

Regular School Board Meeting
Monday, December 12, 2022 5:30 pm; Truth in
Taxation Public Hearing - 6:00 pm

Austin High School Annex Recital Hall
205 4th Street NW, Annex Door #1
Austin, MN 55912

Agenda

1. Call to Order/Roll Call
Speaker(s): Chairperson Green
2. Pledge of Allegiance
3. Approval of agenda (Action)
Speaker(s): Chairperson Green
4. Delegations
5. Overview and request approval of 2021-22 audit report (Action)
Speaker(s): Craig Popenhagen, CLA
6. Public hearing - Truth in Taxation information and public comment
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
7. Superintendent's report
Speaker(s): Superintendent Page
8. School Board reports
9. Student representative reports
Speaker(s): Katherine Diaz and Nawras Zaki
10. Consent agenda (Action)
Speaker(s): Chairperson Green
 - 10.A. Regular meeting minutes of 11/14/22
 - 10.B. Special meeting minutes of 11/28/22
 - 10.C. Personnel report
 - 10.D. Bills as of 12/12/22
 - 10.E. 2022-23 budget adjustment
 - 10.F. Cabinet reports
 - 10.F.1. Special Services Report
 - 10.F.2. Information Services Report
 - 10.F.3. Teaching and Learning Report
 - 10.F.4. Organizational Development Board Report
 - 10.G. APS site reports
11. Request approval of final certified 2022 payable 2023 levy (Action)
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
12. Request approval of donations (Action)
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
13. Overview of 2023-24 budget planning timeline
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
14. Request approval of combined polling places resolution for 2023 (Action)
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
15. Request approval of revised policies (Action)
Speaker(s): Chairperson
 - 15.A. Policy 208 - Development, Adoption, and Implementation of Policies

- 15.B. Policy 410 - Family and Medical Leave
- 15.C. Policy 411 - Student Teaching
- 15.D. Policy 413- Harassment and Violence
- 15.E. Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
- 15.F. Policy 417 - Chemical Use and Abuse
- 15.G. Policy 426 - Paraprofessional Certification Policy
- 15.H. Policy 428 - Employee Use of Social Media
- 15.I. Policy 433 - Leave for Staff Members Elected to Public Office or Chosen as Party Officers or Delegates to Party Conventions
- 15.J. Policy 438 - Consulting
- 15.K. Policy 534 - School Meals Policy
- 15.L. Policy 716 - Purchasing
- 15.M. Policy 804 - Energy Usage
- 15.N. Policy 808 - Naming School Buildings or Facilities
- 15.O. Policy 909 - Political Activity
- 16. Results of Superintendent Page's recent evaluation
Speaker(s): Chairperson
- 17. Recognition of outgoing school board members Angie Goetz and Katie Ulwelling
- 18. Meeting reminders: No study session in December. The organizational meeting will be held at 5:30 pm on Monday, January 9. The regular meeting will immediately follow the organizational meeting.
- 19. Adjournment (Action)



We'll get you there.

Audit Presentation for Austin Public Schools (ISD #492)

Presented by:
CliftonLarsonAllen
Craig Popenhagen, Principal

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Audit Results Year 2022

- **Audit Opinion** – The financial statements are fairly stated. We issued what is known as a “clean” or unmodified audit report.
- **Yellow Book Compliance Findings** – No compliance issues were noted in our review of laws, regulations, contracts and grants that could have significant financial implications to the District.
- **Internal Controls** – No material weaknesses in internal controls over financials reporting were reported.
- **Single Audit** – As part of the Single Audit we tested the District’s compliance with requirements of the Emergency Connectivity Fund, Coronavirus State & Local Fiscal Recovery Fund, and Education Stabilization Fund (ESSER/GEER) programs.
 - No findings reported
- **MN Legal Compliance** – No findings were reported



Audit Summary

Current-Year Changes

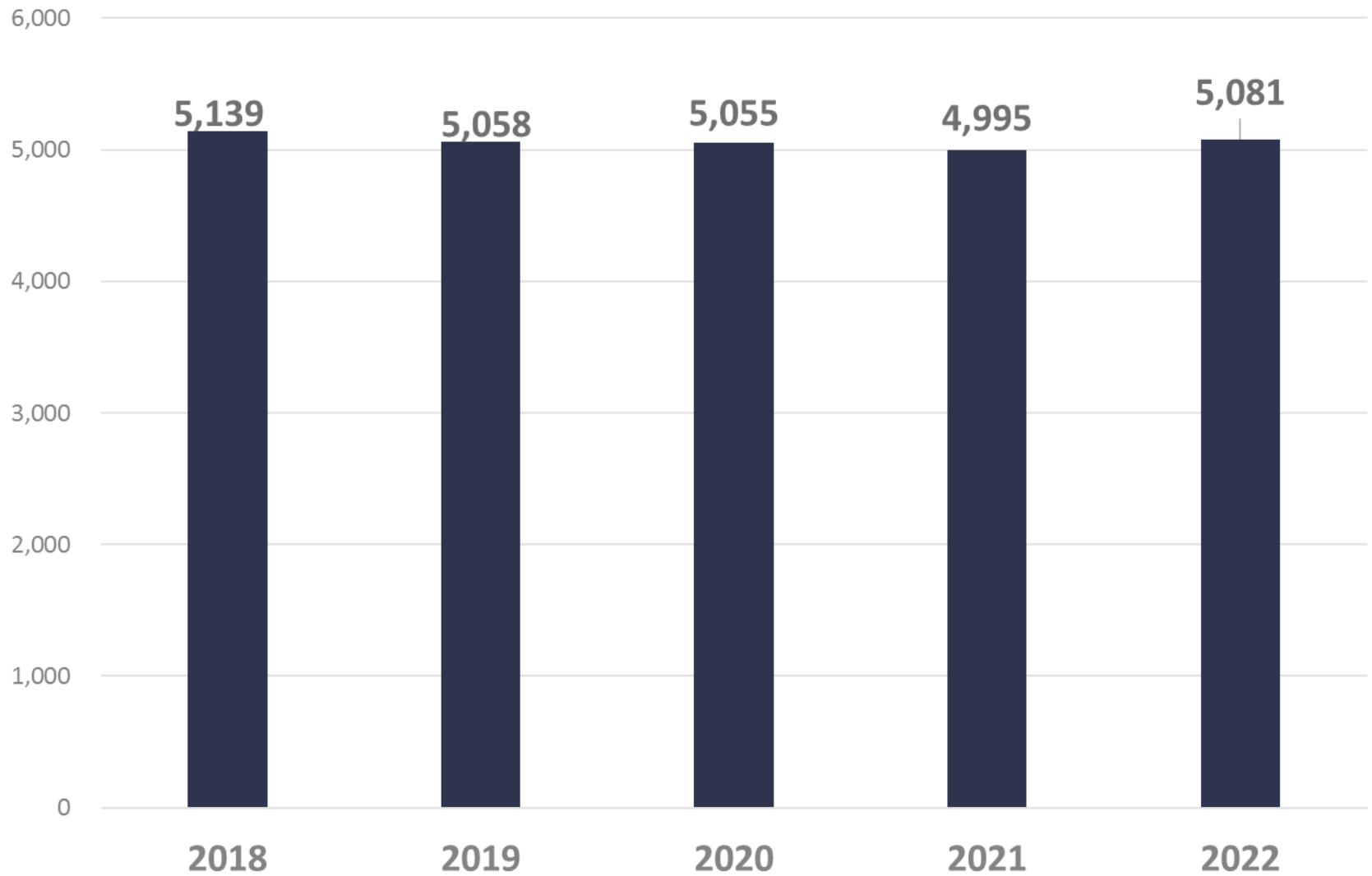
- Leases – Effective for July 1, 2021

Future Changes

- Subscription-Based Information Technology Arrangements – Effective for FY2023
- Reporting Changes in Accounting Principles, Changes in Estimates and Corrections of Errors – FY2024
- Compensated Absences – Effective FY2025

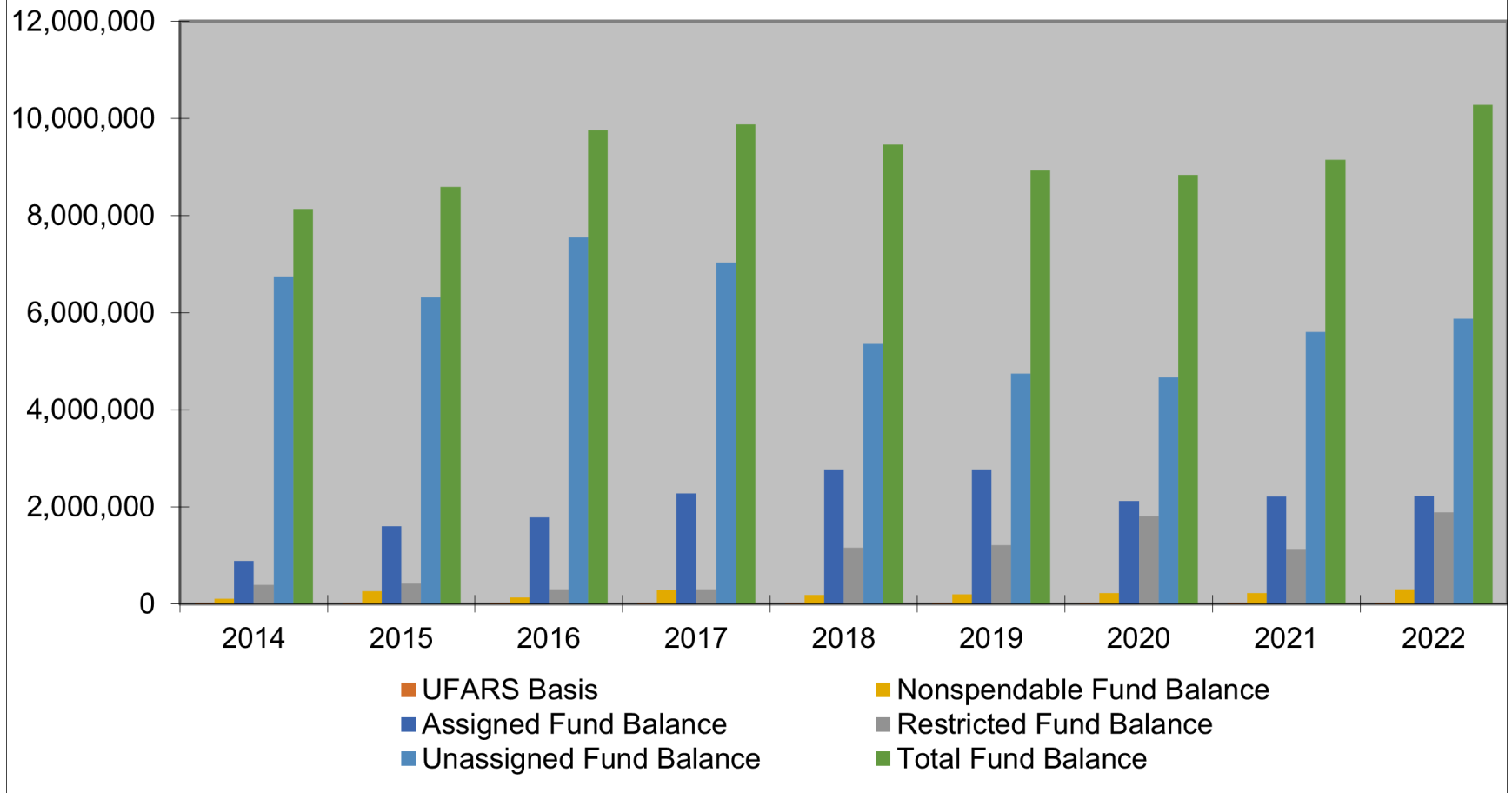


District Enrollment ADM's (5 Year Trend)

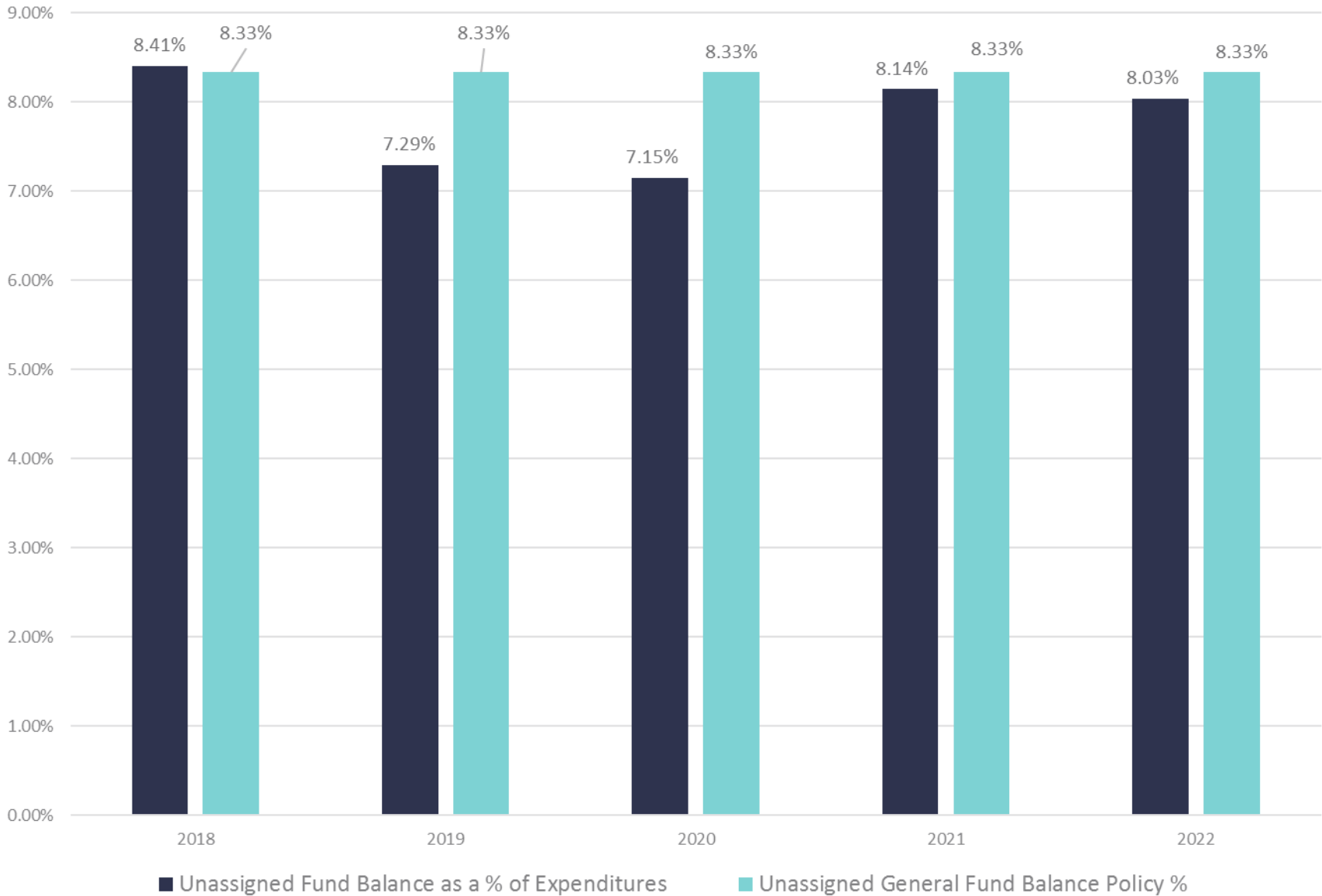


Fund Balances of the General Fund

UNASSIGNED GENERAL FUND BALANCES



Unassigned General Fund Balances



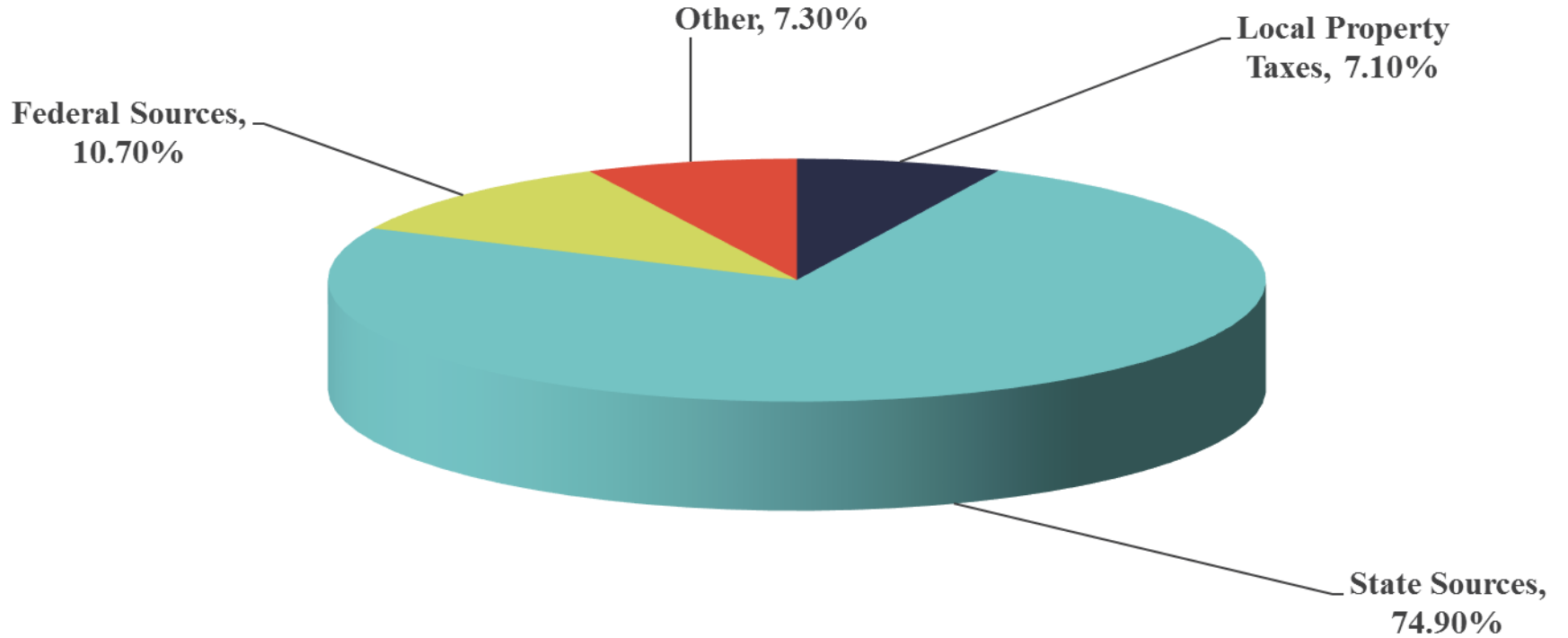
■ Unassigned Fund Balance as a % of Expenditures

■ Unassigned General Fund Balance Policy %



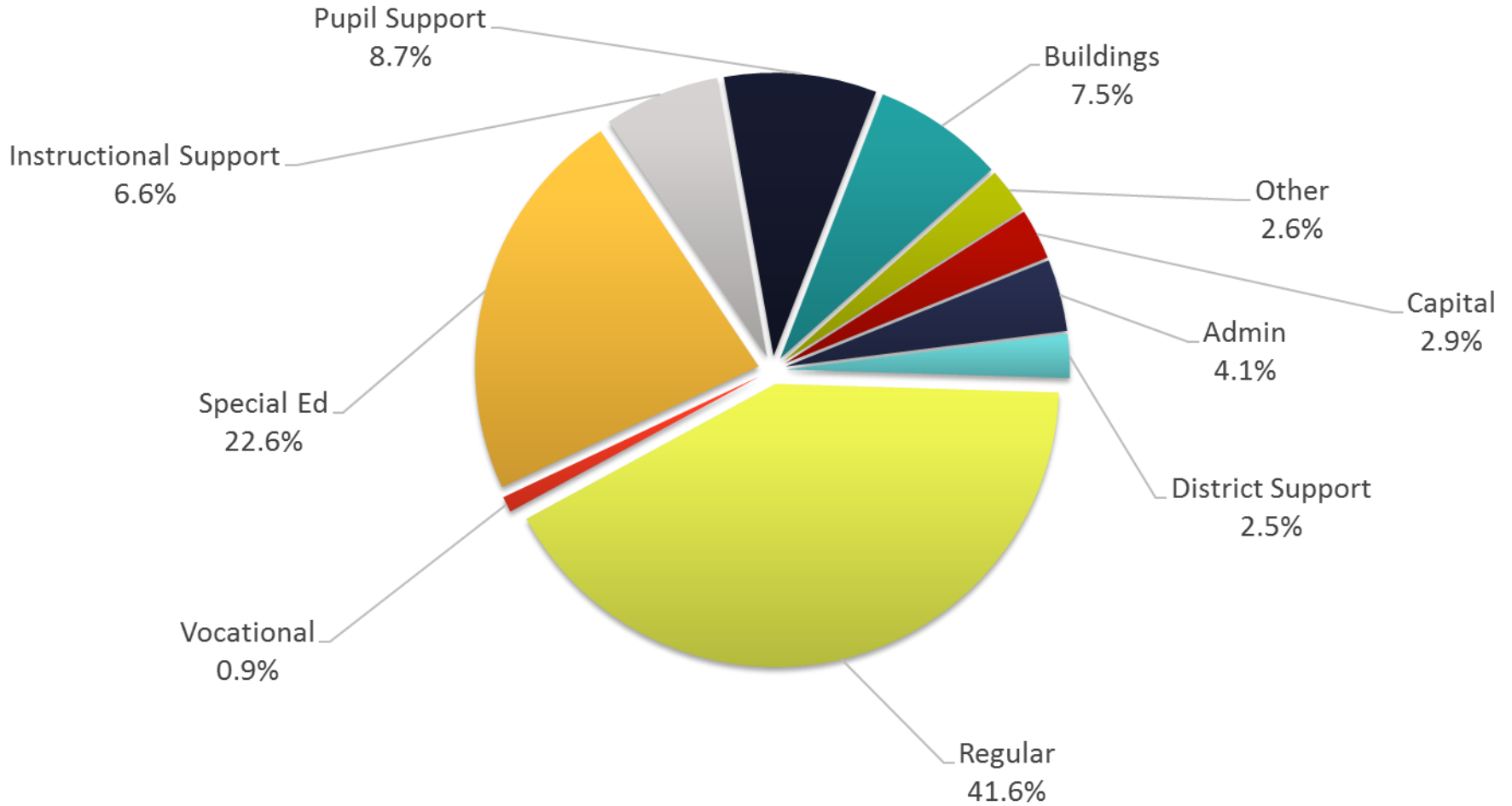
General Fund Revenue

\$78,967,010



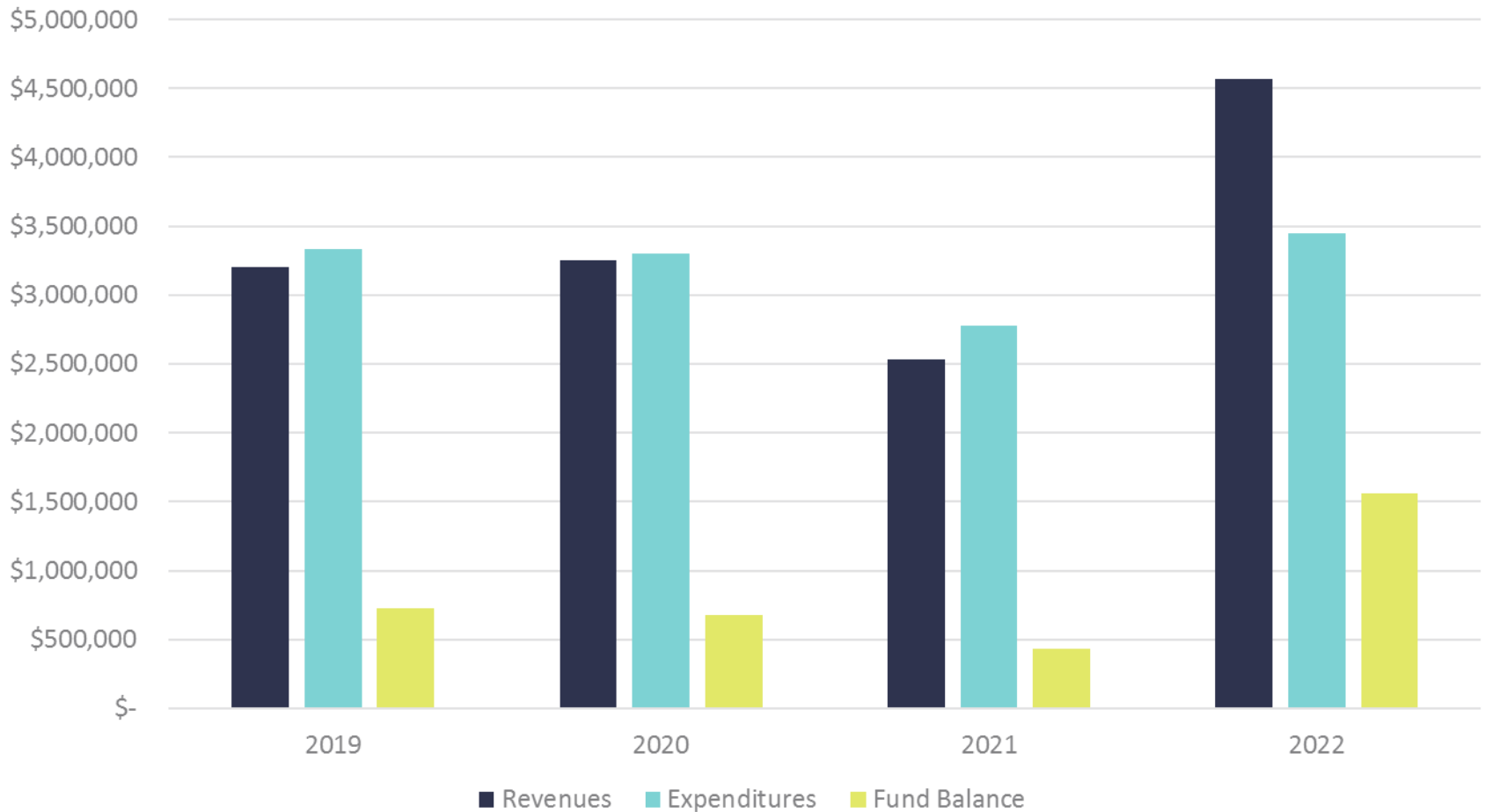
General Fund Expenditures by Program

\$77,945,052



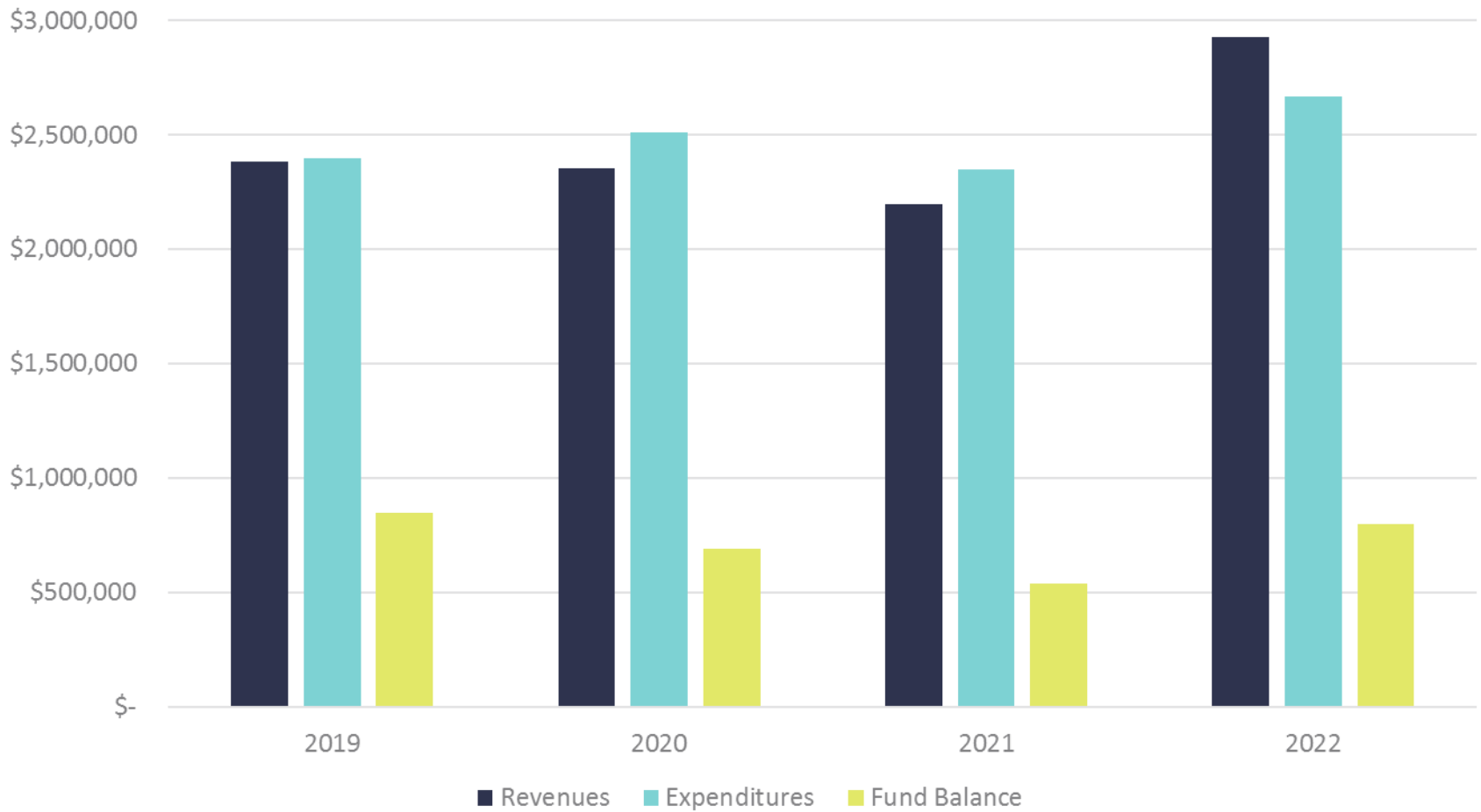
Food Service Fund – Operating Results

Revenue, Expenditures and Fund Balance

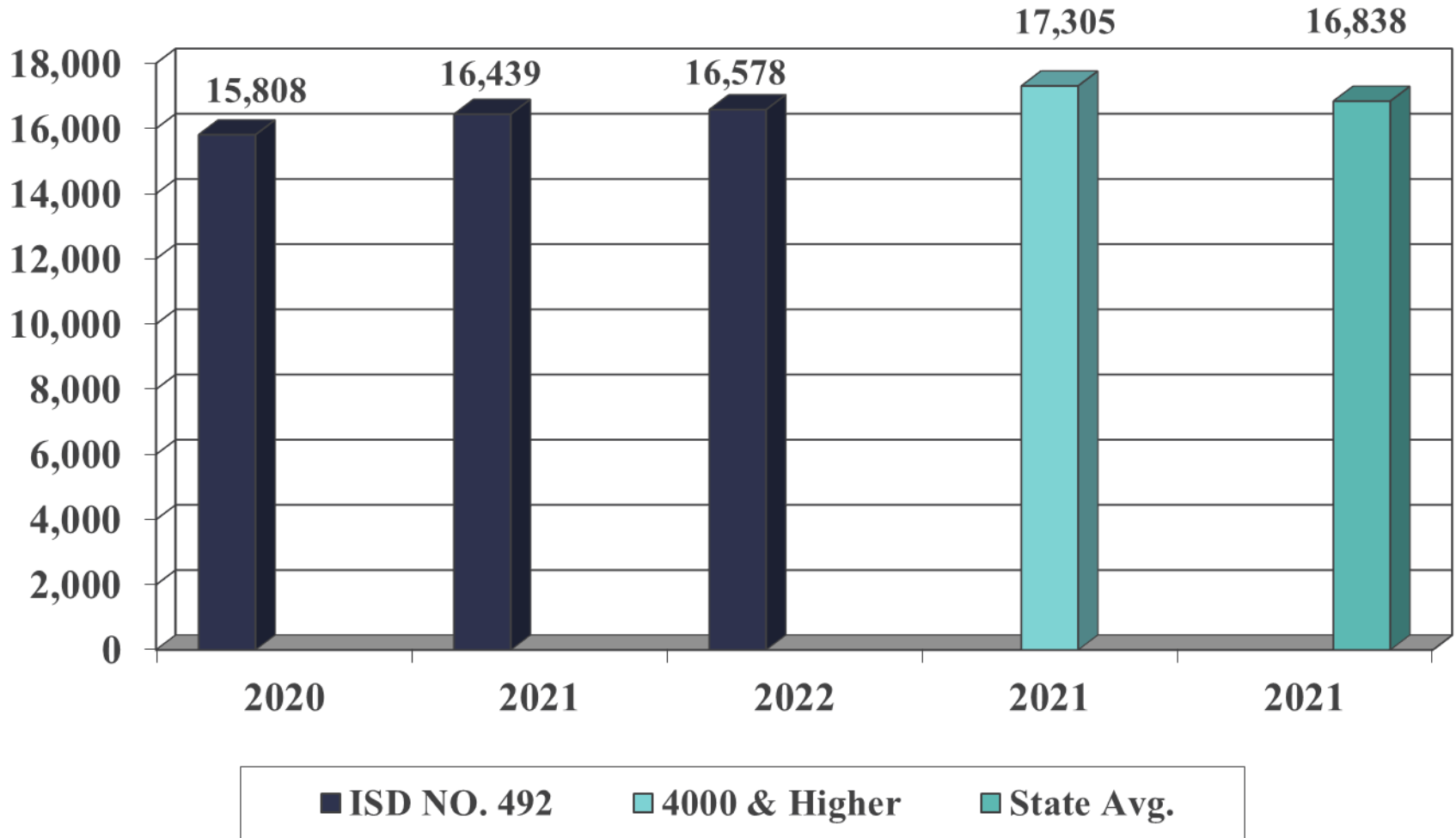


Community Service Fund – Operating Results

Revenue, Expenditures and Fund Balance



General Fund – Expenditures Per ADM



Thank You!

**Craig Popenhagen
Principal**

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Public Meeting for Taxes Payable in 2023

Austin Public Schools
Andrew Adams, Executive Director of Finance and
Operations
December 12, 2022



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Agenda

- Legal Requirements: Minnesota Truth in Taxation Law
- Current Year School Funding & District Budget
- Proposed Taxes Payable in 2023
- Estimated Impact on Taxpayers
- Public Comments & Questions
- Supplemental Info on MN Property Tax Refunds

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Truth in Taxation Law

Minnesota Truth in Taxation Law was revised in 2009

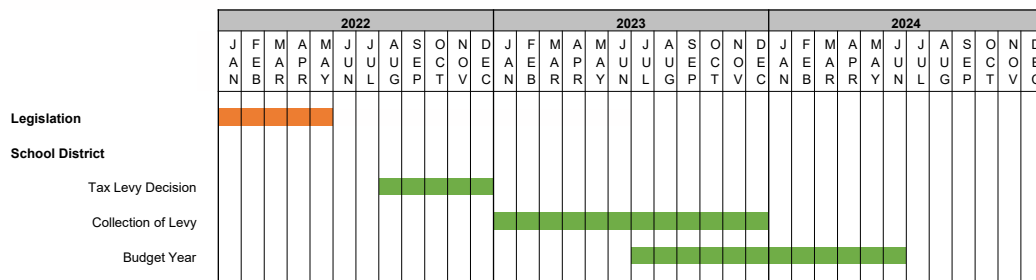
Requirements:

- Public meeting may now be held at a regularly scheduled meeting
- Discussion of proposed property tax levy for taxes payable in 2023
- Current year budget must be discussed
- Levy may be adopted at same meeting
- Must allow for public comment and question



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Levy Cycle



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Authority for School Levies

A school district tax levy must be either:

Voter approved

or

Set by state law

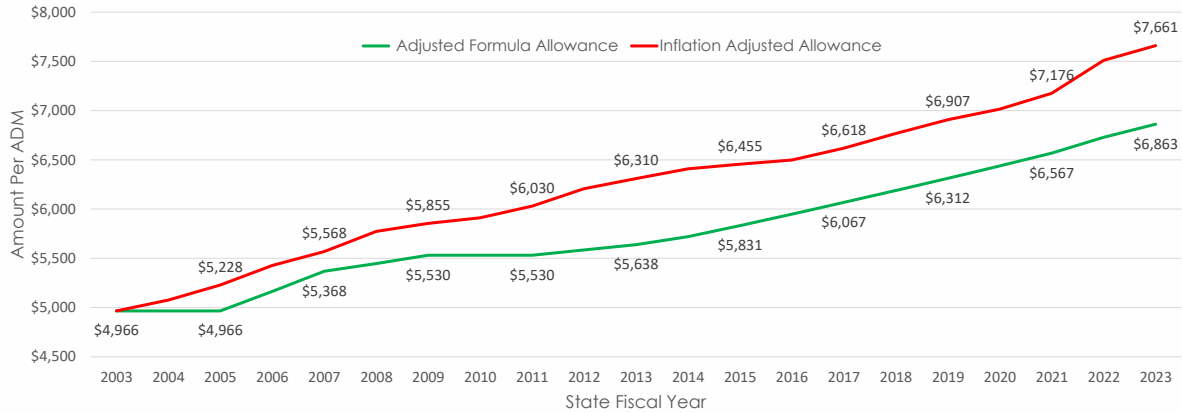
7

Current Year School Funding & District Budget

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Historical Trend of General Ed Formula

Minnesota general education formula allowance history, 2003–2023
adjusted for 2014 pupil unit change and inflation



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Fiscal Year 2022-2023 Budget

Fiscal Year 2022 - 2023 Budget
(excluding transfers)

Revenues	OPEB								Total	
	General	Food Service	Community Education	Building Construction	Debt Service	Internal Service	Trust	Custodial Fund		Irrevocable Trust
Property Tax Levy	5,512,344	-	315,323	-	2,452,871	-	-	-	-	8,280,538
State Aid Revenue	59,868,814	240,000	731,980	-	1,122,441	-	-	-	-	61,963,235
Federal Aid Revenue	6,289,682	2,551,780	145,003	-	-	-	-	-	-	8,986,465
Other Local Revenue	5,814,262	681,500	1,161,442	500	5,000	11,704,200	255	1,635	-	19,368,794
Transfers	-	-	-	-	-	-	-	-	-	-
Total Revenues	77,485,103	3,473,280	2,353,748	500	3,580,312	11,704,200	255	1,635	-	98,599,032

Expenses	OPEB								Total	
	General	Food Service	Community Education	Building Construction	Debt Service	Internal Service	Trust	Custodial Fund		Irrevocable Trust
Salaries/Benefits	60,575,924	1,584,456	2,317,847	-	-	-	-	-	-	64,478,227
Purchased Services	8,621,771	43,000	67,410	-	-	-	-	-	-	8,732,181
Supplies	3,948,509	2,265,780	83,671	-	-	-	-	-	-	6,297,960
Capital Expenditures	3,868,762	50,000	5,000	2,119,526	-	-	-	-	-	6,043,288
Debt Service	-	-	-	-	3,793,703	-	-	-	-	3,793,703
Misc.	135,439	80,808	1,638	-	-	12,183,000	500	1,635	-	12,403,020
Total Expenses	77,150,404	4,024,044	2,475,566	2,119,526	3,793,703	12,183,000	500	1,635	-	101,748,738

Change in Fund Balance 334,698 (550,764) (121,818) (2,119,026) (213,391) (478,800) (245) - - (3,149,346)



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Fiscal Year 2022-2023 Budget

District Name:	Austin Public Schools ISD 492					District Number:	0492
Fund	FY 2022 Beginning Fund Balances	FY 2022 Actual Revenues and Transfers In	FY 2022 Actual Expenditures and Transfers Out	June 30, 2022 Actual Fund Balances	FY 2023 Budget Revenues and Transfers In	FY 2023 Budget Expenditures and Transfers Out	June 30, 2023 Projected Fund Balances
General Fund/Restricted	1,128,767	15,408,453	14,651,369	1,885,851	14,902,199	14,950,406	1,837,644
General Fund/Other	8,023,346	64,302,716	63,927,228	8,398,834	62,805,992	62,423,087	8,781,740
Food Service Fund	433,625	4,571,872	3,445,026	1,560,471	3,473,280	4,024,044	1,009,707
Community Service Fund	537,250	2,927,702	2,665,025	799,927	2,353,748	2,475,566	678,109
Building Construction Fund	645,705	4,444,167	2,970,846	2,119,026	500	2,119,526	0
Debt Service Fund	788,031	3,396,289	3,447,142	737,178	3,580,312	3,793,703	523,787
Trust Fund	109,736	(3,756)	\$469	105,511	255	500	105,266
Internal Service Fund	5,981,354			6,608,902			5,483,554
* OPEB Revocable Trust Fund	-	-	-	-	-	-	-
OPEB Irrevocable Trust Fund	-	48,800	-	48,800	-	-	48,800
OPEB Debt Service Fund	-	-	-	-	-	-	-
Total - All Funds	17,647,814	95,096,243	91,107,105	22,264,499	87,116,286	89,786,831	18,468,606



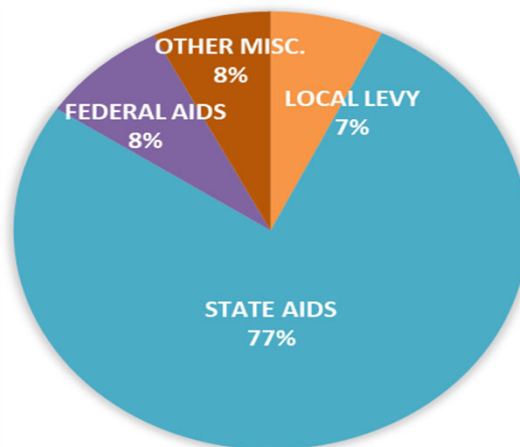


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General Fund Revenues by Source 2022-2023





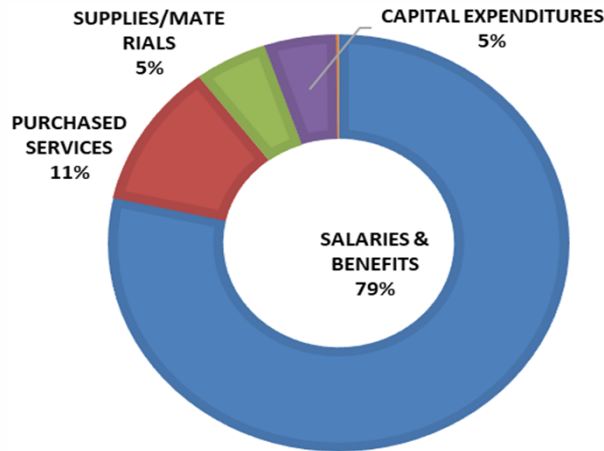


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General Fund Expenses by Object 2022-2023



Proposed Taxes Payable in 2023

Proposed Levy Summary by Tax Type

	Final Pay 2022	Proposed Pay 2023	\$ Change	% Change
Referendum Market Value Voter Approved				
Operating Referendum	117,500	1,654,207	1,536,707	1307.8%
<i>Adjustments and Abatements</i>	<i>(2,473)</i>	<i>(1,313)</i>	<i>1,159</i>	<i>-</i>
RMV Voter Total Levy	115,027	1,652,894	1,537,866	1337.0%
Referendum Market Value Non-Voter Approved				
Local Optional	1,737,252	1,975,905	238,654	13.7%
Equity	463,306	461,494	(1,812)	-0.4%
Transition	118,687	137,981	19,294	16.3%
<i>Adjustments and Abatements</i>	<i>(50,478)</i>	<i>(26,595)</i>	<i>23,884</i>	<i>-</i>
RMV Non-Voter Total Levy	2,268,766	2,548,786	280,020	12.3%
Net Tax Capacity Voter Approved				
Voter Approved Debt Service	1,623,773	1,604,085	(19,688)	-1.2%
<i>Adjustments and Abatements</i>	<i>(57,404)</i>	<i>(80,201)</i>	<i>(22,797)</i>	<i>-</i>
NTC Voter Total Levy	1,566,369	1,523,884	(42,485)	-2.7%



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Proposed Levy Summary by Tax Type

	Final Pay 2022	Proposed Pay 2023	\$ Change	% Change
Net Tax Capacity Non-Voter Approved				
Non-Voter Approved Debt Service	1,279,278	1,316,312	37,034	2.9%
Operating Capital	220,232	238,861	18,629	8.5%
Achievement and Integration	311,798	330,682	18,884	6.1%
Reemployment Insurance	26,000	26,000	-	0.0%
Safe Schools	200,772	195,893	(4,879)	-2.4%
Career & Technical	77,399	98,195	20,795	26.9%
Annual OPEB	561,133	575,665	14,531	2.6%
Long Term Facilities Maintenance	1,357,769	1,346,692	(11,077)	-0.8%
Building/Land Lease	1,007,807	1,081,507	73,700	7.3%
FY 2022 Health Benefits	13,522	13,522	-	0.0%
Econ Dev Abatement	26,002	48,779	22,776	87.6%
Basic Community Education	201,182	215,446	14,264	7.1%
Early Childhood Education	53,054	57,590	4,536	8.5%
Home Visiting	1,107	1,122	15	1.4%
Adults with Disabilities	22,771	22,771	-	0.0%
School-age Care	38,000	40,000	2,000	5.3%
<i>Adjustments and Abatements</i>	<i>(755,104)</i>	<i>(769,891)</i>	<i>(14,787)</i>	<i>-</i>
NTC Non-Voter Total Levy	4,642,723	4,839,145	196,422	4.2%



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Proposed Levy Summary by Tax Type

	Final Pay 2022	Proposed Pay 2023	\$ Change	% Change
Total Voter Approved	1,681,397	3,176,778	1,495,381	88.9%
Total Non-Voter Approved	6,911,489	7,387,932	476,442	6.9%
Total Referendum Market Value	2,383,793	4,201,680	1,817,886	76.3%
Total Net Tax Capacity	6,209,092	6,363,029	153,937	2.5%
Total Property Tax Levy All Funds	8,592,886	10,564,709	1,971,823	22.95%

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Proposed Levy Summary by Fund

	Final Pay 2022	Proposed Pay 2023	\$ Change	% Change
General Fund (Fund 1)				
Operating Referendum	117,500	1,654,207	1,536,707	1307.8%
Local Optional	1,737,252	1,975,905	238,654	13.7%
Equity	463,306	461,494	(1,812)	-0.4%
Transition	118,687	137,981	19,294	16.3%
Operating Capital	220,232	238,861	18,629	8.5%
Achievement and Integration	311,798	330,682	18,884	6.1%
Reemployment Insurance	26,000	26,000	-	0.0%
Safe Schools	200,772	195,893	(4,879)	-2.4%
Career & Technical	77,399	98,195	20,795	26.9%
Annual OPEB	561,133	575,685	14,531	2.6%
Long Term Facilities Maintenance	1,357,769	1,346,692	(11,077)	-0.8%
Building/Land Lease	1,007,807	1,081,507	73,700	7.3%
FY 2022 Health Benefits	13,522	13,522	-	0.0%
Econ Dev Abatement	26,002	48,779	22,776	87.6%
<i>Adjustments and Abatements</i>	<i>(728,105)</i>	<i>(678,839)</i>	<i>49,266</i>	<i>-</i>
General Fund Total Levy	5,511,075	7,506,544	1,995,469	36.2%
Community Service (Fund 4)				
Basic Community Education	201,182	215,446	14,264	7.1%
Early Childhood Education	53,054	57,590	4,536	8.5%
Home Visiting	1,107	1,122	15	1.4%
Adults with Disabilities	22,771	22,771	-	0.0%
School-age Care	38,000	40,000	2,000	5.3%
<i>Adjustments and Abatements</i>	<i>8,005</i>	<i>5,392</i>	<i>(2,613)</i>	<i>-32.6%</i>
Community Service Fund Total Levy	324,118	342,321	18,202	5.6%
Debt Service Fund (Fund 7)				
Voter Approved Debt Service	1,623,773	1,604,085	(19,688)	-1.2%
Non-Voter Approved Debt Service	1,279,278	1,316,312	37,034	2.9%
<i>Adjustments and Abatements</i>	<i>(145,359)</i>	<i>(204,553)</i>	<i>(59,194)</i>	<i>-</i>
Debt Service Fund Total Levy	2,757,692	2,715,844	(41,848)	-1.5%
Total Property Tax Levy All Funds	8,592,886	10,564,709	1,971,823	22.95%

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Factors That Cause Property Tax Changes

Many factors may cause the individual property tax statement to increase or decrease from year to year:

- Voter approved referendums
- Changes in enrollment
- Levy adjustments to prior years
- Legislative changes
- Changes in market values
- Changes in class rates/history



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Major Areas of Change in Proposed Levy

Significant changes occurred in the following areas in this years proposed levy:

- Operating Referendum – increase of \$1,536,707
- Lease Levy – Increase \$73,700
- General Adjustments – \$49,266
- Debt Service – decrease of \$41,848



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Estimated Impact on Taxpayer



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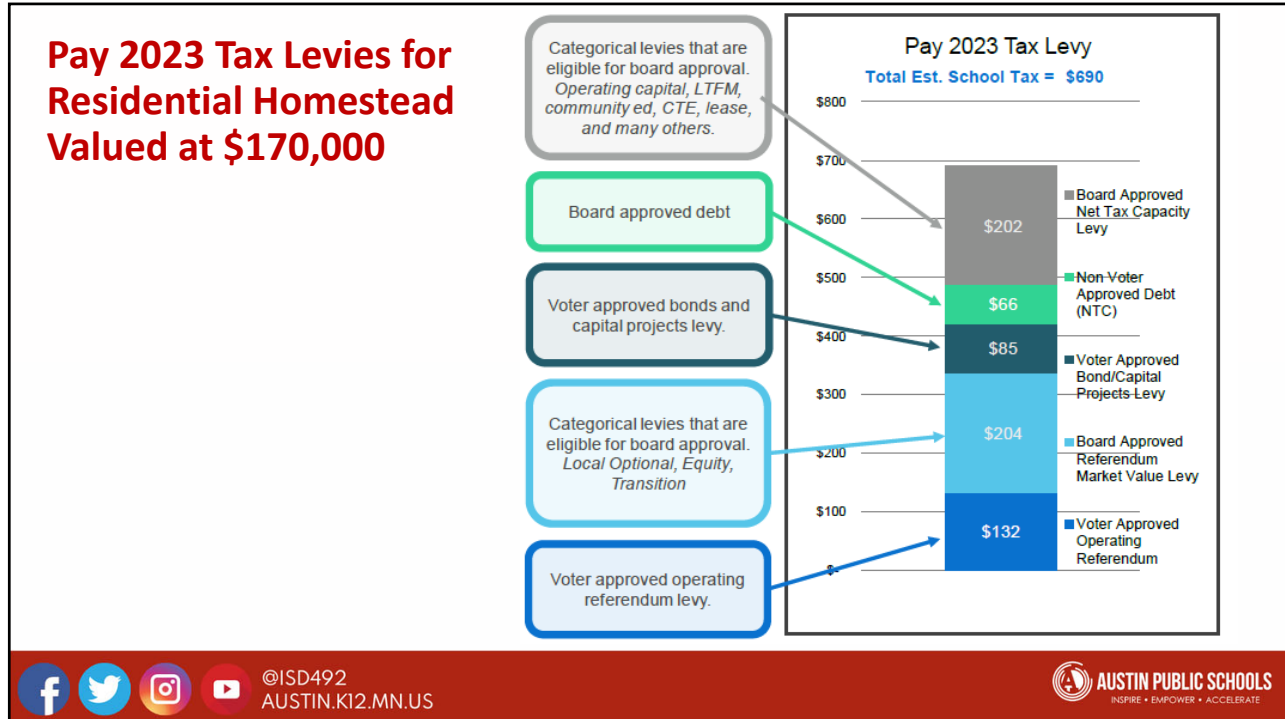
Impact on the Austin Taxpayer

Summary			
	Pay 2022	Est. Pay 2023	% Change
Referendum Market Value	\$ 1,759,180,750	\$ 2,122,746,135	20.67%
RMV Tax Rate	0.13551%	0.19794%	46.07%
Net Tax Capacity	\$ 21,453,783	\$ 26,677,695	24.35%
NTC Tax Rate	28.94%	23.85%	-17.59%

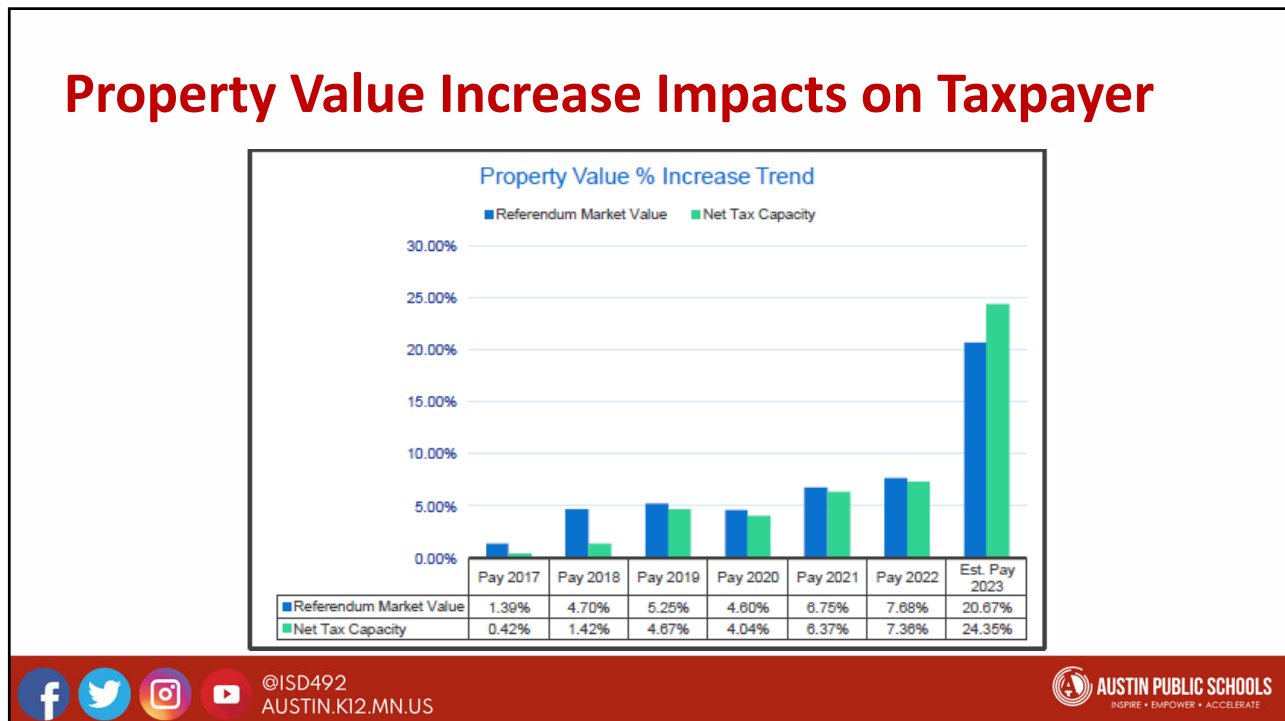
Types of Property	Pay 2022 Value	Pay 2023 Est. Value	Pay 2022	Pay 2023	\$ Change	% Change
Residential Homestead	\$50,000	\$60,500	\$155	\$206	\$52	33.48%
	75,000	90,750	232	327	\$95	40.94%
	100,000	121,000	343	465	\$122	35.56%
	140,496	170,000	526	690	\$164	31.17%
	200,000	242,000	794	1,019	\$225	28.32%
	300,000	363,000	1,245	1,573	\$328	26.35%
400,000	484,000	1,696	2,112	\$416	24.54%	
Commercial / Industrial**	\$100,000	\$110,000	\$570	\$611	\$42	7.31%
	250,000	275,000	1,569	1,677	\$108	6.92%
	500,000	550,000	3,355	3,533	\$179	5.33%
	1,000,000	\$1,100,000	6,926	7,246	\$319	4.61%
Agricultural Homestead	\$6,000	\$6,600	\$6.37	\$5.52	(\$0.85)	-13.34%
	7,000	7,700	7.43	6.44	(\$0.99)	-13.34%
	8,000	8,800	8.49	7.36	(\$1.13)	-13.34%
	9,000	\$9,900	9.55	8.28	(\$1.27)	-13.34%
Agricultural Non-Homestead	\$6,000	\$6,600	\$12.74	\$11.04	(\$1.70)	-13.34%
	7,000	7,700	14.86	12.88	(\$1.98)	-13.34%
	8,000	8,800	16.98	14.72	(\$2.27)	-13.34%
	9,000	\$9,900	19.11	16.56	(\$2.55)	-13.34%



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Public Comment or Questions

Please contact :

Andrew Beenken-Adams, CPA
 Executive Director of Finance and Operations
 507-460-1900
andrew.adams@austin.k12.mn.us



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Minnesota Property Tax Refunds

Two different tax refund program available from the state

- Minnesota Property Tax Refund
 (aka “circuit breaker” refund)
- Special Property Tax Refund

Complete form M-1PR

For help with the forms and instructions contact:

- Your tax professional
- Minnesota Department of Revenue
 - (651) 296-4444
 - www.taxes.state.mn.us



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Acknowledgements

- Schools for Equity in Education (SEE)
- Minnesota Department of Education (MDE)
- PMA Securities, LLC



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OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

REGULAR MEETING

Independent School District No. 492

Monday, November 14, 2022 5:30 p.m.

Annex Recital Hall

205 4th Street NW, Austin, Minnesota

MEMBERS PRESENT: Kathy Green
Angie Goetz
Cece Kroc
Don Leathers
Katie Ulwelling
Peggy Young
Superintendent Joey Page

MEMBERS ABSENT: Evan Sorenson

MEETING CALLED

TO ORDER: Chairperson Green called the meeting to order at 5:30 p.m. in the Annex Recital Hall. The Pledge of Allegiance to the flag was recited.

AGENDA APPROVED: A motion was made by Leathers, seconded by Kroc and carried unanimously to approve the agenda as printed.

STATE TOURNAMENT

ATHLETES RECOGNIZED: Boys Soccer Coach Jens Levisen, Cross Country Coach Tony Einertson and Girls Swim and Dive Coach Ryan Kelly shared highlights of their seasons and introduced their athletes who were able to attend.

DON LEATHERS NAMED TO ALL-STATE SCHOOL BOARD:

Chairperson Green recognized Board Member Don Leathers for being named to the 2023 All-State School Board. He will be recognized by the Minnesota School Boards Association at their state convention on January 12, 2023.

SUPERINTENDENT'S REPORT:

Superintendent Page thanked everyone for their work on the successful referendum election, he also congratulated Don Leathers on his All-State School Board award, noted several Veteran's Day celebrations were held throughout the district last week, and also shared last week Community Education Day was recognized. He also noted several FFA awards were earned at their national convention, congratulated teacher Morgan Dickman on her recent performance with the Austin Symphony, and dance coach Kayla Sellers and former Activities Director Lisa Quednow were recognized at the recent Region 1AA awards luncheon.

SCHOOL BOARD REPORTS:

Board members noted different activities they have been part of throughout the district this past month and thanked all those involved with the successful referendum election. Don Leathers is scheduled to attend the MSBA Delegate Assembly December 2 and 3.

STUDENT SCHOOL BOARD REPORT:

Student school board representatives Nawras Zaki and Katherine Diaz provided the student board reports highlighting all the AHS activities.

MINUTES APPROVED: Young made a motion, seconded by Ulwelling and carried unanimously to approve the regular meeting minutes of 10/10/22 and special meeting minutes of 10/24/22 and 11/7/22 as printed.

(A COMPLETE COPY OF THE MINUTES ARE ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

PERSONNEL REPORT

APPROVED:

Young made a motion, seconded by Ulwelling and carried unanimously to approve the following personnel items:

Certified Staff:

Contracts for Approval – Ashley McLaren, behavior interventionist, effective 11/7/22 and Maleah Thurman, SPED teacher, effective TBD

Requests for Leave – Jessica Bernard, SPED teacher, effective 10/6/22-11/18/22; Julie Hecimovich, ECFE teacher, effective 9/28/22-11/6/22; and Kelly Tapp, social studies teacher, remainder of 2022-23 school year

Resignations – Isabelle Holmes, speech language pathologist, effective 1/16/23; Hope Kordahl, SPED teacher, effective 10/31/22; Jennifer Madsen, TOSA/tech integrationist, effective 11/16/22; and Joan Wagner, SPED teacher, effective 10/19/22

Non-certified Staff:

Contracts for Approval – Torey Alabin, para, 6.25 hrs/day, effective 10/10/22; Tarsha Eicholz, SPED para, 6.45 hours/day, effective 11/2/22; Megan Hernandez, para, 6.5 hours/day, effective 10/10/22; Sarah Hillson, para, 11 hours/week, effective 10/17/22; Serathia Nipp, food service helper, 2.25 hrs/day, effective 10/31/22; Courtney Ring, Kids Korner site lead, 8 hrs/day, effective 10/17/22; Debra Runtsch, SPED para, 6.5 hrs/day, effective 11/16/22; Abby Wilker, SPED para, 7 hrs/day, effective 11/7/22; and Mindy Williamson, financial support specialist, effective 11/14/22

Changes in Assignment – Sarah Christopherson, SPED para, move from Ellis to Coop, effective 11/9/22; Brianna Farrell, due process clerk, move from Ellis/Holton to AHS, effective 11/18/22; Connor Getchell, SPED para to 1:1 para, effective 9/6/22; Marlon McDonald, SPED para, move from Ellis to Coop, effective 10/24/22; Tracey Mooberry, SPED para, move from Holton to Ellis, effective 10/31/22; Tim Rysavy, food service helper, from 2.5 hours/day at Sumner to 3 hrs/day at Holton, effective 10/17/22; Melissa Shaw, SPED para, from 6.75 hrs/day to 7 hrs/day, effective 10/24/22; and Rebecca Grimley, SPED para, from 6.5 hrs/day to 7 hrs/day, effective 10/31/22

Requests for Leave – Gordon Gunter, custodian, effective 10/26/22-1/18/23; Holly Majerus, food service helper, effective 10/28/22-2/13/23; and Troy Myers, custodian, effective 10/13/22-10/28/22

Resignations – Nicole Bartness, food service events coordinator, effective 10/27/22; Alisa Bawek, SPED para, effective 11/4/22; Michelle Graff, SPED para, effective 10/25/22; Megan Hernandez, para, effective 10/18/22; Cassandra Holmes, SPED para, effective 11/11/22; Colleen Johnson, Kids Korner asst lead, effective 10/28/22; Robin Sanvick, due process clerk, effective 11/17/22; and Sarah Wermager-Hernandez, Kids Korner inclusion specialist, effective 1/3/23

Termination – Courtney Ring, Kids Korner site lead, effective 10/27/22

(A COMPLETE COPY OF THE PERSONNEL REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**REGULAR MEETING**

- BILLS APPROVED:** A motion was made by Young, seconded by Ulwelling and carried unanimously to approve the bills as of 11/14/22.
- (A COPY OF THE BILLS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- TREASURER'S REPORT APPROVED:** Young made a motion, seconded by Ulwelling and carried unanimously to approve the July 2022 treasurer's report as presented.
- (A COPY OF THE REPORT IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- IPAD BUYBACK PROGRAM APPROVED:** Young made a motion, seconded by Ulwelling and carried unanimously to approve the quote from Tech Defenders to purchase the district's 1400 end-of-life iPads as outlined in policy 802 – Disposition of Obsolete Equipment.
- REPORTS:** Department/school updates were available for review from Superintendent Cabinet members and principals.
- MSHSL GRANT APPLICATION APPROVED:** A motion was made by Leathers, seconded by Ulwelling and carried unanimously to approve the submission of Form A grant application to the Minnesota State High School League as presented by Activities Director Katie Carter.
- (A COPY OF FORM A IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- EXTENDED FIELD TRIP APPROVED:** Young made a motion, seconded by Ulwelling and carried unanimously to approve the AHS extended field trips for 2022-23 as presented by Activities Director Katie Carter.
- (A LIST OF APPROVED FIELD TRIPS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)
- CEO PROGRAM OVERVIEW:** CEO program facilitator Emily Hovland and CEO student Julie Nesvold provided an overview of the CEO program.
- GENERAL ELECTION RESULTS CERTIFIED:** A motion was made by Ulwelling, seconded by Kroc and carried unanimously to certify the 11/8/22 school district general election results.
- Peggy Young – 5651 votes
 - Kathy Green – 5319 votes
 - Carol McAlister – 5044 votes
 - Carolyn Dube – 5007 votes
 - Denver Ritz – 3597 votes
 - Write-ins – 79
- Peggy Young, Kathy Green, Carol McAlister and Carolyn Dube, having received the highest number of votes, are elected as School Board members for terms of four years to begin on Monday, January 2, 2023.

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**REGULAR MEETING**

(A COMPLETE COPY OF THE CANVASSING RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

SPECIAL ELECTION RESULTS CERTIFIED:

Young made a motion, seconded by Goetz and carried unanimously to approve the resolution relating to canvassing returns of special election regarding the approval of a new school district referendum revenue authorization to increase the general education revenue by \$470 per pupil, subject to annual increase at the rate of inflation.

Yes – 4512

No – 3831

The ballot question, having received the approval of a majority of the votes cast, is hereby declared to have passed.

(A COPY OF THE COMPLETE RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES

OF ELECTION APPROVED: A motion was made by Young, seconded by Leathers and carried unanimously to approve the resolution authorizing issuance of Certificates of Election and directing school district clerk to perform other election related duties.

(A COPY OF THE COMPLETE RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

DONATIONS:

Ulwelling made a motion, seconded by Goetz and carried unanimously to approve the donations as presented.

(A COMPLETE COPY OF DONATIONS IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

TAX ABATEMENT PROGRAM RENEWED THROUGH 12/31/2025:

A motion was made by Leathers, seconded by Goetz and carried unanimously to approve a three year renewal of the current tax abatement program. The program allows individuals building a new home within the district boundaries to have a portion of their residential real estate taxes abated for a period of five years. The tax abatement program runs in conjunction with the City of Austin and Mower County and will expire December 31, 2025.

(A COPY OF THE COMPLETE RESOLUTION IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

HVAC CONTROL UPGRADES APPROVED:

Ulwelling made a motion, seconded by Young and carried unanimously to approve the proposed HVAC control package upgrades as presented by Executive Director of Finance and Operations Andrew Beenken-Adams.

**REVISED POLICIES
APPROVED:**

Individual motions were made, seconded and carried unanimously to approve the following revised policies: 205 – Open Meetings and Closed Meetings, 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations, 208 – Development, Adoption and Implementation of Policies, 209 – Code of Ethics, 210 – Conflict of Interest – School Board Members, 213 – School Board Committees, 305 – Policy Implementation, 406 – Public and Private Personnel Data, and 724 – Tax Abatement Policy

(A COPY OF EACH POLICY IS ATTACHED IN THE OFFICIAL MINUTE BOOK AND POSTED ON THE DISTRICT WEBSITE.)

REMINDER:

A school board study session is scheduled for Monday, November 28, 2022, at 4 pm in the District Office Conference Room.

**BOARD ENTERS
CLOSED SESSION:**

A motion was made by Goetz, seconded by Young and carried unanimously to enter closed session at 6:31 pm for the purpose of conducting an annual evaluation for Superintendent Dr. Joey Page.

**BOARD ENTERS
OPEN SESSION:**

Young made a motion, seconded by Kroc and carried unanimously to enter open session at 7:35 pm.

MEETING ADJOURNED:

Young made a motion, seconded by Ulwelling and carried unanimously to adjourn the meeting at 7:35 pm.

Angie Goetz, Clerk

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD

STUDY SESSION

Independent School District No. 492

Monday, November 28, 2022 4:00 pm

District Administration Office Conference Room
401 Third Avenue NW, Austin, MN

MEMBERS PRESENT: Kathy Green Evan Sorenson
Angie Goetz Katie Ulwelling
Cece Kroc Superintendent Joey Page
Don Leathers

MEMBERS ABSENT: Peggy Young

**MEETING CALLED
TO ORDER:**

Chairperson Green called the meeting to order at 4:00 p.m. in the District Office Conference Room at Austin High School.

AGENDA APPROVED: A motion was made by Kroc, seconded by Goetz and carried unanimously to approve the agenda as printed.

**ENROLLMENT AND
PROGRAMMING
PRESENTATION:**

Superintendent Page and Cabinet members reviewed the flexible learning year application process with the Board along with the various requirements for approval by the Minnesota Department of Education. Information Services Director Corey Haugen provided detailed information regarding the various demographics of our four elementary schools. A motion was made by Ulwelling, seconded by Kroc and carried unanimously to, based on data provided, discontinue the 45/15 calendar effective with the 2023-24 school year and not put forth an application to the Minnesota Department of Education for continuance of the 45/15 calendar. Discussion continued on following the guidelines of Scenario 1 or Scenario 2 going forward. Scenario 1 would hold incoming grade 1 students to school of attendance based on residency; grandfathering in all incoming grades 2-4 students to existing school of enrollment (not applicable to incoming siblings); no district-wide transportation into Sumner zone; transportation – if you qualify for transportation based on residency to your resident school, you qualify for one morning and one afternoon trip; and siblings of students in specialized programming can follow sibling to school of enrollment and transportation provided. Scenario 2 would have all students attending school based on resident boundaries (childcare does not supersede resident enrollment for school of attendance); no district-wide transportation in Sumner zone; transportation – if you qualify for transportation based on residency to your resident school, you qualify for one morning and one afternoon trip; and siblings of students in specialized programming can follow sibling to school of enrollment and transportation provided.

A motion was made by Kroc, seconded by Ulwelling to proceed with Scenario 1. Motion carried with Goetz voting no.

OFFICIAL MINUTES: AUSTIN SCHOOL BOARD**SPECIAL MEETING****POLICIES REVIEWED:**

The following revised policies were reviewed by the Board and will be presented for approval at the December 12, 2022 school board meeting.

- 208 – Development, Adoption, and Implementation of Policies
- 410 – Family and Medical Leave
- 411 – Student Teaching
- 413 – Harassment and Violence
- 415 – Mandated Reporting of Maltreatment of Vulnerable Adults
- 417 – Chemical Use and Abuse
- 426 – Paraprofessional Certification Policy
- 428 – Employee Use of Social Media
- 433 – Leave for Staff Members Elected to Public Office or Chosen as Party Officers or Delegates to Party Conventions
- 438 - Consulting
- 534 – School Meals Policy
- 716 – Purchasing
- 804 – Energy Usage
- 808 – Naming School Buildings or Facilities
- 909 – Political Activity

(A COPY OF THE REVISED POLICIES IS ATTACHED IN THE OFFICIAL MINUTE BOOK.)

MEETING ADJOURNED:

Goetz made a motion, seconded by Ulwelling and carried unanimously to adjourn the meeting at 6:02 p.m.

Angie Goetz, Clerk

AUSTIN PUBLIC SCHOOLS
School Board
Personnel Agenda
December 12, 2022

ADMINISTRATION

I. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Kenis, Kristina	SPED Supervisor	District	12/05/2022

CERTIFIED STAFF

I. CONTRACT FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Rate/Lane Step</u>	<u>Location</u>	<u>Effective Date</u>
Sand, John	Gr. 5 Social Studies	\$36,896.74/MA, 5	Holton	12/01/2022

II. REQUEST FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Bernand, Jessica	SPED Teacher	Oakland Education Center	02/20/2022-04/02/2023
Daugherty, Sean	Kindergarten Teacher	Woodson	01/03/2022-01/31/2023
Ellis, Kasey	EXCEL Teacher	Ellis	04/30/2023-06/01/2023
Hecimovich, Julie	ECFE Teacher	CLC	10/06/2022-11/17/2022
Moser, Alayna	Kindergarten Teacher	Woodson	04/10/2023-05/19/2023
Learn, Amy	GT Teacher	Neveln/Woodson	03/20/2023-06/01/2023

III. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Armstrong, Katherine	EL Teacher	Holton	12/05/2022

NON-CERTIFIED STAFF

I. CONTRACTS FOR APPROVAL

<u>Last,First Name</u>	<u>Position</u>	<u>Rate/Hours</u>	<u>Location</u>	<u>Effective Date</u>
Batalden, Morgan	Due Process Clerk	\$19.50/8 hrs per day	Ellis/Holton	11/14/2022
Halsey, Brandon	SPED Para	\$14.40/8 hrs per day	Ellis	11/28/2022
Hoveland, Constance	Noon Supervisor	\$10.50/2.5 hrs per day	Banfield	12/05/2022
Howe, Felicia	SPED Para	\$14.40/6.5 hrs per day	Southgate	12/12/2022
Ibrahim, Nvenn	Gen Ed Para	\$14.40/6.5 hrs per day	Woodson	11/21/2022
King, Taylor	SPED Para	\$14.40/6.5 hrs per day	COOP	11/07/2022
McIntosh, Izzak	SPED Para	\$14.40/7 hrs per day	AHS	11/28/2022
Rembao, Jessica	F&N Events Coord.	\$24.25/8 hrs per day	District	01/03/2023
Roeker, Grace	ECFE Assistant	\$13.10/27 hrs per week	CLC	11/14/2022
Shropshire, Araiha	SPED Para	\$14.40/6.5 hrs per day	Sumner	11/28/2022

II. CHANGE IN ASSIGNMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Hours</u>	<u>Location</u>	<u>Effective Date</u>
Burzinski, Karen	SPED Para	6.25 hrs/day	Neveln	11/28/2022
	SPED Para	6.25 hrs/day	Banfield	
Pyburn, Cheryl	F.S. Helper	3 hrs/day	Holton	11/29/2022
	F.S. Helper	2.5 hrs/day	Neveln	
Rausch, Julie	2 nd Cook	6.75 hrs/day	Neveln	12/01/2022
	Head Cook	7.75 hrs/day	Ellis	
Salisbury, Jade	F.S. Helper	2.5 hrs/day	Neveln	11/10/2022
	Head Cook	6.75 hrs/day	Woodson	

III. REQUEST FOR LEAVE

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Aung, Ninn	Success Coach	Sumner	01/03/2023-03/10/2023
Holets-Buntrock, Lauren	Kids Korner Lead	Southgate	01/09/2023-03/10/2023
Janning, Tina	SPED Para	Sumner	11/01/2022-11/18/2022
Mensink, Amanda	Nurse	District	11/29/2022-12/16/2022
Vela, Jake	Success Coach	Banfield	01/03/2023-03/10/2023

IV. RESIGNATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Biwer, Hannah	SPED Para	CLC	12/22/2022
Buchan, Samantha	SPED Para	COOP	06/01/2022
Haro, Michelle	SPED Para	COOP	06/01/2022
Hoehne, Susan	Food Service Helper	Woodson	06/01/2022
Pinkava, Samantha	SPED Para	Banfield	06/01/2022
Rembau, Jessica	Food Service Head Cook	Ellis	01/02/2023
Sanden, Ashley	Kids Korner Aide	Banfield	11/28/2022
Strommer, Dee	SPED Para	COOP	11/30/2022
Tabor, Justice	Kids Korner Lead	Woodson	09/07/2022
Thome, Hannah	SPED Para	Holton	06/01/2022

V. RETIREMENTS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Gunter, Erin	Food Service Helper	Banfield	09/05/2023

VI. TERMINATIONS

<u>Last,First Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Murphy, April	SPED Para	Ellis	11/10/2022

Board Packet

AP Run: T230505 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
11/29/2022	48827	Check	AMAZON BUSINESS	3,109.35	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
11RV-M9XF-DH7P	FRONT OFFICE SUPPLIES	11/18/2022	-2.89		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	-2.89
11V3-7LMF-174K	DOCUMENT CAMERA FOR CLASSROOM USE	11/17/2022	237.60		
		INST TECH DEVICE-MEDIA CENTER--		01 E 155 620 000 000 466	237.60
13WY-P9JV-Q7DP	APE GRANT - ADAM ANSORGE	11/02/2022	515.82		
		INST SUPPLIES-SCIENCE--APEF GRANT		01 E 185 260 000 097 430	515.82
14NY-TJT7-PD4Y	ANNABELLE BENSON ENDOWMENT GRANT - ANDREA MCKICHAN	11/20/2022	192.21		
		INST SUPPLIES-ELEM ED-ABEG ANNABELLE BENSON		01 E 185 203 097 000 430	192.21
1CQ1-PQVL-6G9X	GENERAL SUPPLIES- FUND 11 FOR X-MAS XPO	11/13/2022	137.14		
		GEN SUPPLIES-ELEM ED--HOLTON GENERAL		11 E 185 203 000 164 401	137.14
1DVC-71L3-G3CY	FRONT OFFICE SUPPLIES	11/16/2022	412.38		
		GEN SUPPLIES-PERSONNEL--		01 E 005 160 000 000 401	412.38
1F1V-L4TT-WKX3	GENERAL SUPPLIES	11/11/2022	124.05		
		GEN SUPPLIES-ELEM ED--		01 E 185 203 000 000 401	124.05
1FF1-WTWF-D37F	STEAM SUPPLIES	11/05/2022	232.87		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 185 203 000 000 430	232.87
1FP4-GLH3-6MTM	STEAM INSTRUCTIONAL SUPPLIES	11/13/2022	6.77		
		INSTRUCTL SUPPLIES-MUSIC--		01 E 185 258 000 000 430	6.77
1FWF-CDC3-CWKT	DISC GOLF SET AND CARS FOR CLASSROOM REWARDS AND PROJECTS, WHITEBOARD ERASERS	11/15/2022	118.32		
		INSTRUCTL SUPPLIES-ELEM ED--		01 E 145 203 000 000 430	118.32
1HCM-3HP7-DRFJ	CLASSROOM MATERIALS	11/16/2022	48.99		
		INDIV INST SUPPLIES-MMMI--STATE SPED		01 E 185 402 000 740 433	48.99
1M9P-DF3M-69HJ	BOOKS FOR EL LIBRARY AT ELLIS	11/07/2022	399.42		
		LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A		01 E 005 205 011 417 470	399.42
1MR6-CVQQ-DLMX	RUBFAC80 PUNCH BALLOONS FOR GYM CLASS	11/16/2022	23.98		
		INSTRUCTL SUPPLIES-HLTH & PHY.ED.--		01 E 145 240 000 000 430	23.98
1MXD-PLCF-Q6V9	BOOKS FOR EL LIBRARY AT ELLIS	11/02/2022	140.60		
		LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A		01 E 005 205 011 417 470	140.60

Board Packet

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name			Check Amount
11/29/2022	48827	Check	AMAZON BUSINESS			3,109.35
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
1N9H-T1NF-G7FQ	SCIENCE INSTRUCTIONAL SUPPLIES	11/09/2022	86.80			
				INSTRUCTL SUPPLIES-ELEM ED--	01 E 185 203 000 000 430	86.80
1RNM-H3DM-N6QJ	STEAM SUPPLIES	10/28/2022	177.32			
				INSTRUCTL SUPPLIES-ELEM ED--	01 E 185 203 000 000 430	177.32
1TTK-YQ7H-FDR7	WHITE BOARD FOR EACH STUDENT TO USE DURING INSTRUCTION TIME	11/16/2022	247.01			
				INSTRUCTL SUPPLIES-ELEM ED--	01 E 155 203 000 000 430	247.01
1V3N-L3YD-DL1X	FRONT OFFICE SUPPLIES	11/18/2022	-3.10			
				GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	-3.10
1W4K-CCLN-DT97	STEAM INSTRUCTIONAL SUPPLIES	11/13/2022	30.05			
				INSTRUCTL SUPPLIES-MUSIC--	01 E 185 258 000 000 430	30.05
1WG1-F97X-7QJD	GENERAL SUPPLIES- FUND 11 FOR X-MAS XPO	11/15/2022	-15.99			
				GEN SUPPLIES-ELEM ED--HOLTON GENERAL	11 E 185 203 000 164 401	-15.99
11/29/2022	48828	Check	ANGIE TAYLOR			532.58
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
07662	MSSWA REGISTRATION	11/16/2022	350.00			
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 310 640 000 316 366	350.00
111422	MILEAGE REIM.	11/14/2022	57.75			
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 310 640 000 316 366	57.75
317808	HOTEL REIM.	11/14/2022	124.83			
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 310 640 000 316 366	124.83
11/29/2022	48829	Check	AUSTIN BUILDERS SUPPLY INC			28.46
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
133781	MAINT. SUPPLIES	11/16/2022	28.46			
				REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	28.46

Board Packet

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Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
11/29/2022	48830	Check	BAKER TILLY MUNICIPAL ADVISORS LLC	2,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
BTMA16951	WEB CALCULATOR REFERENDUM	11/18/2022	1,000.00	
		FEES FOR SERVICES-ELECTIONS--	01 E 005 199 000 000 305	1,000.00
BTMA16952	REFERENDUM CALCULATIONS	11/18/2022	1,000.00	
		FEES FOR SERVICES-ELECTIONS--	01 E 005 199 000 000 305	1,000.00
11/29/2022	48831	Check	BLICK ART MATERIALS	466.66
Invoice Number	Description	Invoice Date	Invoice Amount	Account
9353646	ART INSTRUCTION - KATE ERICKSON	10/07/2022	55.89	
		INSTRUCTL SUPPLIES-ART--	01 E 185 212 000 000 430	55.89
9547596	ART SUPPLIES	11/12/2022	410.77	
		INSTRUCTL SUPPLIES-ART--	01 E 185 212 000 000 430	410.77
11/29/2022	48832	Check	BRENNAN, BRONWYN	18.38
Invoice Number	Description	Invoice Date	Invoice Amount	Account
112122	MILEAGE REIM.	11/21/2022	18.38	
		TRAVEL CONV & CONF-ECFE--ECFE	04 E 500 580 000 325 366	18.38
11/29/2022	48833	Check	CEDAR VALLEY SERVICES INC	252.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
577358	SMART IN TOWN TOKENS	11/07/2022	252.00	
		TRANS CONTRACT-ABE--STATE ABE	04 E 500 520 000 322 360	252.00
11/29/2022	48834	Check	CLASSROOM FRIENDLY SUPPLIES	53.97
Invoice Number	Description	Invoice Date	Invoice Amount	Account
QB8131	ART SUPPLIES	10/06/2022	53.97	
		INSTRUCTL SUPPLIES-ART--	01 E 185 212 000 000 430	53.97
11/29/2022	48835	Check	DINKY DOODADS	92.89
Invoice Number	Description	Invoice Date	Invoice Amount	Account
365	CLASSROOM MATERIAL	07/01/2022	92.89	
		INDIV INST SUPPLIES-SPEECH--IDEA SEC 619	01 E 120 401 000 420 433	92.89

Board Packet

AP Run: T230505 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
11/29/2022	48836	Check	DRIESSEN WATER INC	132.09
Invoice Number	Description	Invoice Date	Invoice Amount	Account
20462241-10312022	BLANKET PO FOR 2022-2023 FY	10/31/2022	132.09	
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	132.09
11/29/2022	48837	Check	ELAINE DELHANTY	40.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
103122	BELLE MEADE PLANTATION TOUR REFUND ON NASHVILLE BUS TOUR TRIP	10/31/2022	40.00	
		FIELD TRIPS-GEN COM ED-FIELD TRIP-COM ED	04 R 000 505 404 321 054	40.00
11/29/2022	48838	Check	EVERGREEN INDUSTRIES	3,157.92
Invoice Number	Description	Invoice Date	Invoice Amount	Account
00001337	WREATHS	11/10/2022	3,157.92	
		COST OF MAT SOLD--AHS-BAND	11 R 000 000 040 132 619	3,157.92
11/29/2022	48839	Check	FEHN, STEPHANIE	825.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
WC-2722	PATHWAY STO READING REIM.	10/29/2022	412.50	
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 105 203 000 000 430	412.50
WC-2795	PATHWAYS TO READING REIM.	11/14/2022	412.50	
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 105 203 000 000 430	412.50
11/29/2022	48840	Check	FOX ELECTRIC CO	14,072.35
Invoice Number	Description	Invoice Date	Invoice Amount	Account
41296	AHS BOILER BURNERS	10/26/2022	14,072.35	
		BLDG ACQ/CONSTRUCTION-LTFM--MECHANICAL SYS	05 E 005 865 000 380 520	14,072.35
11/29/2022	48841	Check	FUN EXPRESS, LLC	41.09
Invoice Number	Description	Invoice Date	Invoice Amount	Account
719928342-01	STEAM CLASS -INSTRUCTIONAL SUPPLIES - ADAM ANSORGE	10/12/2022	41.09	
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 185 203 000 000 430	41.09

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AP Run: T230505 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name			Check Amount
11/29/2022	48842	Check	HEATHER OSGOOD			494.32
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
100422	MILEAGE REIM.	10/04/2022	44.94			
				IN-DISTRICT TRAVEL-DEAF-HA--IDEA-611 01 E 005 405 000 419 367	44.94	
100422-2	MILEAGE REIM.	10/04/2022	361.88			
				TRAVEL CONV & CONF-DEAF-HA-SHARED COST- 01 E 005 405 700 000 366	361.88	
112222	MILEAGE REIM.	11/22/2022	87.50			
				TRAVEL CONV & CONF-DEAF-HA-SHARED COST- 01 E 005 405 700 000 366	87.50	
11/29/2022	48843	Check	JER OSGOOD			70.44
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
111822	MILEAGE REIM.	11/18/2022	70.44			
				TRAVEL-INST TECH-2ND PR YR-ESSER III 90% 01 E 005 630 012 160 366	70.44	
11/29/2022	48844	Check	JOHN ALBERTS			121.25
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
111822	MILEAGE REIM.	11/18/2022	121.25			
				TRAVEL CONV & CONF-PERSONNEL-- 01 E 005 160 000 000 366	121.25	
11/29/2022	48845	Check	JULIE HALE			589.83
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
07714	MSSWA REIM.	09/28/2022	350.00			
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV 01 E 310 640 000 316 366	350.00	
111422	MILEAGE REIM.	11/14/2022	115.00			
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV 01 E 310 640 000 316 366	115.00	
317763	HYATT REGENCY REIM.	11/14/2022	124.83			
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV 01 E 310 640 000 316 366	124.83	
11/29/2022	48846	Check	KARLA DOOLEY			28.72
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
2000104-88674135	HOT CHOCOLATE FOR FAMILY NIGHT	11/17/2022	28.72			
				GEN SUPPLIES-ELEM ED--HOLTON GENERAL 11 E 185 203 000 164 401	28.72	

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AP Run: T230505 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount		
11/29/2022	48847	Check	LAWSON PRODUCTS, INC	793.05		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9310054342	MAINT. SUPPLIES TOOLS		10/26/2022	189.13		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	189.13
9310075506	MAINT. SUPPLIES		11/02/2022	382.06		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	382.06
9310095713	MAINT. SUPPLIES		11/09/2022	221.86		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	221.86
11/29/2022	48848	Check	M J O'CONNOR INC	3,194.90		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
45675	SUMNER ROOF DRAIN		11/02/2022	3,194.90		
			REPAIR & MAINT SVCS-OPERATIONS--		01 E 005 810 000 000 350	3,194.90
11/29/2022	48849	Check	METRO FIBERNET, LLC	1,774.81		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
NOVEMBER 2022	NOVEMBER 2022 SERVICE		11/16/2022	1,774.81		
			TELEPHONE-GEN ADM--		01 E 005 105 000 000 320	89.90
			TELEPHONE-OPERATIONS--		01 E 005 810 000 000 320	1,395.29
			TELEPHONE-OPERATIONS--		01 E 105 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 125 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 145 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 155 810 000 000 320	14.98
			TELEPHONE-OPERATIONS--		01 E 185 810 000 000 320	29.95
			TELEPHONE-OPERATIONS--		01 E 310 810 000 000 320	199.75
11/29/2022	48850	Check	MINNESOTA DEPT OF LABOR & INDUSTRY	280.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
ABR0292847X	BOILER FEE BANFIELD		10/29/2022	20.00		
			FEES FOR SERVICES-OPERATIONS--		01 E 005 810 000 000 305	20.00
ABR0292848X	BOILER FEE AHS		10/29/2022	90.00		
			FEES FOR SERVICES-OPERATIONS--		01 E 005 810 000 000 305	90.00

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AP Run: T230505 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
11/29/2022	48850	Check	MINNESOTA DEPT OF LABOR & INDUSTRY	280.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
ABR0292854X	BOILER FEE SOUTHGATE	10/29/2022	30.00		
				FEES FOR SERVICES-OPERATIONS-- 01 E 005 810 000 000 305	30.00
ABR0294079X	BOILER FEE SUMNER	10/29/2022	30.00		
				FEES FOR SERVICES-OPERATIONS-- 01 E 005 810 000 000 305	30.00
ABR0294080X	BOILER FEE WESCOTT	10/29/2022	10.00		
				FEES FOR SERVICES-OPERATIONS-- 01 E 005 810 000 000 305	10.00
ABR0294082X	BOILER FEE ELLIS	10/29/2022	40.00		
				FEES FOR SERVICES-OPERATIONS-- 01 E 005 810 000 000 305	40.00
ABR0294083X	BOILER FEE WOODSON	10/29/2022	30.00		
				FEES FOR SERVICES-OPERATIONS-- 01 E 005 810 000 000 305	30.00
ABR0294085X	BOILER FEE NEVELN	10/29/2022	30.00		
				FEES FOR SERVICES-OPERATIONS-- 01 E 005 810 000 000 305	30.00
11/29/2022	48851	Check	NEXUS-GERARD FAMILY HEALING	4,998.75	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
112122	EDA & THERAPY	11/28/2022	1,948.60		
				FEES FOR SERVICES-SPED AGG-- 01 E 005 420 000 000 305	1,948.60
127658	11/5-11/18 SHANNON BEYER \$2510.15, INSTRUCTION \$540	11/18/2022	3,050.15		
				FED CONTRCT > \$25K-ACAD ACHV-PR YR-TITLE I-D 01 E 005 216 011 406 304	3,050.15
11/29/2022	48852	Check	PALMER BUS SERVICE	878.22	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0003942-IN	WOODSON KK OCT	10/31/2022	304.64		
				PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED 04 E 500 570 404 321 394	304.64
0003952-IN	BANFIELD KK OCTOBER	10/31/2022	573.58		
				PMT FOR ED PURP-KIDS KORNER-FIELD TRIP-COM ED 04 E 500 570 404 321 394	573.58

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AP Run: T230505 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
11/29/2022	48853	Check	PAUL WHITE	76.34
Invoice Number	Description	Invoice Date	Invoice Amount	Account
302326016426282	WALMART REIM.	11/21/2022	76.34	
	INSTRUCTL SUPPLIES-ELEM ED-SOUTHGT-ALL GRS/SPLY			11 E 145 203 014 121 430
				76.34
11/29/2022	48854	Check	PREMIER FE	3,854.13
Invoice Number	Description	Invoice Date	Invoice Amount	Account
115749	ELLIS-STUDENT DESKS AND CHAIRS	11/18/2022	3,854.13	
	EQUIPMENT-SEC--OPER CAP			05 E 210 211 000 302 530
				3,854.13
11/29/2022	48855	Check	SUMMIT COMPANIES	670.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
140008430	HOOD CLEANING INSPECTION IJ HOLTON	10/31/2022	670.00	
	BLDG ACQ/CONSTRUCTION-LTFM--FIRE SAFETY			05 E 005 865 000 363 520
				670.00
11/29/2022	48856	Check	UPTAGRAFFT, KAYLA	140.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
111122	ATHLETIC TRAINER B\G SECTION SOCCER 10/20/22	11/11/2022	140.00	
	FEES FOR SERVICES-BOY/GIRL--STATE/SCTN.GATE			11 E 310 292 000 161 305
				140.00
11/29/2022	48857	Check	ZARNOTH BRUSH WORKS, INC	1,092.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0191625-IN	BOBCAT BROOM REFILLS	11/02/2022	1,092.00	
	REPAIR SUPPLIES-OPERATIONS--			01 E 005 810 000 000 420
				1,092.00
11/29/2022	48858	Check	ZHOU, XIAOJING	13.31
Invoice Number	Description	Invoice Date	Invoice Amount	Account
102822	MILEAGE REIM.	10/28/2022	13.31	
	IN-DISTRICT TRAVEL-ADM TECH SRV--			01 E 005 108 000 000 367
				13.31
Total:				\$43,892.81

Board Packet

AP Run: T230505 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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T230505 Summary

Type	Count	Amount
Regular	32	43,892.81
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	32	\$43,892.81

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AP Run: CB230507 — Post Date: 2022-11-29 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
11/29/2022	5000001108		DEMCO INC*	125.19	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
7216358	MEDIA - GENERAL SUPPLIES	11/08/2022	125.19		
			GEN SUPPLIES-MEDIA CENTER--	01 E 185 620 000 000 401	125.19
11/29/2022	5000001109		IXL LEARNING*	1,694.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
S444227	IXL SITE LICENSE RENEWAL	09/23/2022	1,694.00		
			LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A	01 E 005 205 011 417 470	1,694.00
11/29/2022	5000001110		MACKIN EDUCATIONAL RESOURCES*	257.71	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
773463	LIBRARY BOOKS	11/09/2022	257.71		
			LIBRARY BOOKS-MEDIA CENTER--OPER CAP	05 E 185 620 000 302 470	257.71
11/29/2022	5000001111		PAAPE ENERGY SERVICES*	7,704.37	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
107883	LABOR & REPAIRS	10/26/2022	1,677.23		
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	1,677.23
107887	LABOR & REPAIRS	10/26/2022	486.32		
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	486.32
107894	LABOR & REPAIRS	10/26/2022	775.32		
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	775.32
107902	LABOR & REPAIRS	10/26/2022	1,200.22		
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	1,200.22
107904	LABOR & REPAIRS	10/26/2022	1,673.64		
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	1,673.64
107936	LABOR & REPAIRS	11/04/2022	1,373.82		
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	1,373.82
107940	LABOR & REPAIRS	11/04/2022	517.82		
			REPAIR & MAINT SVCS-OPERATIONS--	01 E 005 810 000 000 350	517.82

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AP Run: CB230507 — Post Date: 2022-11-29 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount
11/29/2022	5000001112		WASTE MANAGEMENT OF WI-MN*	415.26
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0060924-0491-9	SERVICE TRANSFER TRIPS FROM CLC	11/01/2022	415.26	
		REFUSE REMOVAL-OPERATIONS--		415.26
			01 E 310 810 000 000 332	
Total:				\$10,196.53

CB230507 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	5	10,196.53
Total:	5	\$10,196.53

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AP Run: 11/28/2022 Extra — Post Date: 2022-11-28 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount		
11/28/2022	202002667	Wire Transfer	MINNESOTA DEPT OF REVENUE	8.91		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
MN.11282022.D	MN - MN STATE TAX for 11/28/2022 Extra		11/28/2022	8.91		
			PAYROLL W/HOLDINGS-STATE WITHHOLDING		02 L 215 02	8.91
11/28/2022	202002668	Wire Transfer	UNITED STATES TREASURY	96.33		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
FED.11282022.D	FED - FED TAX for 11/28/2022 Extra		11/28/2022	15.89		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	15.89
FIC.11282022.B	FIC - FICA for 11/28/2022 Extra		11/28/2022	32.60		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	32.60
FIC.11282022.D	FIC - FICA for 11/28/2022 Extra		11/28/2022	32.60		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	32.60
MED.11282022.B	MED - MEDICARE-1 for 11/28/2022 Extra		11/28/2022	7.62		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	7.62
MED.11282022.D	MED - MEDICARE1 for 11/28/2022 Extra		11/28/2022	7.62		
			PAYROLL W/HOLDINGS-FEDERAL WITHHOLDINGS		02 L 215 01	7.62
Total:						\$105.24

11/28/2022 Extra Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	105.24
Epayables:	0	0.00
Total:	2	\$105.24

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AP Run: 11/23/2022 TRA PERA — Post Date: 2022-11-23 — AP Run Type: R

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Check Date	Check Number	Payment Type	Name	Check Amount
11/23/2022	202002669	Wire Transfer	MN TEACHERS RETIREMENT ASSN	205,540.39
Invoice Number	Description		Invoice Date Invoice Amount Account	Amount
TRC.11232022.B	TRC - TRA COORD for 11/23/2022 Reg		11/23/2022 109,493.47	
			PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	106,634.76
			PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	2,792.70
			PAYROLL W/HOLDINGS-TRA PAYABLE 11 L 215 04	66.01
TRC.11232022.D	TRC - TRA CORD for 11/23/2022 Reg		11/23/2022 96,046.92	
			PAYROLL W/HOLDINGS-TRA PAYABLE 01 L 215 04	93,539.29
			PAYROLL W/HOLDING-TRA PAYABLE 04 L 215 04	2,449.73
			PAYROLL W/HOLDINGS-TRA PAYABLE 11 L 215 04	57.90
11/23/2022	202002670	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	66,233.40
Invoice Number	Description		Invoice Date Invoice Amount Account	Amount
PRC.11142022.B	PRC - PERA CORD for 11/14/2022 Extra		11/14/2022 91.11	
			PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	91.11
PRC.11142022.D	PRC - PERA CORD for 11/14/2022 Extra		11/14/2022 78.97	
			PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	78.97
PRC.11232022.B	PRC - PERA CORD for 11/23/2022 Reg		11/23/2022 35,391.06	
			PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	28,376.02
			PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	4,042.20
			PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	2,673.08
			PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	275.23
			PAYROLL W/HOLDINGS-PERA PAYABLE 11 L 215 03	24.53
PRC.11232022.D	PRC - PERA CORD for 11/23/2022 Reg		11/23/2022 30,672.26	
			PAYROLL W/HOLDINGS-PERA PAYABLE 01 L 215 03	24,592.55
			PAYROLL W/HOLDINGS-PERA PAYABLE 02 L 215 03	3,503.28
			PAYROLL W/HOLDING-PERA PAYABLE 04 L 215 03	2,316.64
			PAYROLL W/HOLDINGS-PERA PAYABLE 05 L 215 03	238.53
			PAYROLL W/HOLDINGS-PERA PAYABLE 11 L 215 03	21.26
Total:				\$271,773.79

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AP Run: 11/23/2022 TRA PERA — Post Date: 2022-11-23 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount
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11/23/2022 TRA PERA Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	2	271,773.79
Epayables:	0	0.00
Total:	2	\$271,773.79

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AP Run: 11/28/2022 pera — Post Date: 2022-11-28 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
11/28/2022	202002671	Wire Transfer	PUBLIC EMPLOYEES RETIREMENT ASSN	73.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
PRC.11282022.B	PRC - PERA CORD for 11/28/2022 Extra	11/28/2022	39.43		
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03	39.43
PRC.11282022.D	PRC - PERA CORD for 11/28/2022 Extra	11/28/2022	34.17		
			PAYROLL W/HOLDINGS-PERA PAYABLE	02 L 215 03	34.17
Total:					\$73.60

11/28/2022 pera Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	1	73.60
Epayables:	0	0.00
Total:	1	\$73.60

Board Packet

AP Run: T230601 — Post Date: 2022-12-06 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
12/06/2022	48859	Check	ACDA-MN	258.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
112822	REGISTRATION FOR STATE HONOR CHOIR	11/28/2022	258.00		
	STU TRV ALLOW/ENT FEE-MUSIC-AHS-CHOIR			11 E 310 258 040 133 369	258.00
12/06/2022	48860	Check	AMAZON BUSINESS	2,352.20	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
117Y-HYPK-6WG7	BOOKS FOR SUPERINTENDENT	11/17/2022	239.00		
				GEN SUPPLIES-SUPERINTENDENT-- 01 E 005 020 000 000 401	239.00
11FH-HNDP-NRQQ	FAMILY FUN NIGHT SUPPLIES	11/23/2022	63.98		
				GEN SUPPLIES-ELEM ED--HOLTON GENERAL 11 E 185 203 000 164 401	63.98
13XR-9Y36-H1J1	SUPPLIES FOR STUDENT COUNCIL	11/22/2022	264.96		
				SUPPLIES & MATERIALS-EXT CUR-SCH STORE-IJH-SA 88 E 185 298 021 301 401	264.96
14TV-RDR7-619C	SF MIC SYSTEM FOR SANDY FADNESS	11/17/2022	94.99		
				GEN SUPPLIES-PERSONNEL-- 01 E 005 160 000 000 401	94.99
199G-J3CH-3J3K	SUPPLIES FOR STUDENT COUNCIL	11/27/2022	114.96		
				SUPPLIES & MATERIALS-EXT CUR-SCH STORE-IJH-SA 88 E 185 298 021 301 401	114.96
19JT-6CTW-FNKR	OFFICE SUPPLIES & SCANNER	11/22/2022	472.15		
				GEN SUPPLIES-BUSINESS OFFICE-- 01 E 005 110 000 000 401	472.15
1C6V-CT9M-9DVY	SANITIZER, ZIP TIES	11/08/2022	48.96		
				GEN SUPPLIES-KINDERGARTEN-- 01 E 165 201 000 000 401	48.96
1F94-1LCM-DVXC	MATH - INSTRUCTION	11/30/2022	83.88		
				INSTRUCTL SUPPLIES-MATH-- 01 E 185 256 000 000 430	83.88
1FMK-HLTR-1P6D	GENERAL SUPPLIES FOR FAMILY FUN NIGHT	12/01/2022	79.95		
				GEN SUPPLIES-ELEM ED--HOLTON GENERAL 11 E 185 203 000 164 401	79.95
1G1W-HJKH-NLQQ	IJ HOLTON FAMILY EVENT	11/26/2022	137.00		
				GEN SUPPLIES-ACAD ACHV-PARENT INV-TITLE I-A 01 E 185 216 638 401 401	137.00
1JD3-WMRV-CC67	WIRELESS MOUSE/KEYBOARD	11/08/2022	28.98		
				INST TECH SUPPLIES-ELEM ED-- 01 E 105 203 000 000 456	28.98
1MMN-7PG7-QJG1	WRITING REVOLUTION BOOK	11/23/2022	26.71		
				INSTRUCTL SUPPLIES-ELL-PR YR-TITLE III, PT A 01 E 005 205 011 417 430	26.71

Board Packet

AP Run: T230601 — Post Date: 2022-12-06 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
12/06/2022	48860	Check	AMAZON BUSINESS	2,352.20	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1NFJ-YYYY-PJN1	STORAGE BASKETS FOR NEVELN TARGETED SERVICES	11/23/2022	99.36		
				INST SUPPLIES-ELEM-2ND PR YR-ESSER III 90% LRN LOS 01 E 225 203 012 161 430	99.36
1PC1-F1KV-3W71	STEAM SUPPLIES -	11/21/2022	58.92		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 185 203 000 000 430	58.92
1PCJ-XPTG-QDJ7	PHY -ED	11/26/2022	20.98		
				INSTRUCTL SUPPLIES-HLTH & PHY.ED-- 01 E 185 240 000 000 430	20.98
1QJJ-1NTH-G963	SAVING PLAY BOOK	11/18/2022	28.49		
				INSTRUCTIONAL SUP-ECFE--ECFE 04 E 500 580 000 325 430	28.49
1R9J-PLTH-69PM	GENERAL SUPPLIES FOR FAMILY FUN NIGHT	12/02/2022	16.99		
				GEN SUPPLIES-ELEM ED--HOLTON GENERAL 11 E 185 203 000 164 401	16.99
1RMD-XJR4-QNT4	OFFICE SUPPLIES & SCANNER	11/26/2022	11.41		
				GEN SUPPLIES-BUSINESS OFFICE-- 01 E 005 110 000 000 401	11.41
1T7V-CFKQ-JPYX	EDUCATIONAL GAMES AND TOYS FOR READING INTERVENTIONIST	11/07/2022	37.24		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 145 203 000 000 430	37.24
1VCH-WMW7-L76G	WINTER FACT EVENT BACKDROP	11/19/2022	147.97		
				INSTRUCTIONAL SUP-ECFE--ECFE 04 E 500 580 000 325 430	147.97
1W7G-6FHV-LHPC	AUDIO RECORDER & TRIPOD	11/26/2022	105.99		
				GEN SUPPLIES-SCHOOL BOARD-- 01 E 005 010 000 000 401	105.99
1WYD-MQVN-LKFF	WIRELESS MOUSE FOR ZIELKE	11/02/2022	11.99		
				INST TECH SUPPLIES-ELEM ED-- 01 E 105 203 000 000 456	11.99
1YTW-9WJ1-FGXH	STEAM SUPPLIES	11/16/2022	157.34		
				INSTRUCTL SUPPLIES-ELEM ED-- 01 E 185 203 000 000 430	157.34
12/06/2022	48861	Check	ANDREA MALO	953.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
110522	MILEAGE REIM.	11/05/2022	315.00		
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV 01 E 005 640 000 316 366	315.00

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/06/2022	48861	Check	ANDREA MALO	953.60	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
120122	MILEAGE REIM.	12/01/2022	12.31		
				TRAVEL CONV & CONF-ED SERVICES-- 01 E 005 030 000 000 366	12.31
120122-2	MILEAGE REIM.	12/01/2022	124.75		
				TRAVEL CONV & CONF-ED SERVICES-- 01 E 005 030 000 000 366	124.75
562025	PARKING REIM.	11/05/2022	10.00		
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV 01 E 005 640 000 316 366	10.00
599033	PARKING REIM.	11/04/2022	10.00		
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV 01 E 005 640 000 316 366	10.00
72480	HOTEL REIM.	11/05/2022	481.54		
				TRAVEL CONV & CONF-STAFF DEV--STAFF DEV 01 E 005 640 000 316 366	481.54
12/06/2022	48862	Check	BALLARD & TIGHE	10,258.56	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0167442-IN	EL NEWCOMER CURRICULUM	11/03/2022	10,258.56		
				INSTRUCTL SUPPLIES-ELL-PR YR-TITLE III, PT A 01 E 005 205 011 417 430	10,258.56
12/06/2022	48863	Check	BENCHMARK EDUCATION	1,344.20	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
476614	ELL READERS FOR SOUTHGATE	11/08/2022	1,344.20		
				INSTRUCTL SUPPLIES-ELL-PR YR-TITLE III, PT A 01 E 005 205 011 417 430	1,344.20
12/06/2022	48864	Check	BEYER, JASON	375.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2022	AHS PIANO TUNING FAXIOLI & SOHMER	10/27/2022	250.00		
				REPAIRS/MAINTENANCE SVCS-MUSIC-AHS-CHOIR 11 E 310 258 040 133 350	250.00
2030	PIANO TUNING AHS YAMAHA GVAD	11/15/2022	125.00		
				REPAIRS/MAINTENANCE SVCS-MUSIC-AHS-CHOIR 11 E 310 258 040 133 350	125.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
12/06/2022	48865	Check	BRANDON MONTE THARP	18.06		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
112222	MILEGE REIM.		11/22/2022	18.06		
			IN-DISTRICT TRAVEL-HLTH & PHY.ED.--		01 E 105 240 000 000 367	9.03
			IN-DISTRICT TRAVEL-HLTH & PHY.ED.--		01 E 145 240 000 000 367	9.03
12/06/2022	48866	Check	BRYSON, REBECCA	850.22		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
7283332227728413	BOOK FAIR PURCHASES FOR LIBRARY		10/26/2022	850.22		
			LIBRARY BOOKS-MEDIA CENTER--		01 E 210 620 000 000 470	850.22
12/06/2022	48867	Check	CHAPMAN, JACQUELINE	29.19		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
113022	MILEAGE REIM.		11/30/2022	29.19		
			IN-DISTRICT TRAVEL-ECSE--STATE SPED		01 E 120 412 000 740 367	29.19
12/06/2022	48868	Check	COHENOUR, BRIDGET L	23.94		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
120122	MILEAGE REIM.		12/01/2022	23.94		
			IN-DISTRICT TRAVEL-SPED AGG--IDEA-611		01 E 005 420 000 419 367	23.94
12/06/2022	48869	Check	DRIESSEN WATER INC	31.70		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
33033651-10312022	OPEN PO FOR WATER SERVICE		10/31/2022	31.70		
			INSTRUCTL SUPPLIES-SCIENCE--		01 E 310 260 000 000 430	31.70
12/06/2022	48870	Check	ENCOMPASS SUPPLY CHAIN SOLUTIONS	14,837.03		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1-449768-1122	300E 2ND GEN SCREENS AND LOWER CASES		11/28/2022	11,492.04		
			INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH		11 E 185 203 361 169 456	5,746.02
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH		11 E 210 211 361 171 456	1,723.81
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH		11 E 310 211 361 170 456	4,022.21
1-458752-1122	LAPTOP REPAIR PARTS		11/30/2022	926.40		
			INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH		11 E 185 203 361 169 456	324.24

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/06/2022	48870	Check	ENCOMPASS SUPPLY CHAIN SOLUTIONS	14,837.03	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH	11 E 210 211 361 171 456	324.24
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH	11 E 310 211 361 170 456	277.92
1-463824-1222	300E 2ND GEN SCREENS AND LOWER CASES	12/01/2022	1,354.10		
			INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH	11 E 185 203 361 169 456	677.05
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH	11 E 210 211 361 171 456	203.12
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH	11 E 310 211 361 170 456	473.93
1-474136-1222	300E 2ND GEN SCREENS AND LOWER CASES	12/05/2022	640.60		
			INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH	11 E 185 203 361 169 456	320.30
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH	11 E 210 211 361 171 456	96.09
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH	11 E 310 211 361 170 456	224.21
1-478018-1222	LAPTOP REPAIR PARTS	12/05/2022	423.89		
			INST TECH SUPPLIES-ELEM ED-TECH FEES-HOLT STD TECH	11 E 185 203 361 169 456	148.36
			INST TECH SUPPLIES-SEC-TECH FEES-ELL STD TECH	11 E 210 211 361 171 456	148.36
			INST TECH SUPPLIES-SEC-TECH FEES-AHS STD TECH	11 E 310 211 361 170 456	127.17
12/06/2022	48871	Check	ERIN DILLEY-JONES	80.31	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
113022	MILEAGE REIM.	11/30/2022	32.06		
			IN-DISTRICT TRAVEL-ASD--IDEA-611	01 E 005 411 000 419 367	32.06
113022-2	MILEAGE REIM.	11/30/2022	48.25		
			TRAVEL CONV & CONF-ASD-PRO DEV-IDEA-611	01 E 005 411 640 419 366	48.25
12/06/2022	48872	Check	FEHN, STEPHANIE	192.94	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
111122	TARGET REIM.	11/11/2022	117.00		
			INST SUPPLIES-ELEM-2ND PR YR-ESSER III 90% LRN LOS	01 E 225 203 012 161 430	117.00
112-0499445-5829005	AMAZON REIM.	11/10/2022	36.98		
			INSTRUCTL SUPPLIES-ELEM ED--	01 E 105 203 000 000 430	36.98

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Check Date	Check Number	Payment Type	Name	Check Amount		
12/06/2022	48872	Check	FEHN, STEPHANIE	192.94		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
112-6738019-0823430	AMAZON REIM.		11/10/2022	29.97		
			INSTRUCTL SUPPLIES-ELEM ED--		01 E 105 203 000 000 430	29.97
114-4568846-3279416	LABELS		11/14/2022	8.99		
			INST SUPPLIES-ELEM-2ND PR YR-ESSER III 90% LRN LOS		01 E 225 203 012 161 430	8.99
12/06/2022	48873	Check	HENDRICKSON, BLAKE T	16.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
120222	MILEAGE REIM.		12/02/2022	16.50		
			IN-DISTRICT TRAVEL-ADM TECH SRV--		01 E 005 108 000 000 367	16.50
12/06/2022	48874	Check	HOFFA, BRYCE M	671.34		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
110622	MILEAGE REIM.		11/06/2022	71.25		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 310 640 000 316 366	71.25
230	PUB 500 REIM.		11/07/2022	17.33		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 310 640 000 316 366	17.33
436	CHIPOTLE REIM.		11/06/2022	17.94		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 310 640 000 316 366	17.94
839585645	COMFORT INN REIM.		11/08/2022	352.60		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 310 640 000 316 366	352.60
859	MSCA CONFERENCE REGISTRATION REIM.		10/14/2022	200.00		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 310 640 000 316 366	200.00
AAAW7K6GACAU	PITA PIT REIM.		11/08/2022	12.22		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 310 640 000 316 366	12.22
12/06/2022	48875	Check	JULIE RAUSCH	60.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
63893608305	FOOD MANAGER RECERT. CLASS REIM.		08/25/2022	60.00		
			FEES FOR SERVICES-FOOD SVC--NSLP		02 E 005 770 000 701 305	60.00

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Check Date	Check Number	Payment Type	Name	Check Amount		
12/06/2022	48876	Check	KIRBY BUSSMAN	88.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
113022	MILEAGE REIM.		11/30/2022	88.00		
			IN-DISTRICT TRAVEL-ECSE--STATE SPED		01 E 120 412 000 740 367	88.00
12/06/2022	48877	Check	KIRSTIN NORBY	16.07		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
118704	HAZELWOOD REIM.		11/14/2022	16.07		
			TRAVEL CONV & CONF-STAFF DEV--STAFF DEV		01 E 210 640 000 316 366	16.07
12/06/2022	48878	Check	LISTEN INNOVATION INC	1,620.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2551	LISTENWISE SUBSCRIPTION RENEWAL		11/01/2022	1,620.00		
			LIBRARY BOOKS-ELL-PR YR-TITLE III, PT A		01 E 005 205 011 417 470	1,620.00
12/06/2022	48879	Check	M J O'CONNOR INC	285.55		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
45678	WALK IN FREEZER WORK		11/10/2022	285.55		
			REPAIR & MAINT SVCS-FOOD SVC--NSLP		02 E 005 770 000 701 350	285.55
12/06/2022	48880	Check	MADISON NATIONAL LIFE	15,450.55		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
1527900	DECEMBER 2022 LIFE INSURANCE		12/01/2022	15,450.55		
			PAYROLL W/HOLDINGS-DEP LIFE PAYABLE		01 L 215 00	51.06
			PAYROLL W/HOLDINGS-LTD INS PAYABLE		01 L 215 09	8,719.63
			PAYROLL W/HOLDINGS-LIFE INS PAYABLE		01 L 215 13	3,275.46
			PAYROLL W/HOLDINGS-SPOUSE LIFE INS PAYABLE		01 L 215 25	545.80
			PAYROLL W/HOLDINGS-PRUDENTIAL SUPP ITCR		01 L 215 26	2,858.60
12/06/2022	48881	Check	MAJERUS, MICHAEL J	23.38		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
120522	MILEAGE REIM.		12/05/2022	23.38		
			IN-DISTRICT TRAVEL-ADM TECH SRV--		01 E 005 108 000 000 367	23.38

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/06/2022	48882	Check	MASSP	870.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
22875	DUES FOR DEWEY SCHARA	07/29/2022	870.00		
	DUES & MEMBERSHIPS-PRINCIPAL--			01 E 210 050 000 000 820	870.00
12/06/2022	48883	Check	MCEA	730.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
112822	MEMBERSHIP FEES	11/28/2022	730.00		
	DUES & MEMBERSHIPS-GEN COM ED--COM ED			04 E 500 505 000 321 820	730.00
12/06/2022	48884	Check	MDE-MCIS	2,971.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
MN23-21952	AUSTIN HIGH SCHOOL MCIS 2022-23	10/13/2022	2,971.00		
	FED CNTRCT < \$25K-CTE-GENERAL--CARL PERKINS			12 E 300 399 000 428 303	2,971.00
12/06/2022	48885	Check	MELINDA HUNTLEY	245.63	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
112322	MILEAGE REIM.	11/23/2022	170.63		
				IN-DISTRICT TRAVEL-SEC-HOMEBOUND-	170.63
112322-2	MILEAGE REIM.	11/23/2022	75.00		
				IN-DISTRICT TRAVEL-SEC-HOMEBOUND-	75.00
12/06/2022	48886	Check	MN NCPERS GROUP LIFE INSURANCE	320.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
107200122022	MN NCPERS GROUP LIFE INSURANCE bill for November 2022	11/01/2022	320.00		
				PAYROLL W/HOLDINGS-PERA LIFE INS PAYABLE	320.00
12/06/2022	48887	Check	PALMER BUS SERVICE	1,575.90	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
0003912-IN	DAY ON THE FARM BANFIELD	09/30/2022	525.30		
				TRANS CONTRACT<25K-ELEM-2ND PR YR-ESSER III 90% LL	525.30
0003913-IN	DAY ON THE FARM NEVELN	09/30/2022	350.20		
				TRANS CONTRACT<25K-ELEM-2ND PR YR-ESSER III 90% LL	350.20

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Check Date	Check Number	Payment Type	Name	Check Amount
12/06/2022	48887	Check	PALMER BUS SERVICE	1,575.90
Invoice Number	Description	Invoice Date	Invoice Amount	Account
0003914-IN	DAY ON THE FARM SOUTHGATE	09/30/2022	350.20	
	TRANS CONTRACT<25K-ELEM-2ND PR YR-ESSER III 90% LL			01 E 005 203 012 161 360
				350.20
0003915-IN	DAY ON THE FARM SUMNER	09/30/2022	350.20	
	TRANS CONTRACT<25K-ELEM-2ND PR YR-ESSER III 90% LL			01 E 005 203 012 161 360
				350.20
12/06/2022	48888	Check	PARENTING RESOURCE CENTER INC	140.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
7235	TRANSLATING SERVICE CONFERENCES AT ELLIS	10/31/2022	140.00	
	FOREGN LANG INTERPRETER-LEP--COMPENS			01 E 005 219 000 317 358
				140.00
12/06/2022	48889	Check	PAUL WHITE	125.63
Invoice Number	Description	Invoice Date	Invoice Amount	Account
111-7467084-6103440	AMAZON REIM.	11/24/2022	125.63	
	INSTRUCTL SUPPLIES-ELEM ED--			01 E 145 203 000 000 430
				125.63
12/06/2022	48890	Check	RAYMOND GEDDES & CO, INC	280.95
Invoice Number	Description	Invoice Date	Invoice Amount	Account
821412	SCHOOL STORE ITEMS	09/16/2022	280.95	
	COST OF MAT SOLD-EXT CUR-STD CNCL-SUM-SA			88 R 155 298 085 301 619
				280.95
12/06/2022	48891	Check	RHONDA REGAN	465.17
Invoice Number	Description	Invoice Date	Invoice Amount	Account
112-1446062-9422642	AMAZON REIM.	10/15/2022	19.99	
	GEN SUPPLIES-SEC-ELLIS-DRAMA			11 E 210 211 030 200 401
				19.99
14270	JOANN REIM.	10/21/2022	22.99	
	GEN SUPPLIES-SEC-ELLIS-DRAMA			11 E 210 211 030 200 401
				22.99
173410311042	HOBBY LOBBY REIM.	10/31/2022	11.96	
	GEN SUPPLIES-SEC-ELLIS-DRAMA			11 E 210 211 030 200 401
				11.96

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/06/2022	48891	Check	RHONDA REGAN	465.17	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
2-2296-0804-0177-0230-6	TARGET REIM.	10/23/2022	42.00		
		GEN SUPPLIES-SEC-ELLIS-DRAMA	11 E 210 211 030 200 401	42.00	
228900394753	WALMART REIM.	10/16/2022	49.00		
		GEN SUPPLIES-SEC-ELLIS-DRAMA	11 E 210 211 030 200 401	49.00	
49839	MENARDS REIM.	10/25/2022	141.83		
		GEN SUPPLIES-SEC-ELLIS-DRAMA	11 E 210 211 030 200 401	141.83	
49839-06	MENARDS REIM.	10/25/2022	9.49		
		GEN SUPPLIES-SEC-ELLIS-DRAMA	11 E 210 211 030 200 401	9.49	
65482	MENARDS REIM.	10/15/2022	139.77		
		GEN SUPPLIES-SEC-ELLIS-DRAMA	11 E 210 211 030 200 401	139.77	
90228	MENARDS REIM.	10/21/2022	28.14		
		GEN SUPPLIES-SEC-ELLIS-DRAMA	11 E 210 211 030 200 401	28.14	
12/06/2022	48892	Check	SHI	525.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
B16075481	SCANSNAP IX1600 - QUOTE 22511746	11/03/2022	525.00		
		GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	525.00	
12/06/2022	48893	Check	SOLIANT HEALTH, LLC	5,480.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
20531577	CONTRACTED SLP	11/20/2022	4,025.50		
		PMT FOR ED PURP-SPEECH--STATE SPED	01 E 005 401 000 740 394	4,025.50	
20534762	CONTRACTED SLP A.W.	11/27/2022	1,455.00		
		PMT FOR ED PURP-SPEECH--STATE SPED	01 E 005 401 000 740 394	1,455.00	
12/06/2022	48894	Check	TREINEN, ADAM	50.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
1167	MNSHAPE CONFERENCE REGISTRATION	09/29/2022	50.00		
		TRAVEL CONV & CONF-STAFF DEV--STAFF DEV	01 E 125 640 000 316 366	50.00	

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/06/2022	48895	Check	USBANK- A TFS PROGRAM	2,044.51	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
488012295	22-23 COPIER LEASE ELLIS	11/24/2022	66.00		
		PRINCIPAL ON CAP LEASE-SEC--		01 E 210 211 000 000 580	66.00
488125543	22-23 PRINTER LEASES	11/26/2022	1,978.51		
		PRINCIPAL ON CAP LEASE-BUSINESS OFFICE--		01 E 005 110 000 000 580	214.34
		PRINCIPAL ON CAP LEASE-OPERATIONS--		01 E 005 810 000 000 580	139.46
		PRINCIPAL ON CAP LEASE-ELEM ED--		01 E 185 203 000 000 580	480.22
		PRINCIPAL ON CAP LEASE-SEC--		01 E 210 211 000 000 580	182.10
		PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	635.90
		PRINCIPAL ON CAP LEASE-		01 E 310 710 000 000 580	204.00
		PRINCIPAL ON CAP LEASE-SEC--ALC		01 E 610 211 000 303 580	122.49
12/06/2022	48896	Check	WIGHTKIN, ETHAN	21.25	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
46	JODIE BLACKSHAW REIM.	11/15/2022	21.25		
		INSTRUCTL SUPPLIES-MUSIC--		01 E 185 258 000 000 430	21.25
				Total:	\$65,681.88

T230601 Summary

Type	Count	Amount
Regular	38	65,681.88
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	38	\$65,681.88

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Check Date	Check Number	Payment Type	Name	Check Amount		
12/12/2022	48897	Check	ASL INTERPRETING SERVICES INC	481.50		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
22.15192	INTERPRETING SERVICES 11/9/22		11/15/2022	349.50		
			PMTS FOR ED PURP-DEAF--STATE SPED		01 E 005 405 000 740 394	349.50
22.15704	INTERPRETING SERVICES 11/21/22		11/23/2022	132.00		
			PMTS FOR ED PURP-DEAF--STATE SPED		01 E 005 405 000 740 394	132.00
12/12/2022	48898	Check	AUSTIN AREA CHAMBER OF COMMERCE	25.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
116282	ANNUAL AMBASSADOR DUES SHARON ALMS		12/02/2022	25.00		
			DUES & MEMBERSHIPS-SUPERINTENDENT--		01 E 005 020 000 000 820	25.00
12/12/2022	48899	Check	BENCHMARK EDUCATION	528.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
478023	SOUND SPELLING G1-2 LETTER CARD		11/29/2022	528.00		
			TEXTBOOK/WORKBOOK-ELEM ED--		01 E 155 203 000 000 460	528.00
12/12/2022	48900	Check	BSN SPORTS	2,458.29		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
919268242	MAT TAPE		11/15/2022	227.07		
			GEN SUPPLIES-BOY/GIRL-ATHLETICS-		01 E 310 292 100 000 401	227.07
919293776	BASKETBALLS		11/16/2022	2,231.22		
			GEN SUPPLIES-BOYS-BASKETBALL-		01 E 310 294 102 000 401	1,200.00
			GEN SUPPLIES-BOYS ATHL-BASKETBALL-		66 E 310 294 102 000 401	1,031.22
12/12/2022	48901	Check	CLIFTON LARSON ALLEN LLP	14,253.75		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
3484952	PROFESSIONAL SERVICES RENDERED DURING 2021-2022 AUDIT		11/22/2022	14,253.75		
			AUDIT SERVICES		-BUSINESS OFFICE-- 01 E 005 110 000 000 312	14,253.75

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/12/2022	48902	Check	D & G ACE HARDWARE	87.98	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
126307/1	MAINTENANCE SUPPLIES-BLANKET PO 2022-2023 FISCAL YEAR	11/15/2022	87.98		
			REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	87.98
12/12/2022	48903	Check	DAKOTA TRUCK UNDERWRITERS	8,246.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3683105	FINAL PAYROLL AUDIT	11/29/2022	8,246.00		
			WORKERS COMP-EMP BENEFITS--	01 E 005 930 000 000 270	8,246.00
12/12/2022	48904	Check	DRIESSEN WATER INC	65.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
3007003	HR WATER	09/12/2022	17.90		
			GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	17.90
3077326	HR WATER	10/10/2022	18.70		
			GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	18.70
3129961	HR WATER	10/31/2022	5.00		
			GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	5.00
3147574	HR WATER	11/07/2022	18.70		
			GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	18.70
3201951	HR WATER	11/30/2022	5.00		
			GEN SUPPLIES-PERSONNEL--	01 E 005 160 000 000 401	5.00
12/12/2022	48905	Check	EDUCATORS BENEFIT CONSULTANTS, LLC	249.62	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
26102	403(B) ADMIN & COMPLIANCE SERVICE MONTHLY FEE	12/01/2022	249.62		
			FEES FOR SERVICES-BUSINESS OFFICE--	01 E 005 110 000 000 305	249.62
12/12/2022	48906	Check	FUN EXPRESS, LLC	103.10	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
721123869-01	GENERAL SUPPLIES FOR IJ	11/22/2022	103.10		
			GEN SUPPLIES-ELEM ED--	01 E 185 203 000 000 401	103.10

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/12/2022	48907	Check	GRAINGER	703.46	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9514744326	MAINT. SUPPLIES	11/16/2022	354.60		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	354.60	
9517943610	MAINT. SUPPLIES	11/18/2022	348.86		
		REPAIR SUPPLIES-OPERATIONS--	01 E 005 810 000 000 420	348.86	
12/12/2022	48908	Check	INDUSTRIAL ARTS SUPPLY CO	109.70	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
M17714	STEAM ACTIVITY - GOGOLEWSKI	11/18/2022	109.70		
		INSTRUCTL SUPPLIES-ELEM ED--	01 E 185 203 000 000 430	109.70	
12/12/2022	48909	Check	KEMPS	7,570.29	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
4290312	MILK	11/18/2022	254.20		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	254.20	
4290320	MILK	11/18/2022	317.80		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	317.80	
4290331	MILK	11/18/2022	79.45		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	79.45	
4290334	MILK	11/18/2022	111.15		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	111.15	
4290382	MILK	11/18/2022	222.50		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	222.50	
4290529	MILK	11/18/2022	222.60		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	222.60	
4290701	MILK	11/18/2022	317.50		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	317.50	
4294946	MILK	11/22/2022	285.70		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	285.70	
4296079	MILK	11/22/2022	365.35		
		MILK-FOOD SVC--NSLP	02 E 005 770 000 701 495	365.35	

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Check Date	Check Number	Payment Type	Name			Check Amount
12/12/2022	48909	Check	KEMPS			7,570.29
Invoice Number	Description	Invoice Date	Invoice Amount	Account		Amount
4296238	MILK	11/22/2022	301.75			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		301.75
4296319	MILK	11/22/2022	270.05			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		270.05
4296431	MILK	11/22/2022	206.25			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		206.25
4296694	MILK	11/22/2022	301.85			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		301.85
4296702	MILK	11/22/2022	270.05			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		270.05
4296716	MILK	11/22/2022	572.00			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		572.00
4302094	MILK	11/29/2022	190.40			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		190.40
4303062	MILK	11/29/2022	349.40			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		349.40
4303064	MILK	11/29/2022	613.19			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		613.19
4303115	MILK	11/29/2022	174.85			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		174.85
4303145	MILK	11/29/2022	444.80			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		444.80
4303150	MILK	11/29/2022	460.75			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		460.75
4303201	MILK	11/29/2022	571.60			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		571.60
4303214	MILK	11/29/2022	667.10			
				MILK-FOOD SVC--NSLP 02 E 005 770 000 701 495		667.10

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Check Date	Check Number	Payment Type	Name	Check Amount
12/12/2022	48910	Check	LEWIS OUTPATIENT PHYSICAL THERAPY SERVICES, LLC	8,401.48
Invoice Number	Description	Invoice Date	Invoice Amount	Account
15	NOVEMBER 2022 PT CONTRACT	11/30/2022	8,401.48	
	PHYSICAL THERAPY SVCS<25K-SPED GEN--ARP PT B611			01 E 005 420 000 140 371 5,861.68
	PMT FOR ED PURP-SPED AGG--STATE SPED			01 E 005 420 000 740 394 2,539.80
12/12/2022	48911	Check	LIPID TECHNOLOGIES, LLC	558.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
18738	1ST GRADE APPLE ORCHARD FIELD TRIP	11/21/2022	558.00	
	PMT FOR ED PURP-ELEM ED-SOUTHGT-ALL GRADES/FLDT			11 E 145 203 014 122 394 558.00
12/12/2022	48912	Check	MARCO	25.21
Invoice Number	Description	Invoice Date	Invoice Amount	Account
INV10630502	22-23 OVERAGES CLC 85013373	12/01/2022	25.21	
	REPAIR & MAINT SVCS-ABE--STATE ABE			04 E 500 520 000 322 350 25.21
12/12/2022	48913	Check	MARCO INC	150.42
Invoice Number	Description	Invoice Date	Invoice Amount	Account
INV10630500	FOOD SERVICE COPIER 22-23	12/01/2022	150.42	
	PAPER TRANSF/PRINTING-FOOD SVC--NSLP			02 E 005 770 000 701 498 15.13
	PRINCIPAL ON CAP LEASE-FOOD SVC--NSLP			02 E 005 770 000 701 580 135.29
12/12/2022	48914	Check	MARTIN BROS DISTRIBUTING CO	73,968.52
Invoice Number	Description	Invoice Date	Invoice Amount	Account
9743667	FOOD & SUPPLIES	11/15/2022	11,355.45	
	GEN SUPPLIES-FOOD SVC--NSLP			02 E 005 770 000 701 401 292.08
	FOOD-FOOD SVC--NSLP			02 E 005 770 000 701 490 6,533.30
	FOOD-FOOD SVC--AFTER SCH SNACK			02 E 005 770 000 702 490 113.45
	FOOD-FOOD SVC--BREAKFAST			02 E 005 770 000 705 490 3,982.75
	FOOD-FOOD SVC--ALA-CARTE			02 E 005 770 000 707 490 433.87
9743668	FOOD & SUPPLIES	11/15/2022	4,397.46	
	GEN SUPPLIES-FOOD SVC--NSLP			02 E 005 770 000 701 401 55.77
	FOOD-FOOD SVC--NSLP			02 E 005 770 000 701 490 3,354.09

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/12/2022	48914	Check	MARTIN BROS DISTRIBUTING CO	73,968.52	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	346.06
			FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	641.54
9743669	FOOD & SUPPLIES	11/15/2022	17.00		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	17.00
9743670	FOOD & SUPPLIES	11/15/2022	4,174.02		
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	34.59
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	3,226.31
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	858.22
			FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	54.90
9747348	FOOD & SUPPLIES	11/17/2022	8,643.92		
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	1,178.94
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	3,725.84
			FOOD-FOOD SVC--AFTER SCH SNACK	02 E 005 770 000 702 490	471.65
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	3,072.03
			FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	195.46
9747349	CONCESSION ITEMS	11/17/2022	51.28		
			COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619	51.28
9747605	FOOD & SUPPLIES	11/17/2022	1,137.83		
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	139.72
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	608.66
			FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	389.45
9747606	FOOD & SUPPLIES	11/17/2022	3,112.09		
			GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	284.49
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	2,010.89
			FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	816.71
9754185	CONCESSION ITEMS	11/22/2022	83.34		
			COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.	11 R 000 292 000 147 619	83.34

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/12/2022	48914	Check	MARTIN BROS DISTRIBUTING CO	73,968.52	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
9754186	FOOD & SUPPLIES	11/22/2022	4,134.51		
		GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	65.38	
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	3,915.23	
		FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	153.90	
9754187	FOOD & SUPPLIES	11/22/2022	3,499.32		
		GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	177.91	
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	2,551.99	
		FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	769.42	
9759946	FOOD & SUPPLIES	11/28/2022	1,658.18		
		GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	122.16	
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	1,340.58	
		FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	195.44	
9763110	FOOD & SUPPLIES	11/29/2022	17,907.04		
		GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	822.70	
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	15,117.03	
		FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	1,879.10	
		FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	88.21	
9766703	FOOD & SUPPLIES	12/01/2022	13,797.08		
		GEN SUPPLIES-FOOD SVC--NSLP	02 E 005 770 000 701 401	1,221.66	
		FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	9,328.93	
		FOOD-FOOD SVC--AFTER SCH SNACK	02 E 005 770 000 702 490	82.13	
		FOOD-FOOD SVC--BREAKFAST	02 E 005 770 000 705 490	2,218.20	
		FOOD-FOOD SVC--ALA-CARTE	02 E 005 770 000 707 490	946.16	
12/12/2022	48915	Check	MAVO SYSTEMS	4,306.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10580	SUMNER PIPE	11/22/2022	936.50		
		BLDG ACQ/CONSTRUCTION-LTFM--ASBESTOS REMOVAL	05 E 005 865 000 358 520	936.50	

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Check Date	Check Number	Payment Type	Name	Check Amount	
12/12/2022	48915	Check	MAVO SYSTEMS	4,306.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10581	SUMNER MOLD	11/16/2022	3,370.00		
			BLDG ACQ/CONSTRUCTION-LTFM--FIRE SAFETY	05 E 005 865 000 363 520	3,370.00
12/12/2022	48916	Check	MEI TOTAL ELVATOR SOLUTIONS	3,616.82	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
990041	NOVEMBER MONTHLY SERVICE	11/01/2022	1,150.00		
			BLDG ACQ/CONSTRUCTION-LTFM--PHYSICAL HAZARDS	05 E 005 865 000 347 520	1,150.00
990042	NOVEMBER MONTHLY SERVICE NEW ELEVATOR	11/01/2022	412.82		
			BLDG ACQ/CONSTRUCTION-LTFM--PHYSICAL HAZARDS	05 E 005 865 000 347 520	412.82
991667	AHS ELEVATOR 2 SERVICE	11/11/2022	2,054.00		
			BLDG ACQ/CONSTRUCTION-LTFM--PHYSICAL HAZARDS	05 E 005 865 000 347 520	2,054.00
12/12/2022	48917	Check	PAN-O-GOLD BAKING CO	1,620.66	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
10007222315009	BREAD	11/11/2022	95.40		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	95.40
10007222322009	BREAD	11/18/2022	45.75		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	45.75
10007222322010	BREAD	11/18/2022	73.20		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	73.20
10007222322011	BREAD	11/18/2022	36.60		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	36.60
10007222322012	BREAD	11/18/2022	98.07		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	98.07
10007222322013	BREAD	11/18/2022	36.60		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	36.60
10007222322014	BREAD	11/18/2022	248.25		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	248.25
10007222332011	BREAD	11/28/2022	123.57		
			FOOD-FOOD SVC--NSLP	02 E 005 770 000 701 490	123.57

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Check Date	Check Number	Payment Type	Name	Check Amount		
12/12/2022	48917	Check	PAN-O-GOLD BAKING CO	1,620.66		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
10007222332012	BREAD		11/28/2022	141.24		
			FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	141.24
10007222332013	BREAD		11/28/2022	91.50		
			FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	91.50
10007222332014	BREAD		11/28/2022	179.25		
			FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	179.25
10007222332015	BREAD		11/28/2022	164.67		
			FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	164.67
10007222332016	BREAD		11/28/2022	47.46		
			FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	47.46
10007222336011	BREAD		12/02/2022	239.10		
			FOOD-FOOD SVC--NSLP		02 E 005 770 000 701 490	239.10
12/12/2022	48918	Check	PEARSON	427.98		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
20133132	SPEECH ASSESSMENTS		11/22/2022	427.98		
			INDIV INST SUPPLIES-SPEECH--IDEA SEC 619		01 E 120 401 000 420 433	427.98
12/12/2022	48919	Check	PEPSI-COLA OF ROCHESTER	360.00		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
9379009	BEVERAGES FOR CONCESSION		11/28/2022	360.00		
			COST OF MAT SOLD-BOY/GIRL--ACTIVITIES REV.		11 R 000 292 000 147 619	360.00
12/12/2022	48920	Check	QUILL CORPORATION	318.58		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
28984364	FILE CABINETS		11/14/2022	318.58		
			GEN SUPPLIES-SEC--		01 E 210 211 000 000 401	318.58

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Check Date	Check Number	Payment Type	Name	Check Amount		
12/12/2022	48921	Check	REGENTS OF UNIV OF MN	5,789.56		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
0290065595	CAREI BILLING		12/01/2022	5,789.56		
			CONTRACT<25K-CURRICULUM-2ND PR YR-ESSER III 90%		01 E 005 610 012 160 303	5,789.56
12/12/2022	48922	Check	TOSHIBA FINANCIAL SERVICES	701.56		
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
5022705353	AHS MAIN2/ISS/WRITE PLACE COPIER		11/17/2022	701.56		
			PRINCIPAL ON CAP LEASE-SEC--		01 E 310 211 000 000 580	701.56
Total:					\$135,127.28	

B230601 Summary

Type	Count	Amount
Regular	26	135,127.28
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	0	0.00
Total:	26	\$135,127.28

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Check Date	Check Number	Payment Type	Name			Check Amount
12/12/2022	5000001113		BORDER STATES ELECTRIC SUPPLY*			149.40
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
925347318	BLANKET PO FY 2022-2023		11/18/2022	149.40		
			REPAIR SUPPLIES-OPERATIONS--		01 E 005 810 000 000 420	149.40
12/12/2022	5000001114		DIAMOND RIDGE PRINTING*			144.00
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
14005	CEO PROGRAM		11/12/2022	144.00		
			GEN SUPPLIES-SEC-CEO PROGRAM-		01 E 310 211 206 000 401	144.00
12/12/2022	5000001115		FLINN SCIENTIFIC INC*			64.95
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
2809164	GENERAL SUPPLIES FOR SCIENCE		11/21/2022	64.95		
			GEN SUPPLIES-ELEM ED--		01 E 185 203 000 000 401	64.95
12/12/2022	5000001116		HILLYARD/HUTCHINSON*			7,686.14
Invoice Number	Description		Invoice Date	Invoice Amount	Account	Amount
604940036	2ND BLANKET PO FOR FY 2022-2023 CUSTODIAL SUPPLIES		11/15/2022	16,443.76		
			CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	16,443.76
604943213	2ND BLANKET PO FOR FY 2022-2023 CUSTODIAL SUPPLIES		11/17/2022	347.16		
			CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	347.16
700526088	2ND BLANKET PO FOR FY 2022-2023 CUSTODIAL SUPPLIES		11/17/2022	1,019.91		
			CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	1,019.91
800605647	2ND BLANKET PO FOR FY 2022-2023 CUSTODIAL SUPPLIES		11/17/2022	-44.70		
			CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	-44.70
800605648	2ND BLANKET PO FOR FY 2022-2023 CUSTODIAL SUPPLIES		11/17/2022	-10,079.99		
			CUSTODIAL SUPPLIES-OPERATIONS--		01 E 005 810 000 000 410	-10,079.99

Board Packet

AP Run: CB230601 — Post Date: 2022-12-12 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
12/12/2022	5000001117		METRO SALES INC*	5,774.30	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
INV2168625	22-23 COPIER OVERAGES	11/21/2022	77.01		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	77.01
INV2168626	22-23 COPIER OVERAGES	11/21/2022	1,343.38		
				REPAIR & MAINT SVCS-BUSINESS OFFICE-- 01 E 005 110 000 000 350	490.19
				REPAIR & MAINT SVCS-SEC-- 01 E 210 211 000 000 350	125.16
				REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	728.03
INV2168903	22-23 AHS COPIER SN: 4021C600318	11/21/2022	425.38		
				REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	100.38
				PRINCIPAL ON CAP LEASE-SEC-- 01 E 310 211 000 000 580	325.00
INV2171206	2022-2023 ELLIS COPIER LEASE SN: 4041C900204	11/23/2022	724.52		
				REPAIR & MAINT SVCS-SEC-- 01 E 210 211 000 000 350	223.52
				PRINCIPAL ON CAP LEASE-SEC-- 01 E 210 211 000 000 580	501.00
INV2177675	QUARTERLY 22-23 COPIER OVERAGES	12/05/2022	3,204.01		
				PAPER TRANSF/PRINTING-SUPERINTENDENT-- 01 E 005 020 000 000 498	10.08
				REPAIR & MAINT SVCS-ELEM ED-- 01 E 105 203 000 000 350	1,165.26
				REPAIR & MAINT SVCS-ELEM ED-- 01 E 125 203 000 000 350	203.90
				REPAIR & MAINT SVCS-ELEM ED-- 01 E 145 203 000 000 350	902.88
				REPAIR & MAINT SVCS-ELEM ED-- 01 E 155 203 000 000 350	375.49
				REPAIR & MAINT SVCS-SEC-- 01 E 310 211 000 000 350	546.40
12/12/2022	5000001118		MIDTOWN AUTO CLINIC*	568.15	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
87909	2000 DODGE DAKOTA	11/17/2022	568.15		
				REPAIR & MAINT SVCS-OPERATIONS-- 01 E 005 810 000 000 350	568.15
12/12/2022	5000001119		OFFICE DEPOT*	160.53	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
275441265001	ELL & CLASSROOM ITEMS	11/11/2022	160.53		
				GEN SUPPLIES-ELEM ED-- 01 E 155 203 000 000 401	80.27
				GEN SUPPLIES-ELEM ED-SUMNER-SUMNER GEN 11 E 155 203 015 119 401	80.26

Board Packet

AP Run: CB230601 — Post Date: 2022-12-12 — AP Run Type: R

Austin Public Schools ISD 492

Check Date	Check Number	Payment Type	Name	Check Amount	
12/12/2022	5000001120		SCHOOL SPECIALTY, LLC*	52.50	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
208131461225	MARKERS AND NOTEBOOKS	11/18/2022	52.50		
		GEN SUPPLIES-ELEM ED--	01 E 145 203 000 000 401	52.50	
12/12/2022	5000001121		SOUTH CENTRAL ATHLETE*	416.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
022868	SWIM T SHIRTS	10/10/2022	416.00		
		GEN SUPPLIES-GIRLS ATHL-SWIM/DIVE-	66 E 310 296 108 000 401	416.00	
12/12/2022	5000001122		WENGER CORPORATION*	983.68	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
838645	CELLO RACK - DISTRICT CAPITAL	11/15/2022	983.68		
		EQUIPMENT-MUSIC--OPER CAP	05 E 210 258 000 302 530	983.68	
Total:				\$15,999.65	

CB230601 Summary

Type	Count	Amount
Regular	0	0.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Epayables:	10	15,999.65
Total:	10	\$15,999.65

Board Packet

Summary by Fund

Austin Public Schools ISD 492

<u>Fund</u>	<u>Total</u>
01 - GENERAL FUND	384,806.27
02 - FOOD SERVICE FUND	91,245.14
04 - COMMUNITY SERVICE	12,522.50
05 - CAPITAL EXPENDITURES	28,274.95
11 - SITE & CO-CURRICULAR	20,922.83
12 - AUSTIN AREA CONSORTIUM	2,971.00
66 - ATHLETICS	1,447.22
88 - STUDENT ACTIVITY	660.87
	<hr/>
	\$542,850.78

INDEPENDENT SCHOOL DISTRICT 492			
LISTING OF PAYMENTS MADE BY ELECTRONIC FUNDS TRANSFER			
FOR THE MONTH OF		NOVEMBER 2022	
DATE	PAID TO	PAYMENT FOR	AMOUNT
11/1/2022	PERA	PERA EE & ER	\$ 67,861.08
11/1/2022	TRA	TRA EE & ER	\$ 202,203.94
11/2/2022	EDUCATORS BENEFITS	403 (b) CONTRIBUTIONS	\$ 47,756.96
11/7/2022	VENDORS	P-CARD	\$ 14,209.86
11/10/2022	FEDERAL RESERVE	NET CHECK	\$ 1,222,245.30
11/14/2022	EFTPS	FED, FICA & MEDICARE	\$ 411,541.27
11/14/2022	MN COMM OF REVENUE	STATE WITHHOLDING	\$ 69,298.72
11/15/2022	BANK OF AMERICA	HSA EE CONTRIBUTION	\$ 32,008.25
11/15/2022	EFTPS	FED, FICA & MEDICARE	\$ 254.51
11/15/2022	FEDERAL RESERVE	NET CHECK-ACH RETURN	\$ (450.00)
11/15/2022	MN COMM OF REVENUE	CHILD SUPPORT	\$ 1,077.25
11/15/2022	PERA	PERA EE & ER	\$ 65,368.25
11/15/2022	TRA	TRA EE & ER	\$ 210,899.57
11/16/2022	MN COMM OF REVENUE	STATE WITHHOLDING	\$ 52.54
11/17/2022	AFLAC	INSURANCE PREMIUMS	\$ 1,117.64
11/17/2022	EDUCATORS BENEFITS	403 (b) CONTRIBUTIONS	\$ 46,218.34
11/23/2022	EFTPS	FED, FICA & MEDICARE	\$ 402,711.93
11/23/2022	FEDERAL RESERVE	NET CHECK	\$ 1,184,609.88
11/23/2022	MN COMM OF REVENUE	GARNISHMENT	\$ 377.03
11/25/2022	MN COMM OF REVENUE	STATE WITHHOLDING	\$ 68,624.79
11/28/2022	BANK OF AMERICA	HSA EE CONTRIBUTION	\$ 31,654.01
11/28/2022	FEDERAL RESERVE	NET CHECK-ACH RETURN	\$ (450.00)
11/29/2022	EDUCATORS BENEFITS	403 (b) CONTRIBUTIONS	\$ 45,371.00
11/29/2022	EFTPS	FED, FICA & MEDICARE	\$ 96.33
11/29/2022	MN COMM OF REVENUE	CHILD SUPPORT	\$ 916.20
11/29/2022	MN COMM OF REVENUE	STATE WITHHOLDING	\$ 8.91
	TOTAL		\$ 4,125,583.56

DATE: December 12, 2022
TITLE: 2022-2023 Budget Amendment
TYPE: Action
PRESENTER: Andrew Adams, Executive Director of Finance & Operations

Background:

The 2022-2023 Original Budget was prepared and approved by the school board in June 2022. The parameters used to develop the budget included assumptions about construction and capital projects. Summer projects were started as early as May 2022 and completed in September 2022. Completion of these projects provided new assumptions for the District Capital Projects Fund.

Rationale:

The proposed reduction to the expenditure budget for the Capital Projects Fund is as follows:

2022-2023 Original Budget Capital Projects Fund	2022-2023 Budget Adjustment Capital Projects Fund
Expenditures \$3,856,568	\$2,119,526

The expenditure reduction results in an anticipated fund balance of \$0 in the Capital Projects Fund.

Recommendation:

It is recommended that the school board approve the proposed budget amendment to the 2022-2023 Capital Projects Fund.



DATE: 12/12/2022

TITLE: Special Services Department Update

TYPE: Information

PRESENTER(S): Sheri Willrodt – Executive Director of Special Services

BACKGROUND:

- Our Special Education Advisory Council (SEAC) met on December 2. The topic of discussion was participation in extracurricular activities. Dan Marreel, Adaptive Bowling Coach, provided a presentation. Sheri Willrodt also discussed the decision flowchart available to IEP teams for consideration of supports that might be needed for participation in Nonacademic and Extracurricular Activities. Community members Linda Keenan, Jamie Riley, and Laura Eyre shared information about the Unified Swim Team at the YMCA as well as the Special Olympics Young Athletes program available there.
- We are working on coverage in lieu of several certified staff resignations since the start of school:
 - We have a long-term substitute in place for a SPED teacher at the high school who resigned in October while we continue to search for a replacement.
 - We collapsed the caseload of a SPED teacher who resigned at IJ Holton by dividing the caseload between several other case managers, resulting in larger caseloads
 - I have been attempting to hire a speech clinician through an agency to replace the early childhood speech clinician who has resigned effective January 13; since I have been unsuccessful I am switching my strategy to do some internal shifting (to ensure in-person coverage in early childhood) and then contracting with a virtual clinician to start in January.
 - Due to a limited candidate pool in our mid-year posting for an Elementary SPED Supervisor, we have determined to cover the duties of that position internally for the time being by splitting the duties among members of the SPED Leadership Team. We will repost this position in March for a July 1 start date.

We also continue to have 17 unfilled special education paraprofessional positions

- A group of representatives from the Austin Public Schools District Response Team and District Security Committee attended the Minnesota School Violence Prevention Symposium on December 5 in Waite Park, MN. Featured speakers included Dr. Jillian Peterson and Dr. James Densley from The Violence Project, as well as Bruno Diaz from the U.S. Department of Homeland Security.



DATE: 12/12/2022

TITLE: Information Services Department Update

TYPE: Information

PRESENTER(S): Corey Haugen - Director of Information Services

BACKGROUND:

STAR Assessment Winter Benchmarking

- Staff and Students will be completing Winter Benchmarking on the STAR Assessment Platform from Dec. 5 – Dec. 22, 2022.
- Students in Grades KG – 08 and select HS populations will be assessed in Computer Adaptive Tests and Curriculum Based Measures based on the [District Assessment Program](#).
- This being the 2nd round of STAR Assessments for 2022-2023, we will have the additional growth metric score called the “SGP”. **Student Growth Percentile (SGP)** is a norm-referenced quantification of individual student growth derived using quantile regression techniques. An SGP compares a student's growth to that of his or her academic peers nationwide. SGPs range from 1–99 and interpretation is similar to that of Percentile Rank scores; lower numbers indicate lower relative growth and higher numbers show higher relative growth. For example, an SGP of 70 means that the student's growth from one test window to another exceeds the growth of 70% of students nationwide in the same grade with a similar achievement history.

Infinite Campus Early Warning System

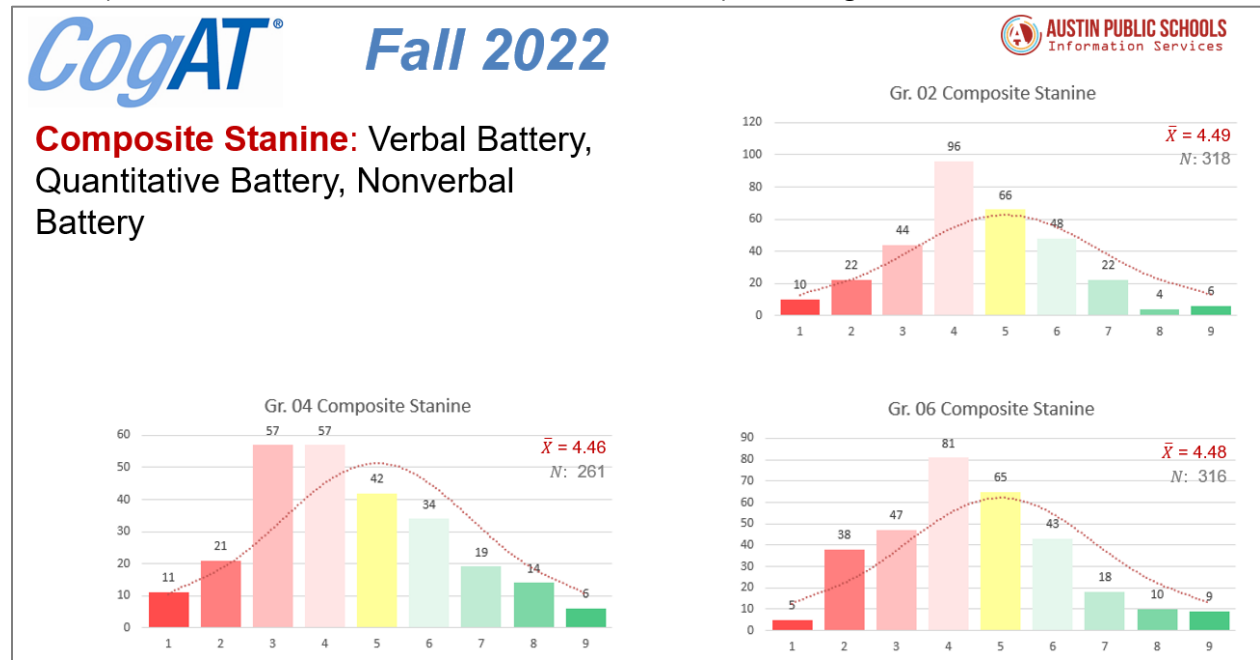
- In responses to the MTSS Audit, Info Services has completed work on the installation/set-up of the Campus Early Warning System. Early Warning is a tool that automatically discovers statistical relationships between educational records and enrollment outcomes. Early Warning uses these evidence-based risk factors to estimate each student's likelihood of a positive enrollment outcome (matriculation or graduation) versus a negative enrollment outcome, such as dropping out of school.
- The Graduation Related Analytic Data (GRAD) score summarizes a student's educational record with a single number to indicate their likelihood of promotion

to the next grade level. GRAD scores measure factors predictive of dropping out of school and factors indicative of a student's persistence to the next grade level or to graduation.

- We plan to begin rolling this out to staff in January 2022.

CogAT Assessments Completed November 2022

- The Cognitive Abilities Test™ (CogAT®) reflects the most current industry research in the measurement of cognitive abilities and learning styles.
- When students' abilities are revealed, it opens a whole new realm of possibilities—teachers can tailor instruction to match how students learn, students are considered for enrichment programs that pique their interest and challenge their thinking, and gaps between student achievement and ability are uncovered.
- CogAT®, the most widely used and trusted abilities test, makes it all happen. With its measurement of **Verbal**, **Quantitative**, and **Nonverbal** reasoning—cognitive domains that are highly correlated with school success—this singular test provides a continuous view of student ability across grade levels.



	Count	Verbal	Quantitative	Nonverbal	Composite
Grade 02	318	4.38	4.84	4.60	4.49
Grade 04	261	4.00	4.89	4.70	4.46
Grade 06	316	4.12	4.51	5.11	4.48
Grand Total	895	4.18	4.74	4.81	4.48

Source: <https://viewpointsolution.org/Austin/app/login.aspx>



DATE: 12/12/2022

TITLE: Teaching and Learning Department Update

TYPE: Information

PRESENTER(S): Katie Baskin, Executive Director of Teaching and Learning

BACKGROUND:

MTSS District Team

The District MTSS has been meeting monthly this year to begin the work of designing our building MTSS teams, processes, and procedures in alignment with our priorities that emerged from the MTSS audit completed during the 21-22 school year. The work of the District MTSS team is critical as we plan to prepare our system to function more consistently in support of the MTSS framework. Kim Gibbons and Courtney Wheeler from the Center for Applied Research and Education Improvement (CAREI) have been working closely with the District MTSS team to help guide our work as they know deeply our system and how plan for implementation. Upon their recommendation, our District MTSS team also applied to join a 6-session course through MDE from February through June to enhance and support our district level work and professional learning in each of the MTSS components. This additional professional learning and support through MDE will align with the work we are currently doing with CAREI and strengthen our district team's support of our APS system as we work toward MTSS implementation.

District Professional Learning

On January 16th, 2023 staff will be engaging in professional learning throughout our APS system. Buildings will focus their professional learning efforts in alignment with site improvement plans and the district operational plan. A portion of this time will be devoted to collaborative department meetings across our system to discuss curriculum and instruction. K-4 teams will be meeting with their grade levels or content alike teams, and 5-12 staff will also meet in content departments. One of the elements of this collaboration time will be learning and reflection on the Guided Instruction element of our APS Instructional Model. Guided Instruction, often referred to as the "We Do It" component of the Gradual Release of Responsibility Instructional Model, is the opportunity for teachers to immerse students in new ideas and skills through questions, prompts, and cues. This allows teachers to listen for and redirect misconceptions while guiding instruction for students as they engage with the new learning.

Packer Profile

Development work on the Packer Profile is underway. Led by the AHS Administrative Team, three Design Teams have been working to develop the Packer Profile Principles that will guide student experience throughout their education at Austin Public Schools. The Principles include Career Pathways, Meaningful Learning Experiences, and the Packer Portfolio. The three Design Teams are tasked with creating options, gathering feedback, and making recommendations on the design and implementation of the

Packer Profile. The Design Teams are comprised of leaders from both Ellis Middle School and Austin High School. On December 19th, at 12pm and 4pm, multiple community stakeholders will come together to learn and provide feedback to the Packer Profile Design Teams on their work and development thus far. The teams are excited to share their thoughts and to also receive feedback and insights from our community to enhance their work moving forward.



DATE: 12/12/2022

TITLE: Organizational Development and Administrative Services Department Update

TYPE: Information

PRESENTER(S): John Alberts, Executive Director of Organizational Development and Administrative Services

BACKGROUND:

School Violence Symposium

- On December 5, 2022, a team from the APS District Response Team attended the Minnesota Violence Prevention Symposium. Speakers at the symposium included:
 - Dr. Jillian Peterson and Dr. James Densley of the Violence Project, and authors of the book with the same title
 - Bruno Diaz from the U. S. Department of Homeland Security
 - A panel representing the MN Safety Center, Lakeville Schools, and the Cottage Grove Police Department
 - Michele Gay of Safe and Sound Schools and parent of a 1st grader killed at Sandy Hook
- We will be debriefing with the entire Response Team on December 20, 2022, and share the learnings from the symposium.

AHS Principal Hiring Process

- On December 7, 2022, first round interviews occurred for AHS principals. An interview team of 22 people from across departments participated. Round 2 interviews will occur on December 14, with final interviews December 15.

Best Workplace Survey

- The staff satisfaction/engagement survey through Energage closed on November 17.
- The survey will give feedback against 15 Culture Drivers
- In total, there were 519 total responses, with 1455 comments.
- The district will be reviewing the results for next steps

Student Rights and Responsibilities Handbook

- Derik Gustafson, Blake Henely, Matt Schmit, Sheri Willrodt, and John Alberts have spent the last month reviewing and updating the Student Rights and Responsibilities Handbook. The updated handbook will be available on the district website in the near future. Updates reflect updates to board policy and legislation. Consequence guidelines were also reviewed for consistency.



DATE: 12.7.22

TITLE: APS Site Reports

TYPE: Informational

PRESENTER(S): Dr. Joey Page, Superintendent

BACKGROUND:

The following is a summary of events and items from our sites.

Austin High School:

We met with Riverland Community College about their College Now Program Partnership.

Fire Drill in the Annex went well. We debriefed after to discuss any concerns or changes that need to be made for drills.

We met with our teams about the Packer Profile and made progression to prepare for the community and staff input date.

Reviewing course registration and continuing to finalize the schedule for semester two.

Lockdown drill on Tuesday, November 29th.

We held conversations around parent/teacher conferences for the spring and for the 23-24 school year.

9th and 10th-12th grade-level teams are up and running. Students are being referred to grade-level teams for tier two support.

MTSS behavior flow chart was introduced to FCLT and will bring feedback/suggestions for changes to the next FCLT meeting.

Activities Update:

Fall Athletics officially ended with the Girls State Swim & Dive Meet at the U of M. We had 2 individuals and one relay team qualify.

- Olivia Walsh placed 7th in the 50 yd Freestyle, and 8th in the 100 yd Freestyle

- Reese Norton and Alayna Kennedy placed 12th & 13th place, respectively, in diving.
- Gracie Greenman swam the 500 yd Freestyle
- Alivia Henry, Abbie Boysen, Gracie Greenman and Olivia Walsh swam the 200 Free Relay
- Anna Kossman and Jaycie Pollak were relay alternates

Winter Sports are in full swing.

AHS Music Department have had their Fall concerts and will perform a holiday concert on 12/20.

The Austinaires have been busy spreading holiday cheer throughout the city with a full calendar of local performances.

The Austinaires, Jazz One, La Fiera Chamber Orchestra and Choralaires hosted a show at the Paramount Theater on 12/4/22

AHS Drama Club is holding auditions for their first performance, 'Sally Cotter and the Censored Stone' on 12/12&13

[Staff Newsletter: December 5th-9th](#)
[December Community Newsletter](#)

Ellis Middle School:

- STAR Assessment Math 12/7, Reading 12/13
- The next Ellis Dance 12/16
- Ellis Orchestra & Band Concerts: 12/12 (Dewey, Karen and Paula are participating), Ellis Choir 12/15
- Goal setting in Advisory Quarter 2
- PEACE team - The PEACE (Positive Energy Activates Constant Elevation) team is to provide positive interactions throughout the day for our 20 students with the highest number of minor referrals.
- Young Scientists 2nd trip to the institute to work with their Mentors is this Wednesday.
- The staff will be involved in Strengths Finder Work.
- Here is the link to our most recent newsletter.
<https://www.smores.com/5ep3k>

IJ Holton Intermediate School:

- Our monthly Character Counts assemblies went well. This year, Dewey and Blake go to each team individually in their FTLA and give the awards. We feel this is more personalized. They are going well.
- We will have the STAR Assessments in Math and Reading this Month. This is important as it is the data we use for our Winter conferences with parents.
- We have a 6-8 Orchestra, 6-8 Band Concert on 12/12 at 6pm in Knowlton Aud.
- We have our 5-8 Choir concert on the 15th in Knowlton Aud.

- Holton had their very first Family Fun Night on December 6th. This was a huge success! We served dinner to almost 400 people and had almost 500 in attendance. Activities included: a petting zoo with Llamas, sheep and other critters (thank you 4-H for the help), a movie outside, crafts in the FTLA's and Games in the Gym. However, the highlight of the event, was Mr. Henely kissing the Llama. The building emptied to see that historic event. No animals were harmed during the activity 😊.
- Staff will continue our Strengths Finder work this month as well.

Banfield Elementary School: We recently had our Math Family Fun Night with about 128 in attendance centered around dice math games that help our students to flexible math thinkers. It was a great night!

* Holiday Concerts are back in person and our 2nd and 3rd Grade students will be performing for families on Dec. 9th at 9:00 am and 1:00 pm. We are hoping all this singing about snow might bring some fun days over holiday break!

* Banfield students and staff began our second round of STAR testing starting this month. The STAR tests are used as a Universal screener to help show our students' progress and give us information that we can use to effectively plan instruction in our classrooms that meet the needs of our students. Teacher will finish administering these assessments before the winter break so we can have a fresh look at where we are at when we meet in our Data teams in January. We are also assessing for a range of reading. Our professional development in January will be centered around using a framework for our small groups that is consistent across grades to make this time impactful and intentional toward meeting our grade level and school-wide growth goals.

* Banfield December Newsletter

<https://www.smores.com/fxu8v>

Neveln Elementary School:

- We are happy to report that Robotics is officially back at Neveln and we competed at our first event this past month.
- In November, the REACH students from Ellis once again came over to Neveln to mentor some of our students and discuss what it means to have empathy. Additionally, 2 students from each class were recognized at our monthly PBIS assembly for displaying empathy towards others while at school.
- The Neveln student council donated 1,239 pounds of food to the Austin Salvation Army this year; a new record for Neveln!
- We are in the process of collaborating with the Austin Bruins to create a "Neveln Knights Night at the Rink". We'd love to see you there! Mr. Barnick will send all board members an official invite once details are confirmed.

- Please take a moment to view our monthly newsletter here: <https://www.smore.com/y3071>

Southgate Elementary School: The month of December is a busy, yet exciting time at Southgate!

- Our students have been preparing for our Winter concert series for 2nd and 3rd graders which will take place on Thursday, December 15th. It is great to be able to do in person concerts again and the students and music teachers, Ms. Lisa George and Mr. Dave Hovland have been working hard to ensure that we have a spectacular concert. Parents and students will also have the ability to see the student Art Show and visit the Scholastic Book Fair during the concerts.
- The Student Leadership Team at Southgate is also raising items for the Southgate Food Drive during the week of December 12th. Mr. Alex Weis, the advisor for the leadership team has done a nice job facilitating this week of giving for our Southgate Gators.
- Southgate students and staff are also engaged in the second round of STAR testing starting this month. The STAR tests help show our students' progress and give us information that we can use to effectively plan instruction in our classrooms that meet the needs of our students. Teacher will finish administering these assessments before the winter break so we can have a fresh look at where we are at when we meet in our Data teams in January.
- Link to Southgate newsletter: <https://www.smore.com/4sxx2-the-gator-gazette>

Alternative Learning Center:

-Austin sophomore Camerohn Cox was elected as one of five Minnesota Association of Alternative Programs (MAAP) Stars state officers. He will be presenting to the school board next month.

<https://www.austindailyherald.com/2022/11/austin-sophomore-elected-to-maaps-state-office/>

-The transition of students from the Ellis Excel program to the AHS ALC continues to be successful. Students are being supported by lower class sizes, a check-in-connect program, and a personal wellness class for social emotional and academic support.

-Another student graduated this month. We are proud of Brandon Nava for his continued persistence and grit.

-One of our staff members was asked to present at the state MAAP STARS conference in February.

-We are meeting with members from the ESSA (Every Student Succeeds Act) state plan development team to help our school increase our graduation rate and to increase family engagement.

Many students continue to accelerate their learning and recover credits both during the day and during night school.

Austin Online Academy: This past month students in Austin Online Academy have been working hard to complete any missing assessments and assignments as we are almost at the end of the first semester. Scholars and families are working to review updated grades and progress via Infinite Campus to ensure they are on track to earn credit for their courses.

The AOA team has been meeting with Lana Petersen to review feedback from student focus groups as we start to plan next year's course offerings and schedule. The AOA Business plan is set to be completed by the end of this month and will help us map out the next 2-5 years.

Onboarding for second semester is underway at AOA! Mrs. Cabeen is meeting with interested families this month along with their counselor. On January 16th scholars and families will participate in an onboarding session to learn how to take attendance, how to log into all of their courses, and plan out what it will look like to be a virtual learner.

We are grateful for the ongoing support from AHS staff and administration as we learn to navigate this exciting program and opportunity for students across Minnesota.

December Parent Newsletter: <https://www.smores.com/m5zqk>

Sumner Elementary School:

1. Students currently completing STAR assessments for reading and math. Mid-Year Data meetings will be held the week prior to break, to review and adjust intervention supports as well as measuring growth goals.
2. Students in grade 2 and 3 are preparing for their musical performance to take place on January 27, 1:30 p.m. in the gym.
3. The scouts have held another family event at Sumner this past Thursday, engaging with Sumner students and their families. They plan to conduct a few more events in the spring. These events allow families to come together to learn a new skill, eat some snacks and play. These are typically well-attended events.
4. Link to Sumner newsletter: <https://www.smores.com/tqzsr>

Woodson Kindergarten Center: There is much to celebrate in the month of December at Woodson. We enjoyed a wonderful Holiday Sing performance on Friday, December 2nd. The students did a great job singing four winter themed songs and the Knowlton auditorium was filled with their loved ones. In addition, our students have earned their first PBIS school-wide celebration. Our staff have

noticed over 5,000 caring critter behaviors this school year by students showing care for themselves, others, and property. Finally, our school family is participating in Cans for Kindness by collecting non-perishable food/personal care items for the Packer Pantry December 5th -15th. We are hoping to collect over 500 items to support our district's Packer Pantry. Finally, I would like to share our monthly Family Newsletter (see link below). Our vision with this monthly letter is to support school to home social emotional literacy. I have received many comments from families about the value of this information and testimonials of incorporating SEL strategies from school at home. This parent partnership has been very powerful with over 331 visits to our newsletter and growing each month. <https://www.smores.com/h50vk>

Early Childhood: We were pleased to host our first FACT (Family and Child Together event) on December first. The event was very well attended. Families enjoyed playing in sensory bins with their children, making crafts and decorating cookies. We would like to thank the Nature Center for hosting this event for us. We look forward to more activities this winter and spring. Please enjoy our Early Childhood Newsletter [here](#).

Austin Adult Learning: We look forward to offering four sections of GED classes starting in January. Through a combination of current and former staff members we will be able to offer classwork in Reading, Math, Science and Social Studies. We continue to look for teachers for evening English language classes.

Kids Korner: Kids Korner, in addition to offering before and after school care, is open during non-school days such as our upcoming winter break. Our staff plan for safe, fun, and engaging activities for students when they attend on these days.

Adult and Youth Enrichment: In addition to the start of HEAT in November, Community Education enrichment has several fun opportunities for youth this month. For adults we have several day trips planned as well as a trip to Kentucky in the spring.

CEAC: Our Community Education Advisory Council will convene in January. We look forward to welcoming new members and looking for continued collaboration across the community.

ECAC: Our meeting for our Council for Little Packers will occur in January of 2023. We surveyed our parents and found that an early evening meeting with child care provided would be best. Two of our amazing preschool staff have agreed to work some extra hours to provide this care and we look forward to learning with and from our amazing parents in January.

DATE: December 12, 2022

TITLE: Certification of Property Tax Levy 2022 Payable 2023

TYPE: Action

PRESENTER: Andrew Adams, Executive Director of Finance & Operations

Background:

By December 31, 2021, the School Board must certify the levy for property taxes payable in 2022. The levy limit is determined by the Minnesota Department of Education (MDE) and is based on Minnesota Statutes as well as information supplied by each district relating to referendum authority, enrollment, and intent to participate in various programs. The levy limit indicated in the recommendation is based on information provided by MDE.

Rationale:

Monday, December 12, 2022, is the date for the regularly scheduled School Board meeting in December. As part of that meeting, the School Board held the Truth in Taxation hearing discussing the 2022 Pay 2023 levy.

Last year's (2022) levy was \$8,592,885.85 and the proposed levy limit for 2023 is \$10,564,709.04. This is an increase of 22.95% in the school portion of a property owner's tax bill.

Recommendation:

It is recommended that the school board certify the property tax levy for taxes payable in 2023 and authorize the Clerk to execute the levy certification forms in the amount of \$10,564,709.04.

DONATIONS
December 12, 2022

School Board Policy 706 - Acceptance of Gifts establishes guidelines for the acceptance of gifts to the District. Following is the list of gifts received November 14, 2022 through December 12, 2022.

DONOR	AMOUNT	RECIPIENT(S)	PURPOSE
Ellis Food Service Staff	\$50.00	Food & Nutrition Services	Lunch Tray Project
Ellis Staff Members	\$165.00	Food & Nutrition Services	Lunch Tray Project
Brian Stabinger	\$100.00	Food & Nutrition Services	Lunch Tray Project
Michelle Arjes	\$25.00	Food & Nutrition Services	Lunch Tray Project
Joseph Hoopman	\$25.00	Food & Nutrition Services	Lunch Tray Project
Westminster Church	\$810.00	Food & Nutrition Services	Lunch Tray Project
Gary Corcoran – Quality Case Management	\$1000.00	Food & Nutrition Services	Lunch Tray Project
Paul Geannakouri	\$100.00	Food & Nutrition Services	Lunch Tray Project
Anonymous	\$300.00	Food & Nutrition Services	Lunch Tray Project
Vanessa Langham	\$40.00	Food & Nutrition Services	Lunch Tray Project
Bruce & Barb Goette	\$100.00	Food & Nutrition Services	Lunch Tray Project
Hormel Foods – Matching Contribution	\$200.00	Southgate Elementary	Expenses
Hormel Foods – Matching Contribution	\$100.00	Southgate Elementary	Expenses
Greg & Amy Baskin	\$155.54	Southgate Elementary	Expenses
Hormel Foods – Matching Contribution	\$160.00	Southgate Elementary	Expenses
Anonymous Donor	\$204.14	Cross Country Team	Expenses
Hormel Foods – Matching Contributions	592.30	Cross Country Team	Expenses
Hormel Foods – Matching Contributions	190.00	Banfield Elementary	Expenses
Jim and Mary Herrick	\$20.00	Swim and Dive Team	Diving Board

RECOMMENDATION

It is recommended that the School Board of Independent School District #492 approve the gifts as presented.

RESOLUTION

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District #492 approve the gifts received November 14, 2022 through December 12, 2022.

Austin Public Schools
FY2022-23 Revised Budget & FY2023-24 Original Budget
Budget Timeline

FY2022-23 Revised / Final Budget		FY2023-24 Original Budget	
December, 2022	Review budget timeline with the Finance Committee, Superintendents Cabinet, and District Leadership Team	December, 2022	Review budget timeline with the Finance Committee, Superintendents Cabinet, and District Leadership Team
December, 2022	Review budget timeline with School Board	December, 2022	Review budget timeline with School Board
January 9, 2023	Revise enrollment projections reviewed with Superintendents Cabinet for School Board approval	January 9, 2023	Enrollment Projections reviewed with Superintendents Cabinet for School Board approval
February, 2023	FY2022-23 Revised budget reviewed and approved with School Board	February, 2023	Budget Parameter Discussion with Superintendents Cabinet and Leadership - Enrollment Projections by site - Revenue Assumptions - Expenditure Assumptions - Legislative Assumptions
March - May, 2023	Review and implement budget adjustments to ensure compliance with Fund Balance Policy 714	March, 2023	Budget Parameter Discussion with Superintendents Cabinet and Leadership - Enrollment Projections by site - Revenue Assumptions - Expenditure Assumptions - Legislative Assumptions
		March, 2023	Preliminary FY2023-24 budget projections & budget enhancements/adjustments reviewed with Cabinet, Leadership, Finance Committee & School Board
		March 31, 2023 (Click here)	Notice to teachers of staff reductions See also MN Statute 122A.40 governing teacher contracts.
April 21, 2023	FY2022-23 Purchase Order deadline.	April, 2023	Budget files (controllable budgets) sent to budget managers
		May, 2023	Controllable Budget files due from budget managers
June, 2023	Finance office finalizes budgets	June, 2023	Finance office finalizes budgets and reviews with the Finance Committee
June 26, 2023	School Board approves the FY2022-23 Final Budget	June 26, 2023	School Board approves the FY24 Original Budget
July- October, 2023	Close out year-end accounting for FY2022-2023 and prepare for the annual audit	July 1, 2023	Implement FY2023-24 Original Budget
October - November, 2023	Annual Audit conducted by Independent Audit Firm hired by the School Board		
December 11, 2023	School Board approve FY2022-2023 annual audit		

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 492, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election. This resolution is applicable to any special election conducted in calendar year 2023.

Combined Polling Place: Austin City Hall, 500 Fourth Avenue NE, Austin, MN

This combined polling place serves all territory in Independent School District No. 492 located in the City of Austin, Ward 1, Precinct 1 and Lansing Township.

Combined Polling Place: Austin High School, 301 Third Street NW, Austin, MN

This combined polling place serves all territory in Independent School District 492 located in the City of Austin, Ward 1, Precinct 2; City of Mapleview; Newry Township and Oakland Township.

Combined Polling Place: Banfield Elementary School, 301 17th Street SW, Austin, MN

This combined polling place serves all territory in Independent School District 492 located in the City of Austin, Ward 2, Precinct 2; London Township and Moscow Township.

Combined Polling Place: Ellis Middle School, 1700 Fourth Avenue SE, Austin, MN

This combined polling place serves all territory in Independent School District 492 located in the City of Austin, Ward 3, Precinct 2; Lyle Township and Windom Township.

Combined Polling Place: Southgate Elementary School, 1601 19th Avenue SW, Austin, MN

This combined polling place serves all territory in Independent School District 492 located in the City of Austin, Ward 2, Precinct 1 and Austin Township.

Combined Polling Place: Mower County Senior Citizen Center, 400 Third Avenue NE, Austin, MN

This combined polling place serves all territory in Independent School District 492 located in the City of Austin, Ward 3, Precinct 1; Red Rock Township; Udolpho Township and Waltham Township.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed, and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at ~~a meeting after the two meetings at the second meeting after any which~~ public input was received or at a subsequent meeting. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy

or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. ~~Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.~~ [All school district policies are available for public viewing on the school district website.](#)
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Policy Adopted: 07/08/02
Policy Revised: 09/22/08
Policy Reviewed: 06/10/13
Policy Updated: 08/14/17
Policy Reviewed: 01/10/20
Policy Updated: 11/14/22

Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. 2022~~15~~

410 FAMILY AND MEDICAL LEAVE POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 [United States Code section](#) ~~U.S.C. §~~ 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence

from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;

7. to attend post-deployment activities related to a covered military member;
 8. to address ~~parental~~ care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section~~U.S.C. §~~ 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
 2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

[Note: An employer is permitted to choose any one of the following

methods for determining the 12-month period in which the 12 weeks of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date;(c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 60 days before implementing this change.]

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in

whole or in part, on the condition precipitating the need for military caregiver leave; or

- (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to

provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the employerschool district. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employerschool district so

that the total leave does not exceed 12 weeks, unless agreed to by the employerschool district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employerschool district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:
1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
- 4D. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. ~~This policy~~A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint—shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA School Law Bulletin “M” (Licensed and Non-Licensed School District Employee Leave—~~Family and Medical Leave Act Summary~~)

STUDENT TEACHING 411

I. PURPOSE

The purpose of this policy is to establish the basic principles for the student teacher program in the school district.

II. GENERAL STATEMENT OF POLICY

The school district will cooperate with ~~cooperating~~ higher educational institutes in the provision of student teaching experiences.

III. PRINCIPLES OF STUDENT TEACHING PROGRAM

Certain basic principles regarding the student teaching program are as follows:

- A. ~~A.~~ No student teacher shall be assigned to any member of the public schools' faculty to receive student teaching experience unless such an assignment shall be entirely acceptable to the teacher and to the principal of the school to which the student teacher may be assigned, and to the Director of Human Resources.
- B. A student teacher in the District shall:

 - a. Have completed the necessary requirements of an approved teacher education program;
 - b. Have and maintain throughout the student teaching experience good academic standing at the cooperating teacher preparation institution at which he or she is enrolled;
 - c. Meet all requirements of the cooperating teacher preparation institution for participation in its student teacher program.
- C. Prior to placement of student teachers, the district must have an approved student teaching agreement with the college or university outlining all terms of the student teaching arrangement. The agreement shall include, at a minimum:

 - a. Compensation for supervising teachers
 - b. Length of placement
 - c. Assurance of required background checks
 - d. Terms outlining the responsibilities for both supervising teachers and for college or university supervisors.
- D. ~~A-s~~ Student teachers are considered employees of the school district in which they are rendering services for purposes of workers' compensation; liability insurance, if provided for other district employees under section 123B.23; and legal counsel under section 123B.25.
- E. The student teacher shall, during the course of the student teaching experience, be exposed to and given an opportunity to participate in the duties and activities of the teaching experience.

including observation, feedback, and evaluation from the cooperating teacher and provider supervisor as required under Minnesota Administrative Rules 8710.0310, subpart 1(M). The student teacher shall apply, practice, and demonstrate competency of standards for effective practice for teachers as defined by Minnesota Administrative Rules 8710.2000.

F. While serving as a student teacher in the District, the student teacher shall:

- a. Obey all reasonable directives of administrative and supervisory personnel;
- b. Obey all School District rules, regulations, policies, and directives;
- c. Not engage in conduct which disrupts, or could reasonably be expected to disrupt the educational process, or which is deleterious to, or adversely affects the educational process.

G. A student teacher assignment may be terminated by the District for those reasons and causes applicable to a probationary teacher in the School District, or for any other good and sufficient grounds rendering the student teacher unfit to perform assigned duties.

~~H.B.~~ Most colleges or universities will pay a ~~fee for the assistance given to~~ stipend to the supervising teacher for supervising student teachers. One check ~~shall~~ is ~~to~~ be sent by the cooperating college or university to the school district for services provided by the school district each quarter or semester. Individual checks ~~are then~~ shall then be drawn by the school district payable to each of the supervising teachers. The amount of payment may vary depending on the policy of the college and in accordance with the agreement that the District has with the cooperating college or university.

~~I.C.~~ The student teacher program ~~shall be~~ is under the direction of the Director of Human Resources in cooperation with the college or the university providing the student teachers.

~~J.D.~~ Supervising teachers shall have achieved continuing contract status in District 492, or in another Minnesota school district, if the teacher is in their first year of employment with District 492. ~~It should be recognized that such~~ “Ssupervising teachers” ~~are not~~ shall not be considered supervisory employees as defined by the Public Employees Labor Relations Act (PELRA).

~~K.E.~~ Supervising tTeachers who work with student teachers shall do so no more than one (1) quarter or semester with any one class on the elementary or secondary level, for each school year.

Policy Adopted: 09/15/03

Policy Reviewed: 03/14/11

Policy Reviewed: 09/09/13
Policy Reviewed: 01/08/18
Policy Reviewed: 12/14/20

Sources:

<https://www.minnetonkaschools.org/uploaded/Documents/Policy/456.pdf>

<https://resources.finalsite.net/images/v1531251308/isd77org/iq0vq2ea2htqcn2ez3el/Policy463.pdf>

[Minn. Stat. § 122A.40](#)

[Minn. Stat. § 122A.69](#)

[Minn. Admin. Rules 8710.2000](#)

[Minn. Admin Rules Chapter 8710](#)

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 201721

413 HARASSMENT AND VIOLENCE

[Note: State law (Minn~~esota~~ 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, Minn~~esota~~ Statutes, ~~Ch-section~~ 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 Minn~~esota~~ 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 Minn~~esota~~ 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 ~~that is~~ 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, ~~including gender identity or expression,~~ or disability (Protected Class).

[Note: The Minnesota Human Rights Act defines sexual orientation "to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment ~~that is~~ 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, including gender identity or expression,~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class ~~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~~.
- 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 ~~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~~, 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 Classrace, 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.~~

- 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 Classrace, 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~~, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel ~~who is~~ 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; ~~;~~ Definitions
1. "Disability" means, ~~with respect to an individual any condition or characteristic that renders a person a disabled person. A disabled person is any person whewho~~:
 - a. ~~has~~ a physical, ~~sensory,~~ sensory or mental impairment ~~which that~~ substantially materially materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or violence 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 violence 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 having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 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-consists-of~~ 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 ~~or unreasonably~~ 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 ~~which 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 Minn~~esota-~~ 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~~;~~ ~~whether that person is of the same sex or the opposite sex;~~
 - 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, ~~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~~ 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 ~~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~~ 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 ~~which 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 _____~~ designates Executive Director of Organizational Development and Administrative Services as the school district human rights officer(s) to receive reports or complaints of harassment or

violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- 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

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

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 Minn~~esota~~-Statutes- chapter- 260E § 626.556 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 626-556 et seq.~~ (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:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (~~Title IX Sex Nondiscrimination, Grievance Procedures and Process Policy Student Sex Nondiscrimination~~)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 415

Orig. 1995

Revised: _____

Rev. 201522

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to ~~fully~~ comply fully with Minnesota Statutes section § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Abuse" means:

- 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
- 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

F. "Mandated Reporters" means a professional or professional's delegate while engaged in education. any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by ~~Minn. Stat. §~~ Minnesota Statutes section 626.5572, Subd. 17.

- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable ~~A~~adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under ~~Minn. Stat. Ch. Minnesota Statutes chapter~~ 245A, except as excluded under ~~Minn. Stat. §Minnesota Statutes section~~ 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to ~~adequately~~ provide adequately for the ~~person's individual's~~ own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under ~~Minn. Stat. §Minnesota Statutes section~~ 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy ~~shall~~should appear in school personnel handbooks ~~where~~as appropriate.
- B. The school district will develop a method of discussing this policy with employees ~~where~~as appropriate.
- C. This policy ~~shall~~should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (~~Government Data Practices; Collection, Security, and Dissemination of Records;~~ Definitions)
[Minn. Stat. Ch. 245A \(Human Services Licensing\)](#)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.2~~32~~34 (~~Crimes Against Vulnerable Persons~~Adults; Definitions)
~~Crimes Against the Person~~
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
[MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

Adopted: _____

MSBA/MASA Model Policy 417

Orig. 1995

Revised: _____

Rev. 2022+5

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substance, medical cannabis, ~~toxic substances~~, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited in ~~the school setting in~~ accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The ~~policy of this school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.~~ is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. ~~Every~~The school district that participates in a school district chemical abuse program shall establish ~~and maintain in every school~~ a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. —The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- ~~ED.~~ The school district shall establish ~~and maintain a~~ drug-free awareness program ~~to for~~ educate and assist its employees, and may establish a students, and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: ~~School districts are required to establish a drug-free awareness program for school district employees pursuant to the Drug-Free Workplace Act. In addition, state law requires that the written districtwide school discipline policy must include procedures for detecting and addressing chemical abuse problems of a student while on the school premises. Further, school districts are required to develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement if receiving funding under the federal Student Support and Academic Enrichment Grants law. Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school~~

~~districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school-district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical dependency.]~~

III. DEFINITIONS

- A. ~~“Chemical abuse,” as applied to students, means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the minor’s student’s normal function in academic, school, or social activities is chronically impaired.~~
- ~~B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~
- ~~B. “Controlled substances,” as applied to the chemical abuse assessment of students, means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9; but not distilled spirits, wine, malt beverages, intoxicating liquors or tobacco. As otherwise defined in this policy, “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.~~
- ~~C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.~~
- ~~C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~
- ~~D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~
- ~~D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.~~

IV. STUDENTS

- ~~A. Districtwide School Discipline Policy~~
- ~~Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.~~
- ~~AB. Programs and Activities Instruction~~

11. ~~Every~~The school district shall develop, implement, and evaluate comprehensive ~~provide an instructional~~ programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district's mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which that may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. Through 6. Below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

2. ~~As part of its drug-free programs, the school district may implement the drug abuse resistance education program (DARE) that enables peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.~~

2. ~~Each school shall have age appropriate and developmentally based activities that:~~
- a. ~~address the consequences of violence and the illegal use of drugs, as appropriate;~~
 - b. ~~promote a sense of individual responsibility;~~
 - c. ~~teach students that most people do not illegally use drugs;~~
 - d. ~~teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~
 - e. ~~teach students about the dangers of emerging drugs;~~
 - f. ~~engage students in the learning process; and~~
 - g. ~~incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~
3. ~~Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~
4. ~~Each school shall disseminate drug and violence prevention information within the school and to the community.~~

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~~5. — Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~

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~~6. — Each school shall have drug and violence prevention activities that may include the following:~~

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~~a. — Community wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~

~~b. — The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~

~~c. — Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~

~~d. — Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~

~~e. — Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

CB. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance
Chemical Use and Abuse

~~1. — In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~

~~a. — The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~

~~b. — The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~

~~c. — The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.~~

~~d. — The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~

~~e. — The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~

~~2. — If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~

a. ~~—The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~

b. ~~—The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~

1. ~~1. —A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information.~~

[Note: School districts are not required to participate in a chemical abuse program or establish a chemical abuse preassessment team pursuant to state law. Schools are required to have procedures for detecting student chemical abuse and can obtain federal funding if they establish drug prevention, detection, intervention, and recovery support services. Thus, it is recommended that schools establish these programs and activities. For those schools that do not establish a chemical abuse preassessment team, those obligations could be assigned to a specified staff member such a school counselor or administrator.]

32. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~may be suspended and proposed for expulsion in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section ~~§~~ 121A.40-121A.56, and proposed for expulsion.
43. Searches by school district officials in connection with the ~~abuse, possession, or transfer, distribution, or sale of alcohol or a controlled substance~~ chemicals will be conducted in accordance with school board policies related to search and seizure.
4. ~~Nothing in paragraph IV.B.1. prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.~~

DC. Preassessment Team

1. Every school that participates in a school district chemical abuse program shall ~~establish~~have a chemical abuse preassessment team designated by the superintendent or designee. The team ~~must~~will be composed of classroom teachers, administrators, and to the extent they exist in the school, school nurse, school counselor or psychologist, social worker, chemical abuse specialist, and other appropriate professional staff ~~to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social~~

~~worker, chemical abuse specialist, or others. For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.~~

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

ED. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. ~~This section shall govern~~ Destruction of records identifying individual students shall be governed by paragraph IV.E.2. notwithstanding provisions of the Records Management Act, Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

EE. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

[Note: State law permits schools to provide these services to minor students without the consent of a parent. If, however, a school district provides these or other services pursuant to a grant received under the Student Support and Academic Enrichment Grants law, this funding could be jeopardized if the requirements of federal law, to obtain prior written, informed consent from the parent of each child who is under 18 years of age is not obtained.]

F. School and Community Advisory Team

~~1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.~~

~~2. The advisory team shall:~~

~~a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and~~

~~b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.~~

V. EMPLOYEES

A. The ~~school district shall establish~~ superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:

1. The dangers ~~and health risks of chemical~~ of drug abuse in the workplace/school.
2. The school district's ~~drug-free workplace/drug-free school policy of~~ maintaining a drug-free workplace.
3. ~~Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or employee assistance programs available to employees and/or students.~~
4. The penalties that may be imposed on employees for drug abuse violations.

B. The ~~school district superintendent or designee~~ shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice ~~from the employee or otherwise receiving actual notice~~ of any criminal drug statute conviction of an employee for a criminal drug statute violation occurring in the workplace. ~~To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.~~

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug-Free Workplace Act. 41 U.S.C. § 8103.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 124D.695 (Approved Recovery Program Funding)
Minn. Stat. § 126C.44 (Safe Schools Levy)
Minn. Stat. § 138.163 (Preservation and Disposal of Public Records) ~~Records Management Act~~
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse,

Abortion)

[Minn. Stat. § 152.01 \(Definitions\)](#)

[Minn. Stat. § 152.02 \(Schedules of Controlled Substances; Administration of Chapter\)](#)

Minn. Stat. § 152.22 (~~Medical Cannabis~~; Definitions; [Medical Cannabis](#))

Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; [Medical Cannabis](#))

[Minn. Stat. § 299A.33 \(DARE Program\)](#)

[Minn. Stat. § 466.07, subd. 1 \(Indemnification Required\)](#)

[Minn. Stat. § 609.101, subd. 3\(e\) \(Controlled Substance Offenses; Minimum Fines\)](#)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

20 U.S.C. §§ 7101-716522 ([Student Support and Academic Enrichment](#)

[Grants Safe and Drug-Free Schools and Communities Act](#))

[20 U.S.C. § 5812 \(National Education Goals\)](#)

[20 U.S.C. § 7175 \(Local Activities\)](#)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

34 C.F.R. Part 84 (Government-~~w~~Wide Requirements for Drug-Free Workplace)

Cross References:

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

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)

[MSBA/MASA Model Policy 419 \(Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction\)](#)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

I. PURPOSE

The purpose of this policy is to establish certification requirements for all paraprofessionals employed by Austin Public Schools.

II. GENERAL STATEMENT OF POLICY

It is the policy of Austin Public Schools that all paraprofessionals employed by the district meet state and federal standards including those outlined in the No Child Left Behind Act.

All district paraprofessionals must meet **one** of the following criteria by the beginning of the 2004-2005 school year:

- A. An Associate's Degree
OR
- B. Two years of study at an institution of higher education
OR
- C. A passing score on a state approved local assessment
OR
- D. A portfolio that demonstrates all Minnesota Paraprofessional Core Competencies

The district shall pay the costs incurred for one test administration for each paraprofessional employed by the district. If the paraprofessional fails to achieve the required score on the state approved test, the paraprofessional may take the test additional times at his/her expense.

The district shall convene a panel to review portfolios prior to the beginning of each school year for those paraprofessionals seeking to meet the criteria through the development of a portfolio.

Policy Adopted: 03/08/04
Policy Reviewed: 10/10/11
Policy Reviewed: 7/13/15
Policy Reviewed: 02/12/18
Policy Reviewed: 01/11/21

Policy 428 - Employee Use of Social Media

I. PURPOSE

As a national leader in using technology as an accelerator of learning, the Austin Public School District recognizes the value of teacher inquiry, investigation, and innovation using new technology tools to enhance the learning experience. The District also recognizes its obligation to teach and ensure responsible and safe use of these technologies.

This policy addresses employees' use of publicly available social media networks including: personal Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media. The District takes no position on employees' decision to participate in the use of social media networks for personal use on personal time. However, use of these media for personal use during District time or on District equipment is prohibited. In addition, employees must avoid posting any information or engaging in communications that violate state or federal laws or District policies.

II. GENERAL STATEMENT OF POLICY

The District recognizes the importance of online social media networks as a communication and e-learning tool. Toward that end, the District provides password-protected social media tools and District-approved technologies for e-learning and encourages use of District tools for collaboration by employees. However, public social media networks, outside of those sponsored by the District, may not be used for classroom instruction or school-sponsored activities without the prior authorization of the Superintendent, or designee, and parental consent for student participation on social networks. The District may use these tools and other communication technologies in fulfilling its responsibility for effectively communicating with the general public.

However, employees must avoid posting any information or engaging in communications that violate state or federal laws or District policies.

The line between professional and personal relationships is blurred within a social media context. When employees choose to join or engage with District students, families, or fellow employees in a social media context that exists outside those approved by the District, they are advised to maintain their professionalism as District employees and ~~have responsibility for addressing~~ inappropriate behavior or activity on these networks, including ~~requirements for making a~~ mandated reporting ~~if such event arises~~.

III. DEFINITIONS

- Public social media networks ~~are defined to include:~~ ~~Web~~include web-sites, ~~w~~Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other

social media generally available to the public or consumers and which do not fall within the District's electronic technologies network. Examples of public social media networks include (e.g. Facebook, Instagram, Twitter, LinkedIn, Flickr, TikTok, SnapChat, and blog sites, etc.).

- District approved password-protected social media tools are those that fall within the District's electronic technologies network or which the District has approved for educational use. The District has greater authority and responsibility to protect minors from inappropriate content and can limit public access within this limited public forum.

IV. REQUIREMENTS

~~As set forth in the District's Vision, all~~All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. Because readers of social media networks may view the employee as a representative of the schools and the District, the District requires employees to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers, and communities on any social media networks:

- An employee's use of any social media network and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable District policies.

Employees must be respectful and professional in all communications (by word, image or other means). Employees shall not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.

Employees should not use their District e-mail address for communications on public social media networks that have not been approved by the District. Employees must make clear that any views expressed on these networks are the employee's alone and do not necessarily reflect the views of the District. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent's designee.

When authorized as a spokesperson for the District, employees must disclose their employment relationship with the District.

Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.

Employees may not use or post the District logo, or school logo (defined as the Packer Logo, Austin A, or other site specific image) on any social media network without permission from the Superintendent, or designee.

- Employees will remove images posted on any social media network of co-workers if an objection is made by the co-worker ~~in regards to~~ as it relates to the posted image.
- Employees may not post images of students that have completed an objection to media release on file with the district. This does not include images of students taken in the public arena, such as at sporting events or fine arts public performances.
- Employees may not post any non-public images of ~~the~~ District premises and property, including floor plans.
- The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District. Employees ~~have responsibility for~~ must maintaining appropriate employee-student relationships at all times and ~~have responsibility for addressing~~ must address inappropriate behavior or activity on these networks, even if the employee is not the owner of the social media thread. This includes acting to protect the safety of minors online.
- Employees who participate in social media networks may decide to include information about their work with the District as part of their personal profile, as it would relate to a typical social conversation. This may include:
 - Work information included in a personal profile, to include District name, job title, and job duties.
 - Status updates regarding an employee's own job promotion.
 - Personal participation in District-sponsored events, including volunteer activities.
- An employee who is responsible for a social media network posting that fails to comply with the rules and guidelines set forth in this policy may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network.
- Anything posted on an employee's Web site or Web log or other Internet content for which the employee is responsible will be subject to all District policies, rules, regulations, and guidelines. The District is free to view and monitor an employee's public Web site, professional social media site, or professional Web log at any time without consent or previous approval. Where applicable, employees may be asked to disclose to the District the existence of and to provide the District with access to an employee's professional Web site or Web log or other professional social media ~~net-works~~ as part of an employment selection, promotion, or disciplinary process.

Legal Reference:

- Minnesota Administrative Rule 87 ~~190.2075~~ 00 Code ~~o~~ o Of Ethics For Minnesota Teachers; Children's Internet Protection Act

First Reading: 10/10/16
Policy Approved: 11/14/16
Policy Reviewed: 03/12/18
Policy Reviewed: 01/11/21

Guidelines for Policy #428: Social Media Networks

These are the guidelines for social media in the Austin Public School District. If you're an employee contributing to blogs, wikis, social networks, virtual worlds, or any other kind of social media both on and off the District's network—these guidelines are for you. We expect all who participate in social media to understand and follow these guidelines. Failure to do so could put you at risk. These guidelines will continually evolve as new technologies and social networking tools emerge—so check back once in a while to make sure you're up to date.

It's your responsibility. What you write is ultimately your responsibility. If it seems inappropriate, use caution. If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit “send.” Take time to review these guidelines and try to figure out what's bothering you and fix it. If you're still unsure, you might want to discuss it with your supervisor. Ultimately, what you publish is your responsibility. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Trademark, copyright, and fair use requirements must be respected.

Ensure the safety of students. When employees, especially coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District and have responsibility for monitoring content and addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online. Employees shall annually disclose to their supervisor the existence and participation in such networks.

Be transparent. Your honesty—or dishonesty—will be quickly noticed in the social media environment. If you are posting about your work, use your real name and identify your employment relationship with the District. Be clear about your role; if you have a vested interest in something you are discussing, be the first to point it out. If you publish to a site outside the District's network, please use a disclaimer to state in clear terms that the views expressed are the employee's alone and that they do not necessarily reflect the views of the Austin Public School District.

Protect confidential information. Be thoughtful about what you publish. You must make sure you do not disclose or use confidential information. Students, parents, and colleagues should not be cited or obviously referenced without their approval. For example, ask permission before posting someone's picture in a social network (student photos require parental consent) or publishing a conversation that was meant to be private.

It is acceptable to discuss general details about projects, lessons, or events and to use nonidentifying pseudonyms for an individual (e.g., Teacher A) so long as the information

provided does not make it easy for someone to identify the individual or violate any privacy laws. Furthermore, public social networking sites are not the place to conduct school business with students or parents.

Respect your audience and your coworkers. Always express ideas and opinions in a respectful manner. Make sure your communications are in good taste. Do not denigrate or insult others, including other schools or competitors. Remember that our communities reflect a diverse set of customs, values, and points of view. Be respectful. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Be sensitive about linking to content. Redirecting to another site may imply an endorsement of its content.

Perception can be reality. In online networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a District employee, you are creating perceptions about your expertise and about the District by community members, parents, students, and the general public; and you are creating perceptions about yourself with your colleagues and managers. If you choose to join or engage with District students and families in a social media context, do so in a professional manner, ever mindful that in the minds of students, families, colleagues, and the public, you are a District employee. Be sure that all content associated with you is consistent with your work and with the District's beliefs and professional standards.

Are you adding value? There are millions of words out there. The best way to get yours read is to write things that people will value. Communication associated with our District should help fellow educators, parents, students, and co-workers. It should be thought-provoking and build a sense of community. If it helps people improve knowledge or skills, do their jobs, solve problems, or understand education better—then it's adding value.

Keep your cool. One of the aims of social media is to create dialogue, and people will not always agree on an issue. When confronted with a difference of opinion, stay cool. If you make an error, be up front about your mistake and correct it quickly. Express your points in a clear, logical way. Don't pick fights, and correct mistakes when needed. Sometimes, it's best to ignore a comment and not give it credibility by acknowledging it with a response.

Be careful with personal information. Make full use of privacy settings. Know how to disable anonymous postings and use moderating tools on your social media site(s). Astute criminals can piece together information you provide on different sites and then use it to impersonate you or someone you know, or even re-set your passwords.

Be a positive role model. The line between professional and personal relationships is blurred within a social media context. Educational employees have a responsibility to maintain appropriate employee-student relationships, whether on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public.

Don't forget your day job. You should make sure that your online activities do not interfere with your job. Remember that District technologies are provided for educational use. Use of social media for personal use during District time or on District equipment is prohibited.

Citing Sources: The published policies and guidelines of the Minnetonka School District, along with IBM, Intel and Kodak, provided the foundation for these guidelines and policy.

- http://www.kodak.com/US/images/en/corp/aboutKodak/onlineToday/Social_Media_9_8.pdf
- http://www.intel.com/sites/sitewide/en_us/social-media.htm
- <http://www.ibm.com/blogs/zz/en/guidelines.html>
- Cyber Law: Maximizing Safety and Minimizing Risk in Classrooms; A. Bissonette, J.D. Corwin Press, 2009.

Approved: 11/14/16

Reviewed: 03/12/18

Reviewed: 01/11/21

LEAVE FOR STAFF MEMBERS ELECTED TO PUBLIC OFFICE OR CHOSEN AS PARTY OFFICERS OR DELEGATES TO PARTY CONVENTIONS

I. PURPOSE

The purpose of this policy is to set forth the conditions under which staff members who have been elected to public office or chosen as political party officers or delegates to party conventions will be granted paid or unpaid leave to engage in activities associated with their public office, status as political party officers or delegates.

II. GENERAL STATEMENT OF POLICY

Some staff members have the opportunity to serve in positions of leadership in governmental organizations. The District recognizes the value of such participation and wishes to encourage it with the understanding that the staff member's primary responsibility is to the students in the classroom. The following definitions and guidelines have been developed for that purpose.

III. GUIDELINES

A. This section applies to staff members who are elected to public office, who are chosen as political party officers or delegates to party conventions, and who request leave as set forth in Minnesota Statutes, sections 3.088, ~~M.S.~~ 202A.135, and ~~M.S.~~

211B.10. If the staff member serves in that office or position with reimbursement, the staff member will be granted leave with loss of full pay for those days of absence from their work assignment. If the staff member does not receive reimbursement for their services, absence from work assignment taken to perform these services may be taken as personal leave per his or /her working agreement or contract or leave at loss of full pay. Per the teachers' working agreement, teachers may be allowed up to five (5) days of absence with loss of substitute pay for those days. Additional days of absence from their work assignment would be at loss of full pay.

B. To receive consideration for the leave described in paragraph AA above, a staff member must:

1. Inform the Superintendent of Schools of the expected school time demands of the position prior to accepting the position; and
2. Request leave days in writing at least ten (10) days prior to need.

Policy Adopted: 11/14/05
Policy Reviewed: 7/13/15
Policy Reviewed: 03/12/18
Policy Reviewed: 01/11/21

Sources:

Minn. Stat. § 211B.10

Minn. Stat. § 3.088

Minn. Stat. § 202A.135

438 CONSULTING

I. PURPOSE

The purpose of this policy is to set forth the terms and conditions under which certain District 492 employees will be granted leave to serve as consultants to other organizations.

II. GENERAL STATEMENT OF POLICY

The following guidelines are to be followed as various school personnel make requests to be excused from duty to serve as consultants to other organizations.

District 492 faculty members may accept invitations to other districts or organizations for consultant work under the following guidelines:

1. The Executive Director of Organizational Development and Administrative Services must pre-approve all individual requests, including the determination of the advisability of granting the request based on the needs of the District and, if approved, the number of District absences allowed per year. If approved, the employee must use personal leave or vacation day.
2. Expenses, including travel, lodging, and meals, are not to be the obligation of District 492.
3. Due to extra preparation and expenses required for consulting services, any honorariums provided to consultants are to be considered the property of the recipient.

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. This account is meant to be a prepaid system, with money in the account before meal service begins. When the balance reaches zero, a student may charge a reimbursable meal only. Once an account is negative, the District will follow the negative meal balance procedure to make the account whole. When an account becomes negative, a student shall not be allowed to charge a la carte items until the negative account balance is paid. Payments can be made online through the District website, at the District Office, or payments can be sent to the Food Service office.
- B. If the school district receives school lunch aid under Minnesota Statute section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student’s tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

~~F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student’s account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The alternate meal will be served at no charge to the student account.~~

GF. When a student has a negative account balance, the student will not be allowed to charge an ala carte or snack item.

HG. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Throughout the process, Food and Nutrition office personnel will work with families to determine if a Free or Reduced application is appropriate, if there is a temporary financial issue that has delayed the payment to the lunch account or if the parent wishes to set up a payment plan to get the lunch account current.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including but not limit to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$60, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student’s participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district’s website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Policy Adopted: 08/14/17
Policy Revised: 11/13/18
Policy Revised: 3/9/20
Policy Revised: ~~7XX/XX~~12/22XX

PURCHASING POLICY 716

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for purchasing goods and services for District #492.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to purchase goods and services in accordance with the applicable provisions of law.

III. REQUIREMENT

A. The School Board approved budget document shall be considered as the authority for all expenditures which are made during a fiscal year.

B. The primary concern of the School Board is that overall expenditures for any fiscal year do not exceed the budgeted amount for any one fund. Categorical breakdowns within funds will be used primarily for budget control and for future budget planning.

C. The Superintendent of Schools, ~~or Executive~~ Director of Finance and Operations or Controller shall approve all purchases and/or contracts made in the name of the school district except those authorized by direct action of the School Board. All claims shall be reviewed monthly by the Treasurer of the School Board and all claims shall be approved by the Board prior to payment except those advance payments authorized in this policy.

D. Bids and/or quotations will be received for the purchase of goods and services as enumerated in Minnesota Statutes, sections 471.345, per M.S. 471.,345, Subd. 1-14, and M.S. 471.6161, and 123B.52-

E. The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official signed purchase order or administered by purchasing cards through the Superintendent of Schools, ~~or the Executive~~ Director of Finance and Operations or Controller.

Only those supplies, equipment, and services procured by formal contract and by special administrative permission shall be exempt.

F. No “on approval” orders are to be placed by any staff member except through the principal and directors. This ~~applies to~~includes, but is not limited to, books, science equipment, audio-visual films and equipment, musical instruments and equipment, music, and computer software, ~~etc.~~

G. Purchase orders will be ~~on the basis of~~based on requisitions filed on the proper form by staff members. ~~The requisition should give all the information requested, such as name of firm, catalog number of articles requisitioned, the number of the catalog or the year it was issued, exact copyright date and title of books or publications requisitioned and, if possible, a definite statement of price of items requisitioned or of repairs or labor, etc.~~ All requisitions should be signed by the requestor and the building principal or appropriate budget manage, ~~and approved by the department chairperson,~~ if applicable.

IV. APPROVAL AND PAYMENT FOR GOODS AND SERVICES

The business office shall issue checks for all just claims against the school district upon approval by the School Board or by the School Board Designee when only one school board meeting is scheduled to be conducted during the month. The business office is authorized to issue checks prior to the approval by the Board upon a just claim for payment of travel advances, for outstanding bills of the school district that have not been paid within 35 days of the date of receipt because of payment delays which were not the fault of the vendor, for partial payments on construction projects or other formal bid purchases previously approved by the Board, for investments in legally authorized securities, for payment of claims which, if deferred until the next Board meeting, would result in the loss of a discount privilege, and to make payment of salaries pursuant to the terms of written contracts entered into by the School Board. All claims for which checks have been issued prior to approval by the Board as provided herein shall be presented for approval at the next Board meeting when claims are normally acted upon.

V. LOCAL VENDORS

The District recognizes the value of purchasing goods and services from vendors located within the District, whenever possible. Spending District funds on local goods and services effectively returns tax dollars to the local taxpayers, thereby supporting the District economy and improving the ability of local taxpayers to support their families

and the District. Accordingly, the District encourages its employees to consider and provide opportunities to local vendors when purchasing goods or services for the District.

Legal References:

- ~~*Minn. Stat. § 1203.37 (Contracts)*~~
- *Minn. Stat. § 123B.52 (Contracts)*

- *Minn. Stat. § 471.345 (Contract Law)*
- *Minn. Stat. § 471.6161 (Group Ins.)*
- *Minn. Stat. § 471.64 (Government Contracts)*

Policy Adopted: 10/09/06

Revised Policy Adopted: 01/22/07

Revised Policy Adopted: 05/14/12

Policy Reviewed: 12/10/12

Policy Reviewed: 08/11/14

Policy Reviewed: 10/10/16

Policy Reviewed: 5/13/19

ENERGY USAGE 804

I. PURPOSE

Our School District will ensure that we will encourage energy and natural resource conservation while practicing sound financial management. We believe that public education should provide leadership in developing an energy efficient culture and raise awareness of energy use and its associated costs.

We support the education and motivation of students, teachers, and school-based staff to take responsibility for reducing energy consumption while helping to improve the quality of the environment in their school and community.

Throughout our energy conservation efforts, we will not compromise health, safety or security.

Our District leaders will develop short and long-range strategies in the areas of facilities management and curriculum development, which support energy awareness and efficiency.

Implementation of this policy will be the joint responsibility of the Board, administration, teachers, students, and staff and its success will be dependent on cooperation from all levels. The District encourages active participation in this energy efficiency effort. The District leaders will assist Facility Services or their designee in the direction, implementation, monitoring, evaluation and reporting of energy efficiency. Energy systems at each site will be the joint responsibility of the principal, building operator, and Director of Facility Services.

The Director of Facility Services or their designee will track energy use and cost and communicate results on a regular basis to the Executive Director of Finance and Operations.

The District may access energy management consultants and grants to help the District maximize the use of energy resources in the District.

Energy Efficiency will be a major consideration in purchasing equipment, new construction, and remodeling of district facilities.

II. ENERGY PHILOSOPHY

ISD 492 is committed to an energy conscious environment through energy efficient building operation and behavioral strategies. A comfortable learning environment will be maintained and health, safety, and security will not be compromised.

We believe all staff and students should learn and practice ways to reduce energy consumption on a daily basis by instilling lifelong habits for energy conservation; therefore, everyone is required to abide by the following energy guidelines.

First Reading: 03/12/12

Policy Approved: 05/14/12

Policy Renumbered from 807 to 804: 02/11/13

Policy Reviewed: 09/08/14

Policy Reviewed: 01/09/17

Policy Reviewed: 06/10/19

Policy Updated: 11/11/19

PROCEDURES

Policy 804 – Energy Usage

OPERATIONAL ENERGY GUIDELINES

LIGHTING

Lighting will be turned off in any area that is unoccupied, except in corridors, stairwells, and exits, as required by code, [statute or administrative rules](#), or where necessary to maintain an appropriate level of safety.

Lighting in secondary buildings will remain off until before school starts and lights will be shut off after school ends, except in areas occupied with early morning events, evening events, or other scheduled activities.

Lighting in elementary buildings will remain off until before school starts and lights will be shut off after school ends, except in areas occupied with early morning events, evening events, or other scheduled activities.

Natural sunlight should be used in place of electrical light when available, depending on area use and specifications.

Lighting levels will be maintained in accordance with the Illuminating Engineering Society (IES) of North America standards.

IES lighting standards will be assessed and maintained through de-lamping and will be a consideration for remodeling and new construction projects.

Gym lights will be turned off when the area is unoccupied. During spring and summer months, when physical education classes are outside, the gym lighting will be limited to walk-through lighting and other minimal lighting requirements. Night custodians should turn lights on only in the area they are currently working.

TEMPERATURE CONTROL

On regular school days, temperatures will be maintained for the entire building before the start of school and after dismissal ~~per~~ in compliance with MN Statute Minnesota Administrative Rules, 9503.0155060, Subp.subpart 13. Special consideration will be given to certain preschool, special education classrooms and network/server rooms when appropriate.

Night setback temperatures of 60 degrees Fahrenheit will be set after dismissal time until before school starts and during weekends and breaks or vacation periods, with the exception of areas with early morning events, evening events, other scheduled activities, or emergencies.

Staff and students will be encouraged to dress appropriately for the season and if they will be in the building during unoccupied times.

Main boilers will remain off during the summer season with the exception of buildings with pools and areas that need reheat for dehumidification purposes.

Windows should be kept closed ~~during the heating season and when air-conditioning units are in operation.~~

Doors should be closed in unoccupied areas/classrooms.

Exterior doors and inner vestibule doors shall not be blocked open unless there is a delivery in process.

VENTILATION

Staff will not obstruct ventilation/return air ducts or unit ventilators. Ventilation systems will be controlled to maintain the correct amount of air based on occupancy and prescribed ventilation standards.

SCHEDULING

Early morning events, evening events, summer programming or other scheduled activities will be concentrated to the minimal number of wings within a building.

Large areas such as auditoriums and gymnasiums should not be used for small groups unless necessary. Use of these areas will be coordinated with ~~the maintenance staff~~Facility Services to reduce energy use during unoccupied times.

COMPUTERS AND OTHER ELECTRICAL EQUIPMENT

Computer monitors will be set with a sleep-mode-. Computer monitors should be shut off when not in use.

All electronics should be shut off at night, if possible, including but not limited to Life Line amplification systems, LCDs and projectors.

All personal printers and those shared printers that do not have energy savings capabilities should be shut down nightly. Printers that are shared and have energy savings capabilities should be shut down for weekends and long breaks.

PERSONAL ELECTRICAL DEVICES

Personal plug load, which includes but is not limited to refrigerators, beverage makers, warmers, space heaters are restricted from school district facilities. If there are specific needs, these needs shall be addressed on a ~~case-by-case~~case-by-case basis. Building administrators and the Director of Facility Services will develop an approved list of exemptions for each building. All personal plug loads that are approved should be consolidated and shared wherever possible.

Refrigerators in the staff lounge and science areas will be emptied, cleaned, defrosted, and unplugged during the summer, unless used for summer school.

~~All vending machines (pop, juice, water) not in use will be emptied and unplugged during the summer.~~

KITCHENS

Appliance and equipment “on” times will be as close as possible to the actual use. Ventilation fans should be used in concurrence with oven and stove use only. Refrigerator and freezer doors should remain closed as often as possible. All seals that are not adequate shall be replaced.

When remodeling or updating equipment, energy efficiency will become a priority. Frozen food will be consolidated whenever possible and unused equipment unplugged. Unused kitchen equipment will be unplugged during the summer. Upright freezers and walk-in coolers will be emptied, propped open, and unplugged during the summer, unless they are used for summer programming.

SWIMMING POOLS

Swimming pool temperatures will be set ~~in compliance with per MN Statute Minnesota Administrative Rules, 4717.1750, subpart Subp.~~ in compliance with per MN Statute Minnesota Administrative Rules, 4717.1750, subpart Subp. 1 and applicable codes.

PEAK CONTROL ENERGY DAYS

All staff and students will comply with energy reduction procedures during peak control energy days/periods. Energy reduction levels will be met in order to fulfill contractual agreements with the Utilities. These will be monitored by the Building Automation System and progressive shut down of equipment may be required. The equipment on the Building Automation System will be prioritized between the Building Administrator and Director of Facility Services to determine the shut-down process.

I. PURPOSE

The purpose of this policy is to establish guidelines for the naming of school buildings or facilities.

II. GENERAL STATEMENT OF POLICY

The naming of school buildings or facilities is the responsibility of the School Board. All name requests and changes will begin with the School Board Facilities Committee. Any request or change will need to be in writing to the Superintendent who will then take the request to the Facilities Committee for their consideration. If the School Board Facilities Committee determines it will consider the request, they may then take **any of** the following steps: **(a)** Request a meeting with the requesting party or parties, **(b)** select the name, or **(c)** appoint a committee to make recommendations to the Board. The Superintendent will respond in writing, email or letter, to the requesting party or parties once the School Board Facilities Committee has determined either not to consider the request or what the next step in the process will be. The appointed committee **should shall** consist of community members, school personnel and students.

Schools and sites may be given names:

- which are indicative of the areas in which they are located.
- for individuals who have significant achievements in **the United States America**, Minnesota, or School District life
- for entities which have contributed significantly to the District.

The names of sites which serve a district-wide function (e.g., Administrative Services, Community Education) and ~~for~~ facilities or portions of facilities which are jointly owned by the School District and other entities may be named to illustrate the nature of their role in the District.

Portions of school facilities, such as libraries, gymnasiums and athletic fields, shall be named according to their educational purpose; however, names of individuals or entities may also be associated with these facility sub-units upon designation by the Board.

1. Nominations may include names of one-time District employees, citizens who lived within the School District, or former students of the School District.
2. Each **ease nominee** shall be acted upon separately by the School Board.
3. Nominations shall be submitted to the Superintendent who will duly inform the Board at the time of nomination and who will maintain a current file of nominations.

When naming a facility or portions of a facility, the following criteria shall be considered:

1. **Whether** the proposed name ~~shall be~~ **is** appropriate.
2. **Whether** the name will stand the test of time.
3. If the name involves a person, there shall be evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the School District.
4. Naming a site or facility after a deceased person shall be done after taking the above criteria into consideration and a reasonable waiting period following the individual's death.
5. In naming sites or facilities, special consideration may be given to those names that will have some special meaning to the students and citizens and ~~that will~~ enhance the educational program of the school district.

B. Periodic Review and Renaming

Periodically, site or facility names shall be reviewed as to their continued appropriateness.

The Board may consider a renaming or revocation of any naming in response to a well-considered written request submitted by an individual or at the Board's own initiative. ~~The If a particular name is no longer appropriate,~~ the School Board reserves the right to ~~change it.~~ name, rename or revoke the naming of the facility for any reason, including but not limited to, that the School Board determines another name is more appropriate. The Facilities Committee has the responsibility for the review.

Attachment – List of named facilities

Sources

UMN policy: [https://regents.umn.edu/sites/regents.umn.edu/files/2022-02/policy namings and renamings.pdf](https://regents.umn.edu/sites/regents.umn.edu/files/2022-02/policy_namings_and_renamings.pdf)

Policy Approved: 04/09/12
Revised Policy Approved: 01/14/13
Policy Reviewed: 09/08/13
Policy Reviewed: 01/09/17
Policy Reviewed: 07/08/19
Revised Policy Approved: 08/09/21

Austin Public Schools' Named Facilities

Banfield Elementary after Nathan F. Banfield

Baxter Learning Studio at Neveln after Neveln's First Principal, Francis Baxter

Blair Lawhead Music Commons after AHS Alumnus Blair Lawhead

Bud Higgins Pool at Ellis Middle School after Coach and Teacher Bud Higgins

Christgau Hall after Buildings and Grounds Director Arthur Christgau

Dick Seltz Field after Coach and Teacher Richard "Dick" Seltz

Don Fox Field after Don Fox (east practice field at Wescott Athletic Complex) after Coach, Teacher, Principal, School Board Member Don Fox

Ellis Middle School after Allen V. Ellis

Hass Stadium after Coach Arthur P. Hass

I.J. Holton Intermediate School after Hormel Executive I.J. Holton

Knox Gym at I.J. Holton after Coach and Teacher Steve Knox

Knowlton Auditorium after Hormel CEO Richard Knowlton

Larry Gilbertson Track after Coach and Teacher Larry L. Gilbertson

Neveln Elementary after Principal Samuel Thomas Neveln

Ove Berven Gymnasium after Coach and Principal Ove Berven

Paulson Tennis Courts after Teacher and Coach Keith Paulson

Richard Lees Lab at Ellis Middle School after Teacher, Coach, School Board Member Richard Lees

Sperati Music Room after teacher Vittorio Sperati

Wescott Athletic Complex after Coach and Principal Ray Wescott

POLITICAL ACTIVITY 909

I. PURPOSE

The purpose of this policy is to recognize the participation of students and employees in political activity. Further, the purpose of this policy is to establish guidelines for the participation of students and employees in political campaigns, partisan or non-partisan election activities, and the distribution of political or partisan materials.

II. GENERAL STATEMENT OF POLICY

A. The school district will maintain neutrality as to all political candidates and issues. The school district will not expend public funds or resources to advocate for particular candidates or for only one side of a political issue. However, the school district may expend reasonable amounts to apprise voters in the school district of facts pertinent to an election, bond issue or referendum that directly involves the school district. Nothing in this policy prohibits the school board, superintendent, or designees from advising elected officials on K-12 education matters.

B. The school district recognizes the rights of students and employees to support or oppose political candidates, and issues and the right of students to pursue an education conducted in a suitable academic environment free from disruption.

C. To protect First Amendment rights, while at the same time preserving the integrity of the education objectives and responsibilities of the school district, the school board adopts the following guidelines.

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, or posting or displaying material. This includes, but is not limited to, posting on a wall, bulletin board, or other building surface, or anywhere on school district property, leaving items to be picked up by interested persons, directly giving items to persons, or placing items in rooms in a school district building.

B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored material include, but are not limited to, leaflets, brochures, buttons, badges, fliers, petitions, posters, and underground newspapers, whether written by students or employees.

C. "Non-school person" means any person who is not a currently enrolled student or a current employee of the school district.

D. "Political materials" include, but are not limited to, any material included as "non-school-sponsored material" or "unofficial material," as well as any paper, handbill, booklet, advertisement, sample ballot, display, or audio or video presentation, that pertains to a political candidate or issue.

E. "Political issue" is an issue that is the subject of actual or anticipated public referendum within the school district.

F. "Political candidate" is a person who seeks nomination or election to any partisan or nonpartisan public or party office who has filed as candidate for election.

G. A "political activity" is an act that is of a nature, done with intent, or done in a way, to influence or tend to directly or indirectly influence, voting at a primary or an election or, if it is done because a person has voted or has refrained from voting at a primary or an election.

H. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, fine arts presentations and productions, and in-school lunch and recess periods,

I. "Work hours" for school district employees refer to the period between the time an employee is scheduled to begin work and the end of the employee's assigned work day (excluding the employee's lunch and break periods), and any paid overtime hours or extra-duty hours for which the employee has volunteered or been assigned.

IV. PROCEDURES

A. Political Activities of Employees in General

1. Employees of the school district, while acting in the capacity of a school district employee, shall not engage in any political activity during the school day, during work hours, or at school activities.

2. School district employees shall be free to engage in political activities outside of the school day, work hours, or school activities and to campaign and run for political office. Employees shall not allow such political activities to interfere with the proper performance of their school duties and shall not use school time, supplies, or equipment, including, but not limited to, the school district's e-mail system in these activities.

3. A school district employee or official shall not use his or her official authority or influence to compel a person to take part in a political activity, to pay or promise to pay a political contribution, or apply for membership in or become a member in a political organization.

4. Teachers or other school district employees, while acting in the capacity of a school district employee, and during the school day, during work hours, or at school activities, may not ~~use~~ or recruit students during the school day; ~~during work hours, or at school activities~~ for either distribution of political materials or engage~~ment~~ in other political activities.

5. School district employees, while acting in the capacity of a school district employee, and during the school day, during work hours, or at school activities, shall refrain from any conduct that is intended to be or that reasonably could be perceived as supporting or opposing specific political issues or political candidates.

6. The implementation of and compliance with this policy shall be coordinated by the superintendent or designee. All inquiries regarding school district elections, including referendums, shall be referred to the superintendent or designee.

B. Distribution of Political Materials

1. The distribution of political materials on school district property by non-school persons shall be governed by policy 904, Distribution of Materials on School district Property by Non-school Persons.

2. The distribution of political materials on school district property by students and employees shall be governed by policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises ~~by Students and Employees.~~

C. School District Property, Facilities, and Activities

1. Except as otherwise provided by this policy, all school district property and facilities are reserved for their intended purpose of education and education-related activities. Political activities will not be allowed unless it is part of approved curriculum. Further, reasonable time, place and manner restrictions may be imposed by the building principal, with approval of the superintendent.

2. The building principal, with approval of the superintendent, may designate specific property or facilities of the school district as limited public forums open for certain political activity. The open character of such property or facilities will not be retained indefinitely. Further, reasonable time, place, and matter restrictions may be imposed. The building principal, with approval of the superintendent, is responsible for establishing the time, place, and manner restrictions and for ensuring equality of treatment toward all candidates and issues when such a limited public forum is created.

3. School District Policy 902 – Use of School District Facilities and Equipment – provides additional guidance.

V. VIOLATION OF POLICY

A. Violation of this policy by a student will be halted, and appropriate disciplinary action will be taken in accordance with the school district's student discipline policy and/or any governing statutes.

B. Violation of this policy by an employee will be halted, and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or any governing statutes.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called. In addition, other action may be taken, if appropriate.

VI. IMPLEMENTATION/NOTICE OF POLICY

A. A copy of this policy will be available in school buildings. The policy will be noted in student handbooks and available to students, staff, employees and community members in school buildings and the administrative office.

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

Legal References:

Minn. Stat. § 10A.01, Subd.5

Minn. Stat. § 43A.32

Minn. Stat. § 211A.01~~2~~, Subd.8

Minn. Stat. § 211B.09 (Prohibited public employee activities)

Op. Minn. Atty. Gen. 159a-3 (May 24, 1966) (concluding that a school district could not make expenditure of public funds for printing and mailing of literature urging passage of a bond issue)

Cross References:

Policy 505 (Distribution of Non-school-sponsored Materials on School Premises by Students and Employees)

Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

Policy Adopted: 7/11/22

SUPERINTENDENT DR. JOEY PAGE EVALUATION SUMMARY

December 12, 2022

The School Board of Austin Public Schools entered into closed session on November 14, 2022 for the purpose of evaluating the performance of our Superintendent of Schools, Dr. Joey Page. We reviewed the district's strategic long range plan and specific school board goals. It was determined that Dr. Page has led the district through some trying times and remained focused on the achievement of our students. He has shown commitment and determination in working towards the success of our district.

The School Board would like to extend our appreciation to Dr. Page for his dedicated leadership and look forward to continuing our vital work for student success.