
  - Scheduling One on One (year-round)
  - Ad Hoc Report Writing Workshop (January)
  - Campus User Group (April and November)
  - Free and Reduced Lunch Application Management (August)
  - Week Long Infinite Campus Refresher (June)

- Point of Sale Cashier Training (August)
  - School Nurse Training (year-round)
  - MARSS (October)
  - Academic Planning
  - Course Scheduling
  - Teacher Tools/Engagement Check In
  - School Store and Activity Registration
  - Enhanced Survey Tools
  - School Counselor Training (year-round)
  - Messenger with Voice Module (year-round)
  - Electronic Payment Module (year-round)
  - Ed-Fi Conversion (spring)
- 5) **Civil Rights Data Collection** – Annually the federal government requires districts to submit data regarding compliance with various civil rights laws. ARCC provides Infinite Campus report templates that districts can customize to complete these reports. This would also be an option for any other data requested.
- 6) **Data** – Working with Infinite Campus and using Campus Learning, ARCC will coordinate automatic data transfer with third party vendors.

## OTHER / MISCELLANEOUS

- 1) **E-Mail Service** – ARCC maintains an email server that member districts can use. We have built a number of group e-mail accounts, or “aliases”, that allow customers to use a single e-mail address to contact a specific group of ARCC members. The following is a list of our group e-mail addresses:

### Superintendents

MASA 26	masa26supers@arcc.org
MASA 27	masa27supers@arcc.org
MASA 28	masa28supers@arcc.org
Region II Superintendents	reg2supersonly@arcc.org
Region II Superintendents & Directors	reg2supersandothers@arcc.org

### Principals

NE MN Association of Secondary	nemassp@arcc.org
NE MN Association of Elementary	nemespa@arcc.org

### Other

Region II Business Managers	r2busmgr@arcc.org
Region II E-Rate	r2erate@arcc.org
Region II Payroll Coordinators	r2pay@arcc.org
Region II Technology Users Group	tug@arcc.org

- 2) **Survey Services** – From time-to-time district administration wants to survey other districts in the area to see how they are handling a specific issue or to find out what regional compensation looks like for certain groups. ARCC works with the district wanting the data, creates a survey using Google Sheets and shares that survey with the impacted group. Some surveys are updated annually based on district need. A list of all surveys is maintained and made available upon request.

- 3) **Summer Superintendent Session** – ARCC hosts a 2-day session for Superintendents that cover relevant topics, school finance, legal issues, etc. ARCC applies for CEU clock hours for Superintendents who attend.
- 4) **Coordination of “Let’s Talk Thursday” Weekly Superintendent Zoom Meetings** – Originally started as a response to Covid, these weekly meetings have become a place to connect with each other and with administrators from school agencies such as the Minnesota School Boards Association, Minnesota Association of School Administrators, Minnesota Rural Education Association and other guests as necessary.
- 5) **Technology Users Group (TUG)** – ARCC coordinates regular meetings of district technology staff. The agenda is driven by member input and provides a professional development segment in the afternoon.
- 6) **District Administrative Assistant Group (DAAG)** – ARCC coordinates regular meetings of district administrative assistants. The agenda is driven by member input and provides a professional development segment.
- 7) **Assistance Obtaining Technology Funding** – ARCC supports districts in applying for E-Rate discounts and we assist districts with finding E-Rate form numbers for their Telecommunication Equity Aid application.
- 8) **Negotiated Group Pricing** – When beneficial for members, ARCC negotiates with vendors to provide group purchasing advantages on administrative software and supplies like checks, labels, payroll forms, etc.
- 9) **Fiscal Agent Services** – ARCC is available upon request to provide fiscal agent services for federal or state projects that serve some or all of our member districts.
- 10) **Miscellaneous Application Service Provider (ASP) Services and Third-Party Integration** – ARCC operates as an ASP for the Finance, Payroll and Student applications. We also work with a number of third-party vendors who integrate with supported software.
- 11) **Miscellaneous Agency Inquiries** – We can provide “anonymous questions” to agencies on behalf of members. This is beneficial when districts are considering different ways of doing things that may not be clearly defined.

# GOVERNANCE

Following are the current ARCC Governance Board members and their contact information. These individuals welcome your input. Participation of board members who are users of the services we provide is invaluable; our organization’s success is due greatly to the design of the ARCC Governance Board and the emphasis on representation from districts of all sizes.

## Category I: Largest Districts

Tim Riordan School Board Member Rock Ridge ISD #2909 P.O. Box 687, Virginia, MN 55792 218-780-5524 (C) tim.riordan@rrps.org	Richard Aldrich Superintendent Hibbing ISD #0701 800 E 21 <sup>st</sup> St, Hibbing, MN 55746 218-208-0848 (W) richard.aldrich@isd701.org
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## Category II: Mid – Large Districts

Bob Rahja School Board Member Chisholm ISD #0099 405 NW 8 <sup>th</sup> Street, Chisholm, MN 55719 218-290-4317 (C) brahja@chisholm.k12.mn.us	Dan Stiffer Superintendent Aitkin ISD #0001 306 2 <sup>nd</sup> St NW, Aitkin, MN 56431 218-924-2115 x 3420 (W) dstiffer@isd1.org
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## Category III: Small – Mid Districts

Barb Kalmi School Board Member Nashwauk-Keewatin ISD #0319 P.O. Box 508, Keewatin, MN 55753 218-969-2844 (C) bkalmi@isd319.org	Reggie Engebretson Superintendent Mountain Iron-Buhl ISD #0712 8659 Unity Drive, Mountain Iron, MN 55769 218-735-8271 x 1104 (W) renegebretson@isd712.org
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## Category IV: Smallest Districts

Eric Ankrum School Board Member Wrenshall ISD #0100 207 Pioneer Ave, Wrenshall, MN 55797 218-384-4274 (W) eankrum@isd100.org	Peter Hardy Superintendent Nett Lake ISD #0707 600 E Harvey, Ely, MN 55731 218-969-1600 (C) phardy@isd707.org
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## At Large: District Staff

Sheri Sanbeck Instructional Management Aitkin ISD #0001 306 2 <sup>nd</sup> St NW, Aitkin, MN 56431 218-924-2115 x 3404 (W) ssandbeck@isd1.org	Alex Kaczor Business Manager Hibbing ISD #0701 800 E 21 <sup>st</sup> St, Hibbing, MN 55746 218-208-0849 X 1 (W) alex.kaczor@isd701.org	Kristi Borglund Business Manager Cromwell-Wright ISD #095 5624 Hwy 210 Cromwell, MN 55726 218-644-3737 X1003 (W) kborglund@isd95.org
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ARCC’s Executive Director, Cindy Lee Olson, welcomes questions or comments on any area of service. Ms. Olson’s contact information is: E-mail – [cindylee@arcc.org](mailto:cindylee@arcc.org), Phone – 218-723-1700 x101. Jennifer Smith will become the Executive Director starting August 1, 2024. Her E-mail – [jsmith@arcc.org](mailto:jsmith@arcc.org), phone 218-723-1700 x 113.

# Arrowhead Regional Computing Consortium

## Historical Fee Comparison

### Rock Ridge

Fiscal Year	<u>25-26</u>	<u>24-25</u>	<u>23-24</u>	<u>22-23</u>	<u>21-22</u>
<b>Pupil Measurement Type</b>	Adjusted Pupil Units				
<b>Pupil Units</b>	2570.59	2617.25	2684.82	2771.39	2868.77
<b>Base Membership</b>	3,600	3,500	3,400	3,250	3,250
<b>Membership Dues</b>	12,853	12,432	12,082	11,778	12,192
<b>Total Membership Fees</b>	<u>16,453</u>	<u>15,932</u>	<u>15,482</u>	<u>15,028</u>	<u>15,442</u>
<b>Finance/UFARS Fees</b>	41,129	41,222	41,615	42,264	43,749
<b>Payroll/STAR Fees</b>	36,670	34,636	36,764	35,067	38,413
<b>Total Finance &amp; Payroll Fees</b>	<u>77,799</u>	<u>75,858</u>	<u>78,379</u>	<u>77,331</u>	<u>82,162</u>
<b>MARSS Editing</b>	0	2,450	0	0	0
<b>Total Student Fees</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total ARCC Services</b>	<u><b>94,252</b></u>	<u><b>91,790</b></u>	<u><b>93,860</b></u>	<u><b>92,359</b></u>	<u><b>97,604</b></u>
	<b>1 Year</b>	<b>5 Years</b>			
<b>\$ Change</b>	2,462	-3,352			
<b>% Change</b>	2.682%	-3.43%			

Arrowhead Regional Computing Consortium  
Statistic and Fee Change Analysis FY 2024-2025 vs 2025-2026

**Rock Ridge**

<b>Statistics</b>	<b>2025-2026</b>	<b>2024-2025</b>	<b>\$ Change</b>	<b>% Change</b>
Adjusted Pupil Units	2,570.59	2,617.25	-46.66	-1.78%
Payroll Runs Processed	36	34	2	5.88%
PR Forms Processed	9,606	5,033	4,573	90.86%
Average Daily Membership	2286	2338	-52	-2.22%

<b>Fee Legend</b>	<b>Unit Measurement</b>	<b>2025-2026</b>	<b>2024-2025</b>	<b>\$ Change</b>	<b>% Change</b>
Base Membership	Per Entity	\$3,600.00	\$3,500.00	\$100.00	2.86%
Membership Dues	Per Adjusted Pupil Unit	\$5.00	\$4.75	\$0.25	5.26%
Finance/UFARS Support	Per Adjusted Pupil Unit	\$16.00	\$15.75	\$0.25	1.59%
Payroll/STAR Support	Per Adjusted Pupil Unit	\$12.00	\$11.75	\$0.25	2.13%
Payroll Runs	Per Payroll Runs Processed	\$55.00	\$55.00	\$0.00	0.00%
Payroll Forms	Per Payroll Forms Processed	\$0.40	\$0.40	\$0.00	0.00%
Infinite Campus/MARSS Support	Per Adjusted Pupil Unit/Min \$5,550 + \$.80 Per APU	\$11.50	\$11.00	\$0.50	4.55%
Other SIS MARSS Support	Per Entity	\$2,450.00	\$2,450.00	\$0.00	0.00%
	Minimum	\$5,550.00	\$5,550.00	\$0.00	0.00%
	Per APU	\$1.30	\$0.80	\$0.50	62.50%

<b>Fees Billed</b>	<b>Unit Measurement</b>	<b>2025-2026</b>	<b>2024-2025</b>	<b>\$ Change</b>	<b>% Change</b>
Base Membership	Per Entity	\$3,600.00	\$3,500.00	\$100.00	2.86%
Membership Dues	Per Adjusted Pupil Unit	\$12,852.95	\$12,431.94	\$421.01	3.39%
Finance/UFARS Support	Per Adjusted Pupil Unit	\$41,129.44	\$41,221.69	(\$92.25)	-0.22%
Payroll/STAR Support	Per Adjusted Pupil Unit	\$30,847.08	\$30,752.69	\$94.39	0.31%
Payroll Runs	Per Payroll Runs Processed	\$1,980.00	\$1,870.00	\$110.00	5.88%
Payroll Forms	Per Payroll Forms Processed	\$3,842.40	\$2,013.20	\$1,829.20	90.86%
Infinite Campus/MARSS Support	Per Adjusted Pupil Unit/Min \$5,550 + \$.75 Per APU	\$0.00	\$0.00	\$0.00	N/A
Other SIS MARSS Support	Per Entity	\$0.00	\$2,450.00	(\$2,450.00)	-100.00%
<b>Total</b>		<b>\$94,251.87</b>	<b>\$94,239.52</b>	<b>\$12.35</b>	<b>0.01%</b>

<b>Analysis of Fee Changes</b>	<b>2025-2026</b>	<b>2024-2025</b>	<b>\$ Change</b>	<b>% Change</b>
Fees Charged per Entity	\$3,600.00	\$5,950.00	(\$2,350.00)	-39.50%
Fees Charged on Pupil Units	\$84,829.47	\$84,406.32	\$423.15	0.50%
Fees Charged on Payroll Usage	\$5,822.40	\$3,883.20	\$1,939.20	49.94%
<b>Total Fee Change</b>	<b>\$94,251.87</b>	<b>\$94,239.52</b>	<b>\$12.35</b>	<b>0.01%</b>



Arrowhead Regional Computing Consortium  
 4884 Miller Trunk Hwy Ste 300  
 Hermantown Mn 55811  
 Ph 218.723.1700 Fax 218.723.1923

# INVOICE

Number	Date	Page
2169	07/01/2025	Pg 1 of 1

Ext Invoice No Ref:

Bill To: ISD #2909  
 ROCK RIDGE PUBLIC SCHOOL  
 1405 PROGRESS PKWY  
 EVELETH MN 55734

Email: sandy.viger@rrps.org  
 Membership billing F26

Customer	Cus Phone	Cus Fax	Terms	Due Date
1-1131			Due on Receipt	07/01/2025
ISD #2909				

No.	SKU Code/Description/Comments	U/M	Units	Rate	Total
1	Base Membership Dues		1.00	3,600.00	3,600.00
2	APU Membership Dues		2,570.59	5.00	12,852.95
3	Finance/UFARS Fees		2,570.59	16.00	41,129.44
4	Payroll/STAR Fees		1.00	36,669.48	36,669.48

Each district may allocate up to 70.24% of this bill against Operating Capital revenue.

Invoice may be paid in two installments: 1/2 due July 1, 1/2 due January 1.

<b>Subtotal</b>	\$94,251.87
<b>Sales Tax</b>	\$0.00
<b>Invoice Total</b>	\$94,251.87
<b>Payment Received</b>	\$0.00
<b>Discounts Given</b>	\$0.00
<b>Balance Due</b>	\$94,251.87



## **SPECIFIC SERVICES CONTRACT 2025-2026**

This contract, between the Arrowhead Regional Computing Consortium (hereinafter ARCC) and Independent School District No. 2909 – Rock Ridge (hereinafter MEMBER), outlines that:

WHEREAS, ARCC, pursuant to Minnesota Statutes 1974, Section 471.59, is empowered to exercise all functions common to its MEMBERS and as such is authorized to enter into contracts for service, and,

WHEREAS, MEMBER, has formally resolved to participate in specific services, and,

WHEREAS, ARCC is capable and responsible in providing such services,

THEREFORE, BE IT RESOLVED that the parties to this contract agree to the following provisions:

1. ARCC will take actions necessary and appropriate to accomplish the tasks as defined by the Joint Powers Agreement and its By-Laws to service the MEMBER'S needs.
  - a. Employ staff necessary to provide training\*, development, implementation, reporting and operational support of the services available, including:
    - Statewide Finance System (SMART Finance) software, development, training and support
    - Training, editing, reporting and submission of UFARS data to the Minnesota Department of Education
    - School finance procedures particular to the state of Minnesota
    - Statewide Personnel/Payroll System (SMART HR) software, development, training and support
    - Training, editing, reporting and submission of STAR data to the Minnesota Professional Educator Licensing and Standards Board
    - Assistance with the Affordable Care Act: tracking, compliance and reporting and assistance in providing employee wage theft statement to district employees
    - Training, editing, reporting and submission of MARSS and EdFi data from Infinite Campus, PowerSchool and other student information systems to the Minnesota Department of Education

- Training and support on submission of MCCC, Early Education, and other required student data from the Infinite Campus and PowerSchool student information system to the Minnesota Department of Education
- Downloading of statewide student test results from the Minnesota Department of Education and importing that data to the Infinite Campus Student Information System, third party integration
- Federal E-Rate support, Minnesota Telecom Equity Aid support

\*Training will include time appropriate meals and refreshments at no additional charge.

- b. Maintain appropriate records and procedures for backup of MEMBER’s data that is housed on secure servers at our regional partner cmERDC in Sauk Rapids, MN.
  - c. Provide consultation and advice to MEMBER for conversion and implementation of selected services.
  - d. Use all means available and appropriate to provide MEMBER with services and supplies at the least cost.
  - e. Maintain systems and services.
  - f. Maintain confidentiality of MEMBER’s data.
  - g. Employ safeguards to defend the security of data stored in said computer systems against unauthorized access and will respect the privacy of the MEMBER.
2. MEMBER agrees to follow guidelines for data input and control, turnaround time and other, as may be established by the ARCC Governance Board.
  3. MEMBER will make payments for services and supplies invoiced, on the appropriate due dates.
    - a. Selected services are:

<b>X</b>	<b>Finance/Accounting - Support and Training</b>
<b>X</b>	<b>Payroll/HR – Support and Training</b>
	<b>Infinite Campus – Support, Training, MARSS, Ed Fi &amp; Other Mandated Reporting</b>
	<b>Power School – Support, Training, MARSS, EdFi &amp; Other Mandated Reporting</b>
	<b>MARSS/EdFi Support Only – No other Student Information System Support</b>

- b. Invoices for the above selected services will be due and payable on:  
July 1, 2025 and January 1, 2026.

c. Additional invoices, if any, during the year will contain detail sufficient to support the invoiced amounts of project services received and forms costs.

4. The ARCC Governance board has set 2025-2026 service rates, as follows:

<b>Membership Fee</b>	<b>\$3,600.00 plus \$5.00 per Adjusted Pupil Unit (APU), final prior year count</b>
<b>Finance/Accounting</b>	<b>\$16.00 per APU, final prior year count</b>
<b>Personnel/Payroll</b>	<b>Based on prior February 1 through January 31 usage \$55.00 per payroll processed, plus \$12.00 per APU, final prior year count</b>
<b>Student Records</b>	<b>Infinite Campus: \$11.50 per ADM Served, final prior year count, including \$5,550.00 minimum, plus \$1.30 per APU Campus Learning (required)</b> <b>Other Systems: \$2,450.00 MARSS editing/reporting</b>
<b>Bank Reconciliation</b>	<b>\$100 per hour</b>
<b>Project Services</b>	<b>\$125.00 per hour, upon request from MEMBER (example: report writing, data conversion, short and long term business manager and payroll services, Audit preparation/coordination etc.)</b>

5. The ARCC Governance Board retains the right to alter the established rates for computer services on or before June 30 of any year.

6. MEMBER understands that ARCC will assist them in filing for their federal discounts on telecommunication costs through the Universal Service Administrative Company (E-rates). Due to timing of the E-rate cycle, application for 2026-2027 discounts will be made in 2025-2026. A separate Letter of Agency details ARCC and MEMBER responsibility.

7. This contract shall be in effect on July 1, 2025, and shall remain in effect through June 30, 2026. Services selected in this contract allow for processing and reporting of 2024-2025 activity, as well as processing and reporting of 2024-2025 activity during the contract period.

8. A 180 day notice is required to terminate this contract.
9. MEMBER shall neither assign nor transfer services received under this contract without prior written approval of ARCC.
10. MEMBER agrees to indemnify and save and hold ARCC harmless from any and all claims or causes of action arising out of the performance of this contract by ARCC or ARCC staff or agents. This shall not be construed to bar any legal remedies MEMBER may have for ARCC's failure to fulfill its obligation pursuant to this contract.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed, intending to be bound thereby:

**ARCC:**

Meeting Date Approved: May 15, 2025

By: Eric Ankrum, Clerk/Treasurer of Board



**MEMBER:**

Meeting Date Approved: \_\_\_\_\_, 2025

By: \_\_\_\_\_ [Printed Name & Title of Signer]

\_\_\_\_\_ [Signature]



## School Nutrition Programs Renewal of Food Service Management Contract School Year 2025–26

Food service management contracts that started in 2021–2022 or later may be renewed for the 2025–26 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes 2023, section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

### 1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential childcare organization) contracting for food service management.

SFA: Rock Ridge Public Schools

Cyber-Linked Interactive Child Nutrition Systems (CLiCS) Identification Number: 2000010379

“Vendor” is the Vendor providing food service management to School.

Vendor: Inac, inc.

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year 22-23.

### 2. Renewal of Contract

SFA and Vendor mutually agree to renew the original contract for the term indicated below, not to exceed one year. (Use 2, 3, 4, or 5 to specify year of contract).

This is the 4th year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: 7/1/2025 End Date for Renewed Contract: 6/30/2026

**3. Adjusted Meal Prices**

SFA and Vendor have mutually agreed to 2025–26 prices or fees as shown below. The maximum amount 2025–26 prices or fees may be increased is 3.1 percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2024).

Check one:

- Fixed Meal Price Contract – Prices are adjusted as shown below.
- Cost-Reimbursable Contract – Fees are adjusted as shown below.

The meal price is for one full reimbursable meal and cannot separate out any one component of the reimbursable meal (i.e., price of milk *must* be included in total fixed meal price). The fixed price(s), or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s) are shown below:

Meal Service	2024–25 Price or Fee	Percent Increase (Maximum 3.1%)	2025–26 Price or Fee
Breakfast Meals	\$.193	3.0 %	\$.198
Lunch Meals	\$.206	3.0 %	\$.212
A la carte	\$.172	3.0 %	\$.177
Snack/Milk	\$.063	3.0 %	\$.064
	\$	%	\$
	\$	%	\$
	\$	%	\$
	\$	%	\$

Charges outside the scope of this contract must be procured and invoiced separately.

**4. Chargeback**

SFA has chargeback rights as described here. If a charge is an unallowable charge not listed in the agreed upon terms and conditions in the contract, SFA may deny the charge. SFA may chargeback by withholding the unallowable amount from payment of the invoice with unallowable charges, recouping from, or offsetting against payments to the Vendor’s account. SFA will notify Vendor of the short payment to the invoice with unallowable charges or obligation to pay which Vendor must do promptly and fully; or reverse the charge(s). Failure to demand payment does not waive SFA’s chargeback rights.

**5. Meal Equivalency Factor**

The meal equivalency factor for school year 2025–2026, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$5.00.

**6. Value of U.S. Department of Agriculture (USDA) Foods**

Contract prices do not consider the value of USDA Foods that Vendor will receive during the contract year. The Vendor will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show the USDA Foods have been fully credited during the 2023–24 contract year. Contract may not be approved without evidence of proper crediting.

**7. Non-Financial Adjustments**

No material changes have been made since the original contract.

Minor non-financial adjustments for renewal, if any, are described here:

Regarding #6. The SFA will include a complete Reconciliation of USDA Foods properly ordered for, received, used and stored by the SFA.

**8. Revised Program Requirements**

Vendor agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

**9. Termination**

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

**Signatures**

School Food Authority: Rock Ridge Public Schools

Address: 1405 Progress Parkway, Virginia, Mn. 55792

Authorized Representative: Dr. Noel Schmidt

Title: Superintendent

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Food Authority Contact: Dr. Noel Schmidt

Title: Superintendent

Phone: 218-742-3901

Email: noel.schmidt@rrps.org

Vendor: Inac, inc.

Address: 908 8th Street South Virginia, Mn. 55792

Authorized Representative: Polly A. Podpeskar, RDN

Title: Registered Dietitian/Owner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Contact: Polly A. Podpeskar, RDN

Title: Registered Dietitian/Owner

Phone: 218-780-1994

Email: pollypods@yahoo.com

# Independent Price Determination Certificate

Both the SFA and the Food Service Management Company (FSMC) shall execute this Independent Price Determination Certificate.

INAC. inc  
\_\_\_\_\_  
Name of FSMC

Rock Ridge Public Schools  
\_\_\_\_\_  
Name of SFA

By submission of this offer, the FSMC certifies, and—in the case of a joint offer—each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to one through three above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to one through three above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to one through three above.

**To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

_____	Registered Dietitian/Owner	_____
Signature of FSMC's Authorized Representative	Title	Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

_____	Superintendent	_____
Signature of SFA Authorized Representative	Title	Date

## Instructions for Debarment Certification Form

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website.](#)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction—in addition to other remedies available to the federal government—the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

# Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

## Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on next page before completing Certification).

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: INAC, inc.

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Polly A. Podpeskar Registered Dietitian/Owner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: INAC. inc.

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Polly A. Podpeskar Registered Dietitian/Owner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Assurance of Civil Rights Compliance Certification

The vendor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement or other contract that has as one of its purposes the provision of cash assistance for the purchase of food and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the vendor agrees to compile data, maintain records and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the vendor.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and teletypewriter (TTY)) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.

Vendor Name: INAC. inc.

Award Number or Project Name: School Nutrition Program (NSLP, SBP)

Name and Title of Authorized Representative: Polly A.Podpeskar Registered Dietitian/Owner

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**AMENDMENT FIVE  
EXTENSION OF TERM**

This Amendment ("Amendment Five"), between Teachers On Call, a Kelly® Education Company ("TOC"), with its principal offices located at 3001 Metro Drive, Suite 200, Bloomington, MN 55425, and Rock Ridge Public Schools ("Customer"), is for the purpose of extending the term of their Agreement.

**RECITALS**

- A. TOC and Customer entered into Agreement Renewal ("Agreement"), dated August 1, 2023
- B. The term of the Agreement expires on July 31, 2025.
- C. TOC and Customer wish to modify the Agreement to extend the term of the Agreement, as set forth below.

**AGREEMENT**

TOC and Customer therefore agree as follows:

- 1. **Extension of Term.** The term of the Agreement is extended until July 31, 2026, unless terminated earlier, as set forth in the Agreement.
- 2. **Miscellaneous.** This Amendment will become effective when both parties have signed it. The date on which the last party has signed this Amendment (as indicated by the date associated with that party's signature) will be deemed the date of this Amendment. TOC and Customer restate all other provisions of the Agreement and agree that all such provisions remain in effect.

**Teachers On Call, a Kelly® Education Company**

**Rock Ridge Public Schools**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Rock Ridge School District Community Education Council Bylaws

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## Article I: Name

The name of this organization shall be the "Rock Ridge Community Education Council" (hereinafter referred to as the "Council").

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## Article II: Purpose

The purpose of the Rock Ridge Community Education Council is to:

1. Support and advise the Community Education Program in the Rock Ridge School District.
  2. Encourage and foster community engagement and involvement in lifelong learning.
  3. Provide recommendations to the Community Education Director regarding programming, budgeting, and evaluation.
  4. Serve as a liaison between the Rock Ridge School District, community members, and local organizations.
- 

## Article III: Membership

### Section 1: Composition

The Council shall consist of **8-12 members** who represent a cross-section of the Rock Ridge community, which may include:

- Parents of students in the district
- Community Members
- Local business and industry representatives
- Educators and district staff
- Community organizations and nonprofits
- Youth representatives (optional, ages 16-18)

### Section 2: Appointment and Terms

- Members shall be appointed by the School Board upon recommendation by the Community Education Director.
- Council members shall serve **three-year terms**, with a limit of **three consecutive terms**.
- Terms shall be staggered to ensure continuity within the Council.

### **Section 3: Resignation and Removal**

- Any member may resign by providing written notice to the Chair.
  - The Council may recommend the removal of a member for non-attendance or conduct detrimental to the Council's mission, subject to approval by a majority vote.
- 

## **Article IV: Officers**

### **Section 1: Officers**

The officers of the Council shall be a Chair, Vice-Chair, and Secretary.

### **Section 2: Election and Terms**

- Officers shall be elected annually by a majority vote of the Council members present at the final meeting of the school year.
- Officers shall serve a two-year term and may be re-elected for a maximum of four consecutive terms in the same office.

### **Section 3: Duties**

- **Chair:** Presides over meetings, prepares agendas in coordination with the Community Education Director, and represents the Council in official capacities.
  - **Vice-Chair:** Assists the Chair and assumes the Chair's responsibilities in their absence.
  - **Secretary:** Keeps minutes of all meetings and ensures that records are maintained and accessible.
- 

## **Article V: Meetings**

### **Section 1: Regular Meetings**

- The Council shall meet **at least four times** per year, with additional meetings scheduled as needed.
- Meeting dates and times shall be determined by the Council at the beginning of each school year.

## **Section 2: Quorum**

- A quorum shall consist of **51% of the total membership** of the Council.
- Decisions made without a quorum present shall be ratified at the next regular meeting.

## **Section 3: Voting**

- Each member, including officers, shall have one vote.
  - A majority vote of members present is required for Council action, unless otherwise specified in these bylaws.
- 

## **Article VI: Committees**

### **Section 1: Standing Committees**

The Council may establish standing committees to focus on specific areas, such as:

- Program Development
- Community Outreach
- Budget and Finance
- Youth and Adult Learning

### **Section 2: Ad Hoc Committees**

Ad hoc committees may be created as needed for specific projects, programs, or tasks.

### **Section 3: Committee Membership**

- Committees shall be composed of Council members and may include non-member volunteers with expertise in the committee's focus area.
  - The Chair shall appoint committee chairs and approve committee membership.
- 

## **Article VII: Responsibilities**

The Council is responsible for:

1. Advising the Community Education Director in setting goals, evaluating needs, and planning programs.
2. Reviewing and making recommendations on the Community Education budget.
3. Supporting partnerships with local businesses, government, and community organizations.
4. Encouraging community participation and promoting lifelong learning opportunities.

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## **Article VIII: Fiscal Policies**

1. The Council shall review and provide input on the Community Education budget prepared by the Community Education Director.
  2. Council members shall not have independent authority over financial matters but shall advise the Community Education Director on budgetary needs and expenditures.
- 

## **Article IX: Conflict of Interest**

Council members shall avoid any real or perceived conflicts of interest. Members must disclose any potential conflicts and abstain from voting on related matters.

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## **Article X: Amendments**

These bylaws may be amended by a two-thirds majority vote of the Council members, provided that notice of the proposed amendment was given at the previous meeting or in writing to all members at least 10 days prior to the meeting at which the amendment is to be considered.

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## **Article XI: Adoption of Bylaws**

These bylaws shall become effective upon approval by a two-thirds majority vote of the Council members and subsequent approval by the Rock Ridge School Board.

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## **Certification**

Adopted by the Rock Ridge Community Education Council on the   13th   day of   May  , **2025**.

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Housing & Redevelopment Authority  
of Virginia, Minnesota

## OFFER TO PURCHASE REAL ESTATE

Date: 5/16/2025  
To: ISD 2909 School Board & Superintendent  
From : Housing and Redevelopment Authority of Virginia, MN  
RE: Offer to Purchase – 090-0180-00483

We are submitting this offer to purchase the property located at 600 4<sup>th</sup> St S, Virginia MN (Parcel ID # 090-0180-00483) (the "Property") for the purchase price of \$23,700, subject to the following preliminary terms and conditions:

1. **Purchase Price:** The Buyer agrees to purchase the Property for \$23,700 payable at closing.
2. **Contingency:** This offer is contingent upon the following:
  - a. *Phase I Environmental Site Assessment:* To be conducted by a qualified environmental professional, to ensure no recognized environmental conditions are present on the site. This assessment will be paid for by the Buyer.
  - b. *Phase II Environmental Site Assessment:* If the Phase I Assessment indicates the need for further investigation, a Phase II Assessment will be conducted by a qualified professional. The cost of the Phase II Assessment will be shared equally by both parties.
  - c. If the contingency yields unsatisfactory results, the Buyer reserves the right to terminate this agreement.
3. **Closing:** Closing shall occur as mutually agreed upon in writing.
4. **Title:** The Seller shall provide clear and marketable title at closing.
5. **Attorney Fees:** Each party will pay its own attorneys' fees and costs associated with the transaction.
6. **Final Approval:** Once both governing boards have approved this offer, Buyer's legal counsel will prepare a purchase agreement for execution by both parties. This service will be paid for by the Buyer.

We would be happy to present this offer and discuss it further during the Buildings and Grounds Committee meeting, should the board deem it necessary. We look forward to working with you to complete this transaction.

442 Pine Mill Court, Virginia, MN 55792  
Phone 218-741-2610  
Fax 218-748-7067  
[www.vhra.org](http://www.vhra.org)





HEAD START

May 23, 2025

Dr. Noel Schmidt, Superintendent  
Rock Ridge Public Schools ISD # 2909  
411 5<sup>th</sup> Avenue South  
Virginia, MN 55792

RE: 2025-2026 Renewal Contract for Vended Meals

Dear Dr. Schmidt:

Enclosed please find the Contract for Vended Meals between the Arrowhead Economic Opportunity Agency, Inc., Arrowhead Head Start Services, and your School District/INAC, Inc. for meals provided to our Virginia Head Start sites for the 2025-2026 school year.

If this Contract meets with your approval, please sign and date and return it to the Arrowhead Economic Opportunity Agency, Arrowhead Head Start Services. A copy of the signed Contract will be returned to you. **Please include a sample menu.**

Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Gabriel Johnson'.

Gabriel Johnson, Director  
Arrowhead Head Start Services

Enclosures

702 Third Avenue South, Virginia, Minnesota 55792-2797  
(800) 662-5711 FAX: (218) 749-2944

Equal Opportunity Employer and Affirmative Action Agency



# Child and Adult Care Food Program Renewal of Contract for Vended Meals 2025

Upon mutual agreement of the Child and Adult Care Food Program (CACFP) Institution and the Vendor, a CACFP Contract for Vended Meals may be renewed for subsequent one-year terms after the original contract. A contract may be renewed up to four times (total of five years) unless state or local requirements allow fewer contract renewals. A contract may not provide for automatic renewals.

This template must be used for contract renewal, without change or removal of any provisions except for inserting required information. No material changes may be made to the original contract.

The sponsoring organization or site that enters into the contract will be referred to as the *Institution*. The supplier who enters into the contract with the Institution will be referred to as the *Vendor*.

## 1. Identify the Institution and Vendor

Institution:

ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

Cyber-Linked Interactive Child Nutrition System (CLiCS) Identification Number:

1000003768

Vendor:

INAC ISD # 2909 ROCK RIDGE

## 2. Renewal of Contract

The Institution and Vendor mutually agree to renew the original contract for the term indicated below, **not to exceed one year**, without change except for adjustments specified in this renewal document. A contract may be renewed up to four times (total of five years) unless state or local requirements allow fewer contract renewals.

“Original contract” refers to the first year of the initial contract, which started on

9/3/2024

This is the

2ND

year of the contract, counting the original year of the contract and all

renewals.

Start Date for this Renewed Contract:

09/02/2025

End Date for this Renewed Contract:

05/29/2026

## 3. Adjustments to Contract

The Institution and Vendor agree to the terms of the original Contract for Vended Meals, as adjusted here, for the term of the renewed contract.

a. Financial Terms

The Institution will pay the fixed meal prices specified in the original contract, as adjusted here. The fixed meal prices should include any fees for delivery, serving, etc. built into the per meal cost. The vendor will not charge any additional fees or request reimbursement of costs, over or in addition to the adjusted fixed meal prices.

For each meal service, the table shows the 2024 meal price, the mutually agreed percentage increase, and the 2025 meal price (rounded to the nearest cent). **The percentage increase may not exceed 3.1 percent** (the increase in cost of Food Away from Home from the Consumer Price Index [CPI-U], Midwest Region, for the 12 months ending December 2024).

Meal Services	2024 Price	Percent Increase	2025 Price
BREAKFAST	\$2.60	2 %	\$2.65
LUNCH	\$4.00	5 %	\$4.20
ADULT LUNCH	\$5.00	%	\$

b. Non-Financial Terms

- Minor adjustments to non-financial terms of the original contract may be made. Major changes to contractual responsibilities may **not** be made without rebidding.

Describe any adjustments to non-financial terms here:

4. Termination

The Institution or Vendor may terminate this contract for cause as allowed in the original contract. The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

5. Vendor Certification Statements

Total estimated payments during the renewal year are: \$ .

Check one:

- The contract amount is expected to be less than \$100,000. The following certifications are attached to this contract: (1) Independent Price Determination (signed by Vendor and Institution), (2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (signed by Vendor), and (3) Assurance of Civil Rights Compliance (signed by Vendor).
- The contract amount is expected to be \$100,000 or more. **In addition to the certifications listed above**, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract.

**Signatures**

Institution Name: ARROWHEAD ECONOMIC OPPORTUNITY AGENCY

Name of Authorized Representative: SCOTT ZAHORIK

Title: EXECUTIVE DIRECTOR

Signature of Authorized Institution Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Institution Contact – Name: GABE JOHNSON

Phone: (218) 748-7335

Email: gabriel.johnson@aeoa.org

Vendor Name: INAC # 2909 FOCK RIDGE

Authorized Representative: DR. NOEL SCHMIDT

Title: SUPERINTENDENT

Signature of Authorized Vendor Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor Contact – Name: TONJA CUNNINGHAM

Phone: (218) 208-0854

Email: tonja.cunningham@isd701.org

## Independent Price Determination Certificate

Both the Vendor (Offeror) and the Institution shall execute this Independent Price Determination Certificate.

INAC

Name of Vendor

ISD # 2909 ROCKRIDGE

Name of Institution

By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the Offeror certifies that:

1. He/she/they is the person in Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He/she/they is not the person in Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

**To the best of my knowledge, this Offeror, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

SUPERINTENDENT

Title

\_\_\_\_\_

Date

**In accepting this offer, the Institution certifies that no representative of the Institution has taken any action that may have jeopardized the independence of the offer referred above.**

## INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT FORM

The Certification Regarding Debarment form on the following page must be signed by Vendor if the contract is for \$25,000 or more. The "prospective lower-tier participant" referred to below is the Vendor.

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the certification form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary-covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

**Read instructions on previous page before completing certification.**

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
  
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name:

Award Number or Project Name: Child and Adult Care Food Program

Name and Title of Authorized Vendor Representative:

Signature: \_\_\_\_\_

Date:

## Assurance of Civil Rights Compliance

The vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such

facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the vendor.

Vendor Name:

Award Number or Project Name: Child and Adult Care Food Program

Name and Title of Authorized Representative:

Signature: \_\_\_\_\_ Date:

## Certification Regarding Lobbying

This certification must be signed by Vendor if the contract is for \$100,000 or more.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name:

Award Number or Project Name:

Name and Title of Authorized Vendor Representative:

Signature: \_\_\_\_\_

Date:



*Where Minnesota School Boards Learn to Lead*

May 27, 2025

Dear Superintendent:

Thank you for your continued membership in the Minnesota School Boards Association. Our vision, "Strong School Boards, Stronger Minnesota," defines everything we do to strengthen our members and their ability to drive student success across the state of Minnesota.

MSBA is your Association.

- Our dedicated staff prides itself on anticipating **your needs** through engagement, analyzing national and state directives, working with other educational organizations, and providing workshops and webinars for our boards that provide you and your board members with the information and guidance you need.
- **Your feedback and engagement** have been helpful as we continue to implement our 2023-2027 Strategic Plan. We are continuing to evaluate, evolve, and improve what we are offering. Look for some exciting changes over the summer and into fall.
- **Your MSBA staff** is solution-driven. We will find the answer promptly or get you to someone with the answer. In all our interactions, we strive to build high-performing boards that can meet the expectations of your staff, students, and community.
- Legal and legislative advocacy are essential services to representing **your voice** at the state and federal levels. As a statewide organization, and a leading advocate for public education, we pride ourselves in finding a path forward that benefits all our school districts, regardless of shape and size.

Like you, we deeply care about the success of all Minnesota's public school students. We also understand strong board governance is a key component to driving this success. **Your success** is our success, and our Association is stronger when our members are stronger. A copy of the dues invoice is included with this letter. The original invoice will be mailed separately to your district office.

We wish you a successful 2025-2026 school year and hope to continue as your valued and trusted Association. If you have any questions, please contact me.

Sincerely,

Kirk Schneidawind, Executive Director  
[kschneidawind@mnmsba.org](mailto:kschneidawind@mnmsba.org)

**MINNESOTA SCHOOL BOARDS ASSOCIATION**

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459  
[www.mnmsba.org](http://www.mnmsba.org)

# Your MSBA

## 2024 - 2025 At-A-Glance

### MSBA is YOUR Association

The Minnesota School Boards Association mission articulates the value MSBA aspires to bring to our members. "MSBA supports and empowers Minnesota public school boards through **policy, advocacy, and board development** which positively impacts student success."

Our focus and commitment to **local control** and our belief in working **collaboratively** to strengthen relationships with school boards across the state allows us to leverage our **collective strength to make a difference in public education.**

100%

Number of independent school district boards represented by MSBA.

800,566

Number of public school students represented by MSBA boards\*.

331

Number of public school boards across the state of Minnesota represented by MSBA.

"Our strategic vision of building strong school boards for a stronger Minnesota will guide MSBA's efforts in our quest to ensure Minnesota's public schools deliver on their goals of student success."

Kirk Schneidawind  
MSBA Executive Director

\*Pupil count most recent data available from the Minnesota Department of Education's Minnesota Education Statistics Summary.

### MSBA is YOUR Resource

#### Board Development - Strategic Planning - Executive Search - Value Added Products and Services

MSBA is the **only** statewide organization in Minnesota providing board members and other key decision-makers with **training, workshops, and other key resources** developed by staff with many years of board and other public school service. The resources we design and offer our boards are meant to facilitate a **high-level of governance** to drive **student success.**

"The **Coffee and Conversation** series is a great space to connect with fellow board members from all districts across the state. We openly share our experiences, and most importantly, learn from each other. By hearing the challenges and questions that our fellow board members have, we can lean on each other to find solutions and best practices which ultimately helps us focus on what truly matters: the success of all of our students."

Hunter Feldt, Board Chair, Watertown-Mayer School District, MSBA Board Director

100+

The number of workshops, webinars, and events offered by MSBA last year. From Erskine to St. Cloud, from Marshall to Minneapolis, or virtually on your own computer screen, MSBA offers flexibility in our workshops and events.

1,600+

The number of attendees at our 2025 Leadership Conference. Where our members are getting up-to-date information sharing best practices. At **no cost** to MSBA members.

5,000+

The number of phone calls and emails fielded by MSBA staff last year to answer questions and troubleshoot board and district issues across the state of Minnesota.

34

The number of boards who have participated in strategic planning and board self-evaluations through our strategic planning services during the 2024-2025 fiscal year.

30+

The number of boards who utilized MSBA's Executive Search services during the 2024-2025 fiscal year.

9

The number of business connections and products accessible to the MSBA membership. These partnerships are designed to save boards time and money.





**Minnesota School Boards Association**  
**1900 West Jefferson Avenue**  
**St. Peter, MN 56082-3015**  
**507-934-2450 or 800-324-4459**

Invoice	INV-13647-W7J9M7
Date	7/1/2025
Amount Due	\$11,272.00
Date Due	8/15/2025

Rock Ridge Public Schools  
 1405 Progress Pkwy  
 Virginia, MN 55792

Customer Name	Purchase Order No.		
Rock Ridge Public Schools			
Description	Quantity	Unit Price	Ext. Price
ISD Membership - Rock Ridge Public Schools	1	\$7,562.00	\$7,562.00
BoardBook Subscription - Rock Ridge Public Schools	1	\$2,950.00	\$2,950.00
Policy Services Subscription - Rock Ridge Public Schools	1	\$760.00	\$760.00

COPY

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2024, as provided by the Minnesota Department of Education.

<b>Subtotal</b>	\$11,272.00
<b>Total</b>	\$11,272.00

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2025-2026 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.



**2025-2026 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (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 school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, 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 school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or 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.

**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.

**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 (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_  
(Boys Sports – please print)

\_\_\_\_\_  
(Girls Sports – please print)

\_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

\_\_\_\_\_  
(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Print Name: \_\_\_\_\_  
(Superintendent or Head of School)

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: \_\_\_\_\_  
(Superintendent or Head of School)

Date: \_\_\_\_\_

Date: \_\_\_\_\_



| 1405 PROGRESS PARKWAY, VIRGINIA, MN 55792 | 218.742.3901 | [WWW.RRPS.ORG](http://WWW.RRPS.ORG) |

**RESOLUTION REQUIRING THE TALLY OF WRITE-IN VOTES ONLY IF WRITE-IN VOTES ARE GREATER THAN A BALLOT CANDIDATE'S TOTAL VOTES**

WHEREAS, Minnesota Statutes 204B.09, subdivision 3, provides that a school board may adopt a resolution governing the counting of write-in votes for school board elections. The resolution may require that write-in votes for an individual candidate for the school board only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate; and

WHEREAS, the write-in vote counting process can be overly time consuming and require resources that does not result in a change of election results unless a single write-in candidate receives the most votes for election.

THEREFORE, BE IT RESOLVED, that the School Board of Rock Ridge Public Schools ISD 2909 requires that write-in votes for an individual candidate for the school board will only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate. If not enough people filed for open positions and one of the open positions needs to be filled by a write-in candidate, then all write-in votes will be counted.

This resolution shall remain effective for all future elections until and unless the school board rescinds this resolution.

The motion for adoption for the Resolution was made by Member \_\_\_\_\_, duly seconded by Member \_\_\_\_\_,

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted by Independent School District No. 2909, Virginia, Minnesota, this \_\_\_\_\_ day of June, 2025.

By: \_\_\_\_\_  
School Board Chair

By: \_\_\_\_\_  
School Board Clerk





Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: July 27, 2020*

*Revised: January 10, 2022*

*Revised: February 12, 2024*

*Revised: November 25, 2024*

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

## 413 HARASSMENT AND VIOLENCE

**[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]**

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence

upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

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

D. Protected Classifications

1. "Disability" means, with respect to an individual who
  - a. **has** a physical sensory or mental impairment that materially limits one or more major life activities of such individual;

- b. has a record of such an impairment; ~~or~~
  - c. is regarded as having such an impairment; or
  - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
2. “Familial status” means the condition of one or more minors having legal status or custody with:
- a. the minor’s parent or parents or the minor’s legal guardian or guardians; or
  - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

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

F. Sexual Harassment; Definition

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

G. Sexual Violence; Definition

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

H. Violence; Definition

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

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

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

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

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

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

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

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

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** Policy 102 (Equal Educational Opportunity)  
Policy 401 (Equal Employment Opportunity)  
Policy 402 (Disability Nondiscrimination Policy)

Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 406 (Public and Private Personnel Data)  
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Policy 506 (Student Discipline)  
Policy 514 (Bullying Prohibition Policy)  
Policy 515 (Protection and Privacy of Pupil Records)  
Policy 521 (Student Disability Nondiscrimination)  
Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
Policy 524 (Internet Acceptable Use and Safety Policy)  
Policy 525 (Violence Prevention)  
Policy 526 (Hazing Prohibition)  
Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



Rock Ridge Public Schools

1405 Progress Parkway

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## **425 STAFF DEVELOPMENT AND MENTORING**

### **I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### **II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS**

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school **board administration**. Committee members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school **board administration** shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school **board administration**. Team members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school **board administration** shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### **III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE**

- A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.\*
- B. The Staff Development Plan must contain the following elements:
  1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;

#### **We see...**

- An educational environment designed to inspire passion and joy for everyone
- Collaborative educational experiences with immediate real-world applications
- Meaningful integration of community professionals into the daily education of students
- Adaptable learning spaces that will continually meet the needs of an ever-changing workforce

Everyone = [faculty, staff, parents, students, community, visitors, etc.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes section 122A.187;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
  - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
  - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;

- c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
  - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
  - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
  - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
  - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
  - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent Minnesota Statutes section 120B.125;
  - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
  - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;

- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis\* the extent to which staff at the site have met the outcomes of the Staff Development Plan.

- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.\*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special

education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes section 122A.61.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds, or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
  - 1. additional stipends as incentives to mentors of color or who are American Indian;
  - 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
  - 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
  - 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in

the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On a yearly\* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## **VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF**

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may

also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.

- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.
- E. For the 2024-2025 school year only, a school may reduce the hours of training required in paragraphs (b) to (e) to a minimum of six hours and must pay for paraprofessional test materials and testing fees for any paraprofessional employed by the school district during the 2023-2024 school year who has not yet successfully completed the paraprofessional assessment or met the requirements of the paraprofessional competency grid.

## VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
  - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  - 2. The report will provide a breakdown of expenditures for:
    - a. Curriculum development and curriculum training programs;
    - b. Staff development training models, workshops, and conferences; and
    - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).
  - 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff

development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

***Legal References:*** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, subd. 2 (Violence Prevention Education)  
Minn. Stat. § 121A.642 (Paraprofessional Training)  
Minn. Stat. § 122A.187, (Expiration and Renewal)  
Minn. Stat. § 122A.40, subs. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, subs. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)  
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)  
Minn. Stat. § 126C.10, subs. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, subd. 5 (General Education Levy and Aid)

***Cross References:*** None.



Rock Ridge Public Schools

1405 Progress Parkway

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*Revised: November 25, 2024*

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

## **512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of school-sponsored and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

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

~~A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.~~

A. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.

B. Students who believe their right to free expression has been unreasonably restricted in a school-sponsored activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.

1. Students producing school-sponsored media and activities shall be under the supervision of a faculty advisor and the school principal. School-sponsored media and activities shall be subject to the guidelines set forth below.

2. School-sponsored media may be distributed at reasonable times and locations.

### **III. DEFINITIONS**

A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.

B. "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, without limitation, 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.

- C. “Minor” means any person under the age of eighteen (18).
- 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, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. “School activities” means any activity of students 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 and other theatrical productions, and in-school lunch periods.
- F. “School-sponsored media” means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;

2. distributed or generally made available to students in the school; and
3. prepared by a student journalist under the supervision of a student media adviser.

School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.

- G. “Student journalist” means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. “Student media adviser” means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

#### **IV. GUIDELINES**

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in an school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
  2. is defamatory;
  3. is profane, harassing, threatening, or intimidating;
  4. constitutes an unwarranted invasion of privacy;
  5. violates federal or state law;
  6. causes a material and substantial disruption of school activities;
  7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a

policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;

8. advertises or promotes any product or service not permitted for minors by law;
  9. ~~expresses or~~ advocates sexual, racial, or religious harassment or violence or prejudice; or
  10. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.

These may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- E. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

## V. POSTING

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

**Legal References:** U. S. Const., amend. I  
*Morse v. Frederick*, 551 U.S. 393 (2007)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

**Cross References:** Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Policy 506 (Student Discipline)  
Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



Rock Ridge Public  
Schools  
1405 Progress  
Parkway  
Virginia, MN 55792

*Adopted: November 9, 2020*

*Revised: January 9, 2023*

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

## 516 STUDENT MEDICATION **AND TELEHEALTH**

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require **prescribed drugs or medication or telehealth to be administered** during the school day. The school district's licensed school nurse (LSN), registered nurse (RN), licensed practical nurse (LPN) or other non-licensed district employee as delegated by either the district's LSN or RN will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### III. **DRUG AND MEDICATION REQUIREMENTS**

**[NOTE: The June 2024 Model Policy 516 revisions include insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]**

#### A. **Administration of Drugs and Medicine**

1. The administration of medications at school requires (1)written or oral authorization of the student's parent/legal guardian **and physician/licensed healthcare provider**. If the parent's / legal guardian's authorization is oral then the oral authorization must be reduced to writing within two school days. **Prescribed** Medication shall be administered to and taken by only the person for whom the **prescription has been written medication has been prescribed, and (2) the written order of a physician/licensed health care prescriber**. The physician/licensed prescriber medication order must be received in writing within two school days provided that the school district may rely on parent written request until prescribing health care provider's medication orders are received.
2. A "General Medication Administration Form" must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as

used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.

3. All medication must come to school in the original container and must be consistent with the instructions on the label and prescription medication must be labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
4. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
5. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.
6. Medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, epi-pens used for treatment of anaphylaxis, over the counter (OTC) medications for grades 7-12 only, and other medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

7. Self-Carrying and Self-Administration of Prescription Medication:

The district "Medication Authorization to Self-Administer" form must be completed and renewed annually by the parent/legal guardian and physician/licensed health care prescriber. Completion of this form will allow a student to responsibly carry medications for self-administration (see Minnesota Statutes Chapters 121A.22, 121A.2205, 121A.221 and 121A.222, and Wheeler, 2004). This authorization is renewed each school year.

Emergency Prescription medications such as asthma medications administered with an inhaler, epinephrine auto-injectors as prescribed for severe allergy treatment and other prescription medications noted in a written agreement between the school district and the parent or as specified in an IEP (Individualized Education Program), Section 504 Plan, or IHP (Individual Health Plan) require both (1) prescribing health care provider and (2) guardian written consent to self-carry medication.

8. Self-Carrying and Self-Administration of Non-Prescription Medication:

(No request for self-carrying or self-administration will be honored if dosage exceeds the recommendations on the manufacturer's label.)

According to MS Chapter 121A.222, a secondary student (grade 7-12) may possess and use non-prescription pain relief in a manner consistent with the labeling if the district has parental or legal guardian authorization. However, this law does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

The district "Authorization to Self-Administer" form must be completed and renewed annually by both the parent/legal guardian and physician / licensed prescriber.

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

9. Self-Carry Self-administration Student Safety:
  - a. The LSN/RN, in consultation with the parent/legal guardian and physician/licensed health care prescriber, needs to evaluate the student's health status and abilities for safe self-administration of prescription and non-prescription medications, observe the student's self-administration at school, and communicate with the parent/legal guardian about any medication administration difficulties or successes.
  - b. In the case of a disagreement regarding a student's self-carrying and self-administration of medication, a meeting should be held among all those involved to sort out differences of opinion and develop a plan, keeping as a priority the student's educational goals and health safety.
10. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
11. The school nurse, or other designated person, shall be responsible for documentation of medication administered.
12. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a licensed school nurse,

RN, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy. Medical Treatments and health functions fall under the same guidelines as the medication policy including but not limited to catheterization, tracheostomy suctioning, gastrostomy feedings, and diabetic cares.

13. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings require (1) parent/Guardian written consent (2) physician/licensed prescribers orders.
14. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
15. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent/guardian is responsible to inform the school health services of their student's medical needs. If emergency medication is needed, it will be provided by the parent/guardian and an individual written health plan will be developed and implemented, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have access to epinephrine auto-injectors, as provided by the parent/guardian, in close proximity to the student during the instructional day.

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

16. A student may possess cough drops/lozenges and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.
17. "Parent" for students 18 years old or older is the student.
18. The District and District staff may not purchase or have a supply of any OTC medications to administer to students.
19. Parents/guardians are responsible for provision of individual student medication.

#### B. Administration of Drugs and Medicine Exclusions

1. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay; and,
2. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law.

#### C. Procedure regarding unclaimed drugs or medications.

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

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

#### **IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

B. The space must provide a student privacy to receive mental health care.

C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.

D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

**[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]**

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (~~Hiring of Health Personnel~~ School Health Services)  
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

[Minn. Stat. § 148.171 \(Definitions; Title\)](#)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.22 (Definitions)

Minn. Stat. § 152.23 (Limitations)

[Minn. Rule 8710.6100 \(School Nurse\)](#)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

***Cross References:*** Policy 418 (Drug-Free Workplace/Drug-Free School)



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: September 28, 2020*

*Revised: October 24, 2022*

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

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

### **I. PURPOSE**

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

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

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

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

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the ~~perpetrator or parent, legal custodian, guardian, or school district official~~ alleged offender and may take place prior to any interviews of the alleged offender.

**[NOTE: This change is found in Minnesota Statutes, section 260E.22.]**

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

***Cross References:*** Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 515 (Protection and Privacy of Pupil Records)



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: July 8, 2024*

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

## **606.5 LIBRARY MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

### **II. GENERAL STATEMENT OF PURPOSE**

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

### **III. DEFINITIONS**

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.991, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;

2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and
5. is served by a licensed school library media specialist or licensed school librarian.

**[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as "The school district's libraries are commonly referred to as \_\_\_\_\_.]**

- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials This term does not include materials made available to students as part of the curriculum.
- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

**[NOTE: The specific titles of the school district's library staff should be used for this definition and substituted for "library media specialist" throughout this model policy. Please note the new 2024 law in Article IV regarding administration of selection and reconsideration procedures.]**

#### **IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS**

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

C. The procedures for selection and reconsideration set forth in this policy will be administered by:

1. a licensed library media specialist under Minnesota Rules, part 8710.4550;
2. an individual with a master's degree in library science or library and information science; or
3. a professional librarian or a person trained in library collection management.

D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:

1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;
2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or
3. compliance with state or federal law.

**[NOTE: In 2024, the Minnesota legislature enacted a new law—Minnesota Statutes 134.51--that includes the new provisions above.]**

**[NOTE: Minnesota Statutes, section 134.51, cited above, recognizes the school board's authority to make decisions regarding library materials. Through adoption of this policy, the school board delegates selection and reconsideration of library materials decision making as set forth in this policy.]**

## **V. SELECTION OF LIBRARY MATERIALS**

A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;

3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
  4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
  5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
    - a. Artistic quality and/or literary style;
    - b. Authenticity;
    - c. Critical thinking;
    - d. Educational significance;
    - e. Factual content;
    - f. High interest for intended audience; and
    - g. Readability.
  6. The selection of library materials shall conform to the constraints of the school district budget.
- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.
- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.
- E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library

media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

**[NOTE: The school board may choose to delete Paragraph E.]**

## **VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL**

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

## **VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL**

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.
- C. Informal Request for Reconsideration of Specific Library Material
  - 1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
  - 2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
  - 3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.
- D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed Formal Request for Reconsideration of Specific Library Collection Material form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
  - a. One member of the school district administration
  - b. One principal
  - c. Two teachers
  - d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
  - e. Two members of the school district community with no direct connection with the request for reconsideration
  - f. Two student representatives (as appropriate to the specific request).
3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
  - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
  - b. shall examine the specific library material as a whole;

- c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
  - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.
6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

### **VIII. CHALLENGE REPORT**

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;
- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

**[NOTE: This article was enacted in 2024 by the Minnesota legislature.]**

### **IX. PROHIBITION ON RETALIATION**

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

**[NOTE: This article was enacted in 2024 by the Minnesota legislature.]**

- Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (School Board Responsibilities)  
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)  
[Minn. Stat. § 134.51 \(Access to Library Materials and Rights Protected\)](#)  
Minn. Rules Part 8710.4550 (Library Media Specialists)  
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S.  
853 (1982)  
Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)
- Cross References:** Policy 524 (Internet Acceptable Use and Safety Policy)  
Policy 606 (Textbook and Instructional Materials)



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: September 28, 2020*

*Revised: October 24, 2022*

*Revised: November 25, 2024*

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

## **614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE**

### **I. PURPOSE**

The purpose of this policy is to set forth the school district's testing plan and procedure.

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

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

### **III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**

#### **A. Superintendent**

##### **1. Responsibilities before testing.**

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.

- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
  - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
  - j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
  - k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
  - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
  - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
  - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
  - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
  - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
  - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

- 1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
  - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
  - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
  - (2) Verify staff complete any and all test-specific training.

- i. Maintain security of test content, test materials, and record of all staff involved.
    - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
    - (2) Organize secure test materials for online administrations and keep them secure.
    - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
  - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
  - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
  - c. Return secure test materials as outlined in applicable manuals and resources.

- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
  - a. Designate a school assessment coordinator and technology coordinator for the building.
  - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
  - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
  - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
  - f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
  - g. Verify that all test monitors and test administrators receive proper training for test administration.
  - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
  - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
  - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
  - a. Implement test administration and test security policies and procedures.
  - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
  - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

- f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
  - g. Maintain security of test content and test materials.
    - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
    - (2) Organize secure test materials for online administrations and keep them secure.
    - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
    - (4) Identify need for additional test materials to district assessment coordinator.
    - (5) Provide MTAS student data collection forms if necessary.
    - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
    - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.
2. Responsibilities on testing day(s).
- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
  - b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.

- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
  - d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
  - e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.
  - f. Report security breaches to the district assessment coordinator as soon as possible.
3. Responsibilities after testing.
- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
  - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
  - c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
  - d. Return secure test materials as outlined in applicable manuals and resources.
  - e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
  - f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.
- 3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- 4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- 5. Attend district training and any service provider technology training.

6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
  - e. Be knowledgeable regarding student accommodations.
  - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
  - a. Before test.
    - (1) Receive and maintain security of test materials.
    - (2) Verify that all test materials are received.
    - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
    - (4) Verify student testing tickets and appropriate allowable materials.

- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b. During test.

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.
- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.

c. After test.

- (1) Follow directions and scripts exactly.
- (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
- (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
  - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
  - a. Before the test.
    - (1) Maintain security of materials.
    - (2) Confirm appropriate MTAS materials are available and prepared for student.
  - b. During the test.
    - (1) Administer each task to each student and record the score.
    - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
    - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

- (4) Document and report and unusual circumstances to district or school assessment coordinator.
- c. After the test.
  - (1) Keep materials secure.
  - (2) Return all materials.
  - (3) Return objects and manipulatives to classroom.
  - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

#### H. MARSS Coordinator

1. Responsibilities before testing.
  - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
  - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
  - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
2. Responsibilities after testing.
  - a. Ensure accurate enrollment of students in schools during the accountability windows.
  - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
  - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

#### I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

### IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

**V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

## ~~VI. RETALIATION PROHIBITED~~

~~An employee who discloses information to the MDE Commissioner or a parent or guardian about service disruptions or technical interruptions related to administering assessments under this section is protected under section 181.932, governing disclosure of information by employees.~~

**Legal References:** Minn. Stat. § 13.34 (Examination Data)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.36, Subd. 2 (School Accountability)  
Minn. Rules Parts 3501.0640-3501.0660 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

***Cross References:*** Policy 601 (School District Curriculum and Instruction Goals)  
Policy 613 (Graduation Requirements)  
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
Policy 616 (School District System Accountability)  
Minnesota PearsonAccess Next Resources and Forms:  
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: September 25, 2023*

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

## **621 LITERACY AND THE READ ACT**

**[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]**

### **I. PURPOSE**

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

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

The school district recognizes the centrality of reading in a student's educational experience.

### **III. DEFINITIONS**

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher,

or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.

- E. “Literacy lead” means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. “Multitiered system of support” or “MTSS” means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student’s needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. “Oral language,” also called “spoken language,” includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. “Phonemic awareness” means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. “Phonics instruction” means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. “Progress monitoring” means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. “Reading comprehension” means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional

thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.

- L. “Structured literacy” means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children’s literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. “Three-cueing system,” also known as “meaning structure visual (MSV),” means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. “Vocabulary development” means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

#### **IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT**

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by ~~the Minnesota Department of Education (MDE)~~.
- B. The school district must identify any screener it uses in the district’s annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
  - 1. the student’s reading proficiency as measured by a screener approved by MDE;
  - 2. reading-related services currently being provided to the student and the student’s progress; and
  - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.

- D. The school district may not use this section to deny a student’s right to a special education evaluation.

**V. IDENTIFICATION AND REPORT**

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner (“Commissioner”) by June 15 in the form and manner determined by the ~~MDE~~ Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
  - 1. a summary of the school district's efforts to screen for dyslexia;

2. the number of students universally screened for that reporting year;
3. the number of students demonstrating characteristics of dyslexia for that year; and
4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

## **VI. INTERVENTION**

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or

guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

## VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner ~~of MDE~~ by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
  2. a process to notify and involve parents;
  3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
  4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
  5. identification of staff development needs, including a plan to meet those needs;
  6. the curricula used by school site and grade level;
  7. a statement of whether the school district has adopted an MTSS framework;
  8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:

- a. students in kindergarten through grade 3;
  - b. students who demonstrate characteristics of dyslexia; and
  - c. students in grades 4 to 12 who are identified as not reading at grade level; and
9. the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner ~~of MDE~~ using the template developed by the Commissioner beginning June 15, 2024.

## VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
1. intervention teachers working with students in kindergarten through grade 12;
  2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
  3. special education teachers;
  4. curriculum directors;
  5. instructional support staff who provide reading instruction; and
  6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner ~~of MDE~~ may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under

Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

## **IX. STAFF DEVELOPMENT**

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
  - 1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
  - 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
  - 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
  - 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
  - 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

## **X. LITERACY INCENTIVE AID USES**

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.119;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

**Legal References:** Minn. Stat. § 120B.119 (Read Act Definitions)  
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)  
Minn. Stat. § 120B.123 (Read Act Implementation)  
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. § 124D.98 (Literacy Incentive Aid)  
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

**Cross References:** None



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: September 28, 2020*

*Revised: February, 27, 2023*

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

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

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

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### **III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. 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 the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes 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.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the **Minnesota** Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section, 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school

year may not be encumbered prior to budget adoption unless specifically approved by the school board.

- E. The school district shall make such reports to the ~~Minnesota~~ Commissioner of ~~Education~~ as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

***Legal References:*** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

***Cross References:*** Policy 701.1 (Modification of School District Budget)  
Policy 702 (Accounting)



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: September 28, 2020*

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

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

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) with a capitalization level that equals or exceeds \$5,000. Group purchases for technology, furniture, or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$25,000. ~~In addition,~~ The inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

**IV. REPORT**

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

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

[GASB Implementation Guide 2021-1](#)

***Cross References:*** Policy 702 (Accounting)



Rock Ridge Public  
Schools  
1405 Progress

*Adopted: July 27, 2020*

*Revised: November 14, 2022*

*Revised: November 25, 2024*

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

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

**I. PURPOSE**

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

**II. DEFINITIONS**

- A. “Compensation for personal services” includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).
- B. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or ~~\$~~10,000.
- E. “Federal award” has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability); or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

F. Grants

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

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

H. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48

Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).

2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175,000 (periodically adjusted for inflation).

**[NOTE: Despite the federal government’s increase in the dollar cap for small purchases, Minnesota law limits the cap to \$175,000.]**

3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.

- J. “Relocation costs” are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- K. “Severance pay” is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- L. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### III. CONFLICT OF INTEREST

#### A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the

school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

#### IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are ~~used when possible~~ considered.

H. Methods of Procurement

The school district must use one of the following methods of procurement:

- 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
- 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- 3. Procurement by sealed bids (formal advertising).
- 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures

for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

#### I. Competition

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

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

- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

**V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award. The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

B. Equipment

Management requirements.

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

- 1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

### C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. other information that the school district considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

**[NOTE: See 2 CFR 200.303, which establishes internal controls that the school district must implement.]**

## VI. FINANCIAL MANAGEMENT REQUIREMENTS

### A. Financial Management

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

### B. Payment

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the

time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

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

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

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

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

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

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

## VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

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

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
  2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
  3. “Omni Circular” or “2 Code of Federal Regulations Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
  4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.
- C. Allowable Costs. The following items are costs that may be allowable under the 2 Code of Federal Regulations, Part 200s under specific conditions:
1. Advisory councils;
  2. Audit costs and related services;
  3. Bonding costs;
  4. Communication costs;
  5. Compensation for personal services;
  6. Depreciation and use allowances;
  7. Employee morale, health, and welfare costs;
  8. Equipment and other capital expenditures;
  9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;

10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

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

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;

7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

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

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

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

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional

services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

#### H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

#### I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

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

#### K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the

commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729–3733).

The disclosure must be made in writing to the Federal agency, the agency’s Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

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

### **A. Compensation – Personal Services**

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

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

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

### **B. Compensation – Fringe Benefits**

1. During leave.

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

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

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
  3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
  4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
  5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
  6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
  2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
  3. Consistent with the school district's cost accounting practices and school district policy; and

4. Meeting the definition of “direct cost” in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district’s reimbursement policy.
  - F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district’s non-federally funded activities and in accordance with the school district’s reimbursement policies.

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

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

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

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

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

**Legal References:** 2 C.F.R. § 200.12 (Definitions: Capital Assets)  
 2 C.F.R. § 200.112 (Conflict of Interest)  
 2 C.F.R. § 200.113 (Mandatory Disclosures)  
 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of ~~Risk Posed by Applicants~~ Merit of Proposals)  
 2 C.F.R. § 200.214 (Suspension and Debarment)  
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  
 2 C.F.R. § 200.302 (Financial Management)

2 C.F.R. § 200.303 (Internal Controls)  
2 C.F.R. § 200.305(b)(1) (Federal Payment)  
2 C.F.R. § 200.310 (Insurance Coverage)  
2 C.F.R. § 200.311 (~~Federally-owned and Exempt Real~~ Property)  
2 C.F.R. § 200.312 (Federally-owned and Exempt Property)  
2 C.F.R. § 200.313(d) (Equipment)  
2 C.F.R. § 200.314 (Supplies)  
2 C.F.R. § 200.315 (Intangible Property)  
2 C.F.R. § 200.318 (General Procurement Standards)  
2 C.F.R. § 200.319(c) (Competition)  
2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  
2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses,  
Women’s Business Enterprises, and Labor Surplus Area Firms)  
2 C.F.R. § 200.328 (Financial Reporting)  
2 C.F.R. § 200.339 (Remedies for Noncompliance)  
2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.474 (Transportation Costs)  
2 C.F.R. § 200.475 (Travel Costs)

***Cross References:*** Policy 208 (Development, Adoption, and Implementation of Policies)  
Policy 210 (Conflict of Interest – School Board Members)  
~~Policy 210.1 (Conflict of Interest – Charter School Board Members)~~  
Policy 412 (Expense Reimbursement)  
Policy 701 (Establishment and Adoption of School District Budget)  
Policy 701.1 (Modification of School District Budget)  
Policy 702 (Accounting)  
Policy 703 (Annual Audit)



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: September 28, 2020

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

## 906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

**[NOTE: School board adoption of a policy regarding a predatory offender notification is discretionary. Minnesota Statutes, section 244.052 imposes duties on law enforcement agencies but does not impose mandatory notification duties on school districts except as set forth in Paragraph IV.B.6., below.]**

### I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.
- D. Minnesota Statutes, section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

**[NOTE: Paragraph D had appeared in the Definitions article below.]**

### **III. DEFINITIONS**

- A. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)
- B. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.
- C. “Notification or Disclosure by Law Enforcement Agency”
  - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
  - 2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
  - 3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.
- D. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
  - 1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
  - 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- E. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of

experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.

F. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

#### IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact

sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

**[NOTE: The Minnesota Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]**

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the

procedures specified above, the school district shall follow the procedures outlined for a Level II notification.

6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 244.052 (~~Community Notification~~ Predatory Offenders; Notice)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
42 U.S.C. § 16901 *et seq.* (~~Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program~~ Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program)  
Dept. of Admin. Advisory Op. No. 98-004

**Cross References:** Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
Policy 515 (Protection and Privacy of Pupil Records)  
Policy 903 (Visitors to School District Buildings and Sites)



Rock Ridge Public Schools

1405 Progress Parkway

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## **524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one

or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## **V. UNACCEPTABLE USES**

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok”, “Reddit,” and similar websites or applications.
  7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school

district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statute Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in

compliance with school district policies conducted through the school district system.

## **IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.

- b. Information retrieved through school district computers, networks, or online resources.
  - c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

## **XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
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1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
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5. A statement that the school district's acceptable use policy is available for parental review.

### **XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

#### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;

3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### **XV. CELL PHONE USE**

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

#### **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

#### **XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.73 (School Cell Phone Policy)
- Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. 180, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)
- Cross References:** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 406 (Public and Private Personnel Data)  
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Policy 506 (Student Discipline)  
Policy 514 (Bullying Prohibition Policy)  
Policy 515 (Protection and Privacy of Pupil Records)  
Policy 519 (Interviews of Students by Outside Agencies)  
Policy 521 (Student Disability Nondiscrimination)  
Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
Policy 603 (Curriculum Development)  
Policy 604 (Instructional Curriculum)  
Policy 606 (Textbooks and Instructional Materials)

Policy 806 (Crisis Management Policy)  
Policy 904 (Distribution of Materials on School District Property by  
Nonschool Persons)



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted: July 27, 2020*

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*Revised: September 25, 2023*

*Revised: November 25, 2024*

## **524 INTERNET, ~~AND TECHNOLOGY, AND CELL PHONE~~ ACCEPTABLE USE AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, ~~including electronic communications~~.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, ~~including electronic communications~~, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one

or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## **V. UNACCEPTABLE USES**

- A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    - d. information or materials that could cause damage or danger of disruption to the educational process;
    - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
  4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
  - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
    - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
    - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok”, “Reddit,” and similar websites or applications.
  7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
  10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school

district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
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1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

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  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

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  - 1. any location-tracking feature of a school-issued device;
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  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;

3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

#### ~~XV. — CELL PHONE USE~~

~~The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.~~

#### **XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

#### **XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
~~Minn. Stat. § 121A.73 (School Cell Phone Policy)~~  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. 180, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 194 (2003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)  
*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 406 (Public and Private Personnel Data)  
Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
Policy 506 (Student Discipline)  
Policy 514 (Bullying Prohibition Policy)  
Policy 515 (Protection and Privacy of Pupil Records)  
Policy 519 (Interviews of Students by Outside Agencies)  
Policy 521 (Student Disability Nondiscrimination)  
Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
Policy 603 (Curriculum Development)  
Policy 604 (Instructional Curriculum)  
Policy 606 (Textbooks and Instructional Materials)  
Policy 806 (Crisis Management Policy)

Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



Rock Ridge Public Schools

1405 Progress Parkway

*Adopted:* \_\_\_\_\_

## **524.5 PERSONAL ELECTRONIC COMMUNICATION DEVICES**

### **PURPOSE**

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

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

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

### **III. DEFINITIONS**

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.

- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

**IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE**

A. Personal Electronic Communication Device Use

- 1. \_\_\_\_\_
- 2. Elementary Schools (K-5)
  - a. Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
  - b. All personal electronic communication devices shall be kept in designated areas and turned off.
- 3. Middle Schools/Junior High Schools
- 4. High Schools (9-12)
  - a. Students are prohibited from using personal electronic communication devices during instructional time, which includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity.
  - b. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic communication devices and all notifications must be turned off.
  - c. All personal electronic communication devices shall be kept in designated areas and turned off during instructional time. Personal electronic communication devices may be used during passing times and lunch periods; however, such use is discouraged.

B. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

**V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES**

A. Limitations on Use of Personal Electronic Communication Devices

1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
2. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
3. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.
4. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
5. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

**V. EXCEPTIONS**

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own

devices, or provided free of charge to students who do not use their own devices for curriculum.

- E. A personal electronic communication device may be stored in student vehicles parked on school district property provided that the device is not removed from the vehicle while on school district property.
- F. Students who need to make a call may request permission to use a telephone in the building office.

## **VI. DISCIPLINE**

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.
- B. Securely store the student's personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use.
- F. Apply discipline as provided under school district policies and as appropriate.
- G. Other (insert as needed).

## **VII. SCHOOL DISTRICT RESPONSIBILITY**

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.73 (School Cell Phone Policy)

Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)  
Away for the Day ([www.awayfortheday.org](http://www.awayfortheday.org))  
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)