

Dawson-Boyd School Board

Monday, February 13, 2023 Regular Meeting Time

Dawson-Boyd Board Room

Monthly Board Meeting

Google Meet joining info:

February School Board Meeting

Monday, February 13 · 6:30 - 8:30pm

Google Meet joining info

Video call link: <https://meet.google.com/ifc-uscj-xcx>

Or dial: ?(US) +1 252-524-2265? PIN: ?820 558 550?#

## Meeting Agenda

1. Call to order

Google Meet joining info

Video call link: <https://meet.google.com/ifc-uscj-xcx>

Or dial: ?(US) +1 252-524-2265? PIN: ?820 558 550?#

2. Adopt/Amend Agenda

3. Public Comments

Donald Hermanson

4. Consent Agenda: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSENT APPROVAL

- a. Approval of Meeting Minutes
- b. Approval of Financial Report and Monthly Claims and Accounts
- c. Approval of Staffing Matters/Personnel

5. Communications: THE FOLLOWING ITEMS ARE SUBMITTED FOR CONSIDERATION

Board Member Kelly would like to discuss adding "student involvement at meetings"

6. Information Items:

- a. **Board Member Reports**

- b. **Teacher Reports**

**None tonight, just representation**

- c. **AD/Community Ed/Transportation Director Reports**

- d. **School Nurse Reports**

- e. **Principal Reports**

- f. **Technology Director Reports**

- g. **Business Manager Reports**

- h. **Superintendent Report**

7. Discussion/Approval Items:

2022-2023 Calendar update due to snow days

8. Action Items:

a. **Resolution-District Donations**

b. **Approval of School Fundraisers**

c. Policies

9. Adjournment

Dawson-Boyd Independent School District No. 378  
**Regular January Board Meeting**  
January 9, 2023

The regular January meeting of the Board of Education was held on January 9, 2023 in the Dawson-Boyd Board room. Members present were Schindler, Jurgenson, Kelly, Buer, Perkins and Lund. Ferguson, Marotzke, Stotesbery and Hiedeman were absent. Chair Lund called the meeting to order at 6:00 p.m. The meeting agenda was approved (Perkins and Buer).

Regular claims and accounts totaling \$1,704,788.32, \$3,806.49 for Student Activities & \$54,984.95 for the building project were approved as presented (Buer and Perkins). The Board reviewed electronic transfers and state tax payments made in December. The minutes of the regular December 5, 2022 meeting and the January 6, 2023 Treasurer's report were approved as presented in the consent agenda (Perkins and Jurgenson). In district staffing matters the board approved the resignation of Sheila Stokes, effective December 2, 2022, as High School Paraprofessional; the retirement of Luanne Fondell, effective 6/30/2023, as Performing Arts Director; the resignation of Mackenzie Kotek, effective December 12, 2022, in Blackjack daycare program; the hiring of Madeline Stevens, effective December 12, 2022, as High School paraprofessional; the hiring of Corissa Schulz, effective December 20, 2022, in Blackjack daycare program; the hiring of Kallie Blascyk, effective the 2023-2024 school year, as elementary special education teacher.

Members of the 2023 board commenced the reorganization of the board and board appointments. Lund was appointed Chair for this school year on a 4-1 roll call vote (Marotzke was attending remotely and Schindler nominated Jurgenson for Chair). Kelly for Clerk; Vice Chair is Cameron Jurgenson and Brett Buer Treasurer. Committee appointments and board representations were reestablished as follows: Buer will serve as the 2023 representative to the MRVED and RDC boards (Jurgenson and Perkins), Perkins will serve as the representative to the Staff Development committee (Buer and Jurgenson); Lund will serve as the representative to the Health & Safety committee (Buer and Perkins); Kelly will serve as the representative for the Curriculum & Achievement committee (Schindler and Perkins); Jurgenson will serve as the representative for MSHSL (Buer and Perkins); and Schindler will serve as the representative for Community Education Advisory board (Buer and Jurgenson); Jurgenson and Schindler will serve as the representatives to the cooperative sponsorship committee (Buer and Perkins); Lund, Jurgenson and Marotzke will serve as representatives to negotiate with certified employees (Schindler and Buer); Perkins, Kelly and Schindler will serve as representatives to negotiate with classified employees (Jurgenson and Buer); Perkins, Kelly and Buer will serve as the representatives for the Policy Review Committee (Jurgenson and Schindler); Lund, Kelly and Marotzke will serve as the representatives for the Personnel Committee (Perkins and Buer) and Buer, Jurgenson and Lund will serve on the Finance and Facilities Committee (Perkins and Schindler). There were no public comments.

Amy Bjornjeld, CPA with Dana F. Cole Company, reviewed findings and balances in the FY's 22 financial audit. The audit showed the school district to be in sound financial condition at this time. The board formally accepted the audit as presented (Jurgenson and Perkins).

RESOLUTION #R1-62 NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, that the gift of \$510.00 from the, Dawson Fire Department Meat Raffle, be accepted by the district. BE IT FURTHER

RESOLVED, that the gift will be used by the Girls Basketball program (Perkins and Buer). Members voting in favor of the resolution were Marotzke, Schindler, Jurgenson, Kelly, Buer, Perkins and Lund. There were no dissenting or abstaining votes. RESOLUTION #R1-62A NOW THEREFORE BE IT RESOLVED BY THE DAWSON-BOYD SCHOOL DISTRICT OF DAWSON, MINNESOTA, that the gift of \$5,000.00, from the City of Dawson/EDA, be accepted by the district. BE IT FURTHER RESOLVED, that the gift will be used in the Blackjack Daycare program (Buer and Jurgenson). Members voting in favor of the resolution were Marotzke, Schindler, Jurgenson, Kelly, Buer, Perkins and Lund. There were no dissenting or abstaining votes. The Just for Kix 50/50 fundraiser was approved.

In the Communications section of the agenda, Chris Ziemer with ICS, stated they have been given approval for the upgrade to the elevator at the high school. Quotes from Thyssenkrupp and MEI Total Elevator Solutions have been received. The upgrade is requested by the elevator inspector, and the school will get the work done and then the inspector will come back to review. Approval by the board was given for ICS to move on to receive design work for the D-B Community Center roof, parking lot and mechanical projects (Buer and Jurgenson). The one million dollars not in the bond sale will really help with the estimated \$1.5 million roofing project that is long overdue. LTFM dollars will also be used. The board is only approving the design planning at this time, but the roof is way past its lifespan. The gym addition was built in 2000.

In the Informational section of the agenda, Buer reported that Robotics held their kickoff and he reviewed some of the changes for their upcoming competitions. Tony Aafedt, Community Education, Transportation and Activities Director discussed they have had meetings with LqPV concerning the tennis courts that currently have structural problems and are not usable for competition, only practices. Other items discussed were the daycare progress, installing the cameras in the busses (funds received from the Stop Arm Grant last summer), replacing and getting quotes for the 10 passenger van in the 2023-2024 school year. Nurse Leah updated the board on COVID, influenza numbers. Principals Hiedeman and Stotesbery were not present but provided a number of staff and student issues including the MELT conference to be held at LqPV on January 16, 2023, upcoming Knowledge Bowl Tournament being held at DB on February 4, 2023, One Act Play sub section, Music Department concerts and sing alongs, spelling bee, e-learning days and end of quarter 2. A teacher reports was given by Hailey Gritmacker, Elementary Preschool Teacher.

There was nothing to review in the Discussion section of the agenda.

Action was taken to set board member salaries at \$50 per meeting, and to set annual officer salaries at \$175 for treasurer, \$275 for clerk and \$225 for chair, the same as previous years (Jurgenson and Perkins).

With no additional issues before the board, Chairman Lund adjourned the meeting at 7:34 p.m. (Buer and Jurgenson).

Tonya Kelly , School Board Clerk

Special Board Meeting

January 19<sup>th</sup>, 2023 @ 10am

1. Review and discuss Dawson-Boyd Stakeholder Survey Report
2. Discuss options and decide on stakeholder interview input
3. MSBA Interview Training
4. Review draft Round 1 interview questions and schedule

Attendance:

Bruce, Clint, Brett, Karla, Cameron, Tonya

Zoom : Lynn and Barb with the MSBA

Survey results were discussed from stakeholders. The Boards survey matched the stakeholder's response by more than average for the state.

The Board and the Stakeholders are very aligned with what we are looking for in candidates

Reviewed what we can legally ask, and what we are not able to ask during interview process.

To make note that we legally can only ever offer at max of 3-year contract with a Superintendent

With moving forward there were 3 options on involvement on interview process:

1. Rely on the Stakeholder Summary Report for including stakeholder voices during the interview processes. MSBA will provide and review this report with the Board at the interview training meeting. Some boards absorb this information, then choose to use this document as their only stakeholder guidance while interviewing final candidates in the Round 2 interviews. No other stakeholder input is gathered as part of the interview process.
2. Create interview committee(s) – these groups interview all Round 2 finalists separately in addition to the School Board interviewing the finalists. Members of the interview committees must be carefully selected (not chosen by the Board – instead, stakeholder groups should be invited to send a representative), then these groups must be trained by MSBA to ensure adherence to EEOC protocols around format of the interviews, legal questions, etc. These committees would then report to the Board following their interviews, but prior to the Board's final deliberations, on the Round 2 candidates. It's also very important to never call these groups "hiring committees," as this creates inaccurate expectations for members of the group, which can lead to deep and long-lasting resentments regarding the hiring process.
3. Invite stakeholder groups to send one representative to observe the school Board's interviews of the Round 2 finalists, then those individuals would provide feedback through an online Audience Input Form which asks them to share their thoughts on each candidate's top three strengths and top three opportunities for growth. MSBA then summarizes this information (or provides them with the raw data) following Board interviews, but prior to their final deliberations, on the

Round 2 candidates.

With the recommendations of the MSBA, The board unanimously consented to option 1 with the interview process.

Interview questions were discussed and decided upon for first round interviews, please note these are not to be discussed in order to prevent candidates from learning of them in advance.

## Special Meeting

February 6<sup>th</sup>, @ 10:00 am.

Board Room

Attendance: Bruce, Karla, Brett, Tonya, Clint, Cameron, Lynn, and Barb Remotely

Agenda: Board meets to determine finalist, interview questions and procedures; MSBA reviews interview training

Bruce called the meeting to order at 10:00 am

-Round 1 interview questions were reviewed

-3 possible candidates to interview

-recommended not to livestream interviews due to candidates knowing questions ahead of time giving unfair advantage

-reviewed interview scripts

Brett made the motion to extend an invite to Brad Johnson, Holly Ward, and Ryan Moser for interview, Cameron seconded the motion. 7-yay 0-nay

-reviewed MSBA's vetting process

-reviewed Board interview and deliberation guidelines.

Carla made the motion to end meeting, Clint seconded motion.

Adjourned at 11:00 am.

## Special Meeting

February 8<sup>th</sup>, 2023 @ 3:00 pm.

### Board Room

Attendance: Bruce, Karla, Brett, Tonya, Cameron, Clint, Lynn, Barb and Ashley with MSBA

Agenda: Interview Candidates for Superintendent position, Select candidates for second round interviews, review second round interview questions and schedule

Bruce called meeting to order at 3:00 pm

Bruce made a motion to approve agenda, Karla seconded it

-interviewed Holly Ward at 3:15

-interviewed Brad Johnson at 4:30

-board deliberated and decided to extend an invite to Holly Ward for second round interview

Karla made the motion to bring Holly Ward back for second interview, Lynn seconded it. The board unanimously voted with 7-0

-Lynn and Clint will do reference check on candidate

-reviewed second round interview questions

Cameron made a motion to adjourn meeting, Brett seconded it.

Meeting adjourned at 6:50 pm

JANUARY 2023 TRANSFERS FROM MSDLAF TO DAWSON CO-OP CREDIT UNION

1/13/2023	\$1,600,000.00
1/27/2023	\$ 200,000.00

JANUARY 2023 TRANSFERS FROM INVESTMENTS (CONSTRUCTION) TO DAWSON CO-OP CU

2/1/2023	\$ 210,257.72
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JANUARY 2023 MANUAL CHECKS

1/10/2023	69770	Erickson Chevrolet	\$ 51.25
1/10/2023	69771	Gruwell Electric	\$ 851.82
1/10/2023	69772	Hamm, Eric	\$ 125.00
1/10/2023	69773	Kleven, Carrie	\$ 66.60
1/10/2023	69774	KMS High School	\$ 100.00
1/10/2023	69775	Lewis, Ashley	\$ 6.95
1/10/2023	69776	MCEA Executive Office	\$ 164.00
1/10/2023	69777	Overton, Julianna	\$ 77.65
1/13/2023	69778	Ameritas Life Ins Corp	\$ 453.16
1/13/2023	69779	Bothun, Joe	\$ 720.00
1/13/2023	69780	Dolan, Daniel	\$ 125.00
1/13/2023	69781	Farmers Mutual Telephone Co	\$ 569.55
1/13/2023	69782	Gritmacker, Hailey	\$ 205.08
1/13/2023	69783	Gruwell Electric	\$ 789.36
1/13/2023	69784	Gullickson, Vance	\$ 125.00
1/13/2023	69785	Hansen, Madison	\$ 500.00
1/13/2023	69786	Hennen, Wayne	\$ 125.00
1/13/2023	69787	Lynk, Kip	\$ 250.00
1/13/2023	69788	Void	\$ 0.00
1/13/2023	69789	Rolandson, Austin	\$ 125.00
1/13/2023	69790	Safety Kleen Systems Inc.	\$ 319.71
1/13/2023	69791	Schiller, Clint	\$ 125.00
1/13/2023	69792	Smith, Eric	\$ 125.00
1/13/2023	69793	Smith, Eric	\$ 125.00
1/13/2023	69794	Stokes, Michael	\$ 125.00
1/13/2023	69795	Tracy Area High School	\$ 100.00
1/13/2023	69796	Void	\$ 0.00
1/19/2023	69797	Aramark Uniform Services	\$ 153.97
1/19/2023	69798	Baker, Dustin	\$ 167.00
1/19/2023	69799	BSN Sports	\$ 893.57
1/19/2023	69800	Great Plains Natural Gas	\$ 17,151.76
1/19/2023	69801	Hanson, Eric	\$ 125.00
1/19/2023	69802	Hendrickson, Sam	\$ 56.00
1/19/2023	69803	ISD #378 (Food Service)	\$ 1,192.63
1/19/2023	69804	Johnson Memorial Health Services	\$ 3,816.25
1/19/2023	69805	Kleven, Carrie	\$ 240.01
1/19/2023	69806	Kyle's Small Engine Repair	\$ 1,102.50
1/19/2023	69807	Lester Prairie High School	\$ 80.00
1/19/2023	69808	McBride, Kendra	\$ 71.73
1/19/2023	69809	Outlaw Graphix	\$ 417.90
1/19/2023	69810	Overton, Julianna	\$ 12.83
1/19/2023	69811	Powers Investments	\$ 495.00
1/19/2023	69812	Prestholdt, Leah	\$ 185.00
1/19/2023	69813	Skyward, Inc.	\$ 87.70
1/19/2023	69814	Snow, Greg	\$ 125.00

1/19/2023	69815	Stokes, Michael	\$ 125.00
1/19/2023	69816	Teachwell Solutions	\$ 5,000.00
1/19/2023	69817	Yessak, Jordan	\$ 125.00
1/19/2023	69818	Zoom iD	\$ 345.00
1/30/2023	69819	AFLAC	\$ 671.56
1/30/2023	69820	Aviben	\$ 131.24
1/30/2023	69821	Vendor Void	\$ 0.00
1/30/2023	69822	Vendor Void	\$ 0.00
1/30/2023	69823	Aviben	\$ 5,735.95
1/30/2023	69824	DBEA	\$ 1,876.21
1/30/2023	69825	DB Flex Account	\$ 925.04
1/30/2023	69826	Vendor Void	\$ 0.00
1/30/2023	69827	Vendor Void	\$ 0.00
1/30/2023	69828	Void	\$ 0.00
1/30/2023	69829	Madison National Life	\$ 920.21
1/30/2023	69830	Void	\$ 0.00
1/30/2023	69831	NCPERS Group Life Ins.	\$ 16.00
1/30/2023	69832	NGL Insurance Group	\$ 150.85
1/30/2023	69833	Vendor Void	\$ 0.00
1/30/2023	69834	PERA	\$ 8,636.97
1/30/2023	69835	TRA	\$ 23,204.82
1/30/2023	69836	WEX	\$ 3,171.75
1/23/2023	69837	Albany Area School	\$ 200.00
1/23/2023	69838	Blomdahl, Krista	\$ 177.00
1/23/2023	69839	Bruer, Michael	\$ 125.00
1/23/2023	69840	Foslien, Adam	\$ 125.00
1/23/2023	69841	Frandsen, Sean	\$ 400.00
1/23/2023	69842	Gjerde, Maret	\$ 125.00
1/23/2023	69843	Koenen, Matthew	\$ 125.00
1/23/2023	69844	VOID	\$ 192.00
1/23/2023	69845	VOID	\$ 67.00
1/23/2023	69846	Lynk, Kip	\$ 250.00
1/23/2023	69847	Marks, Rick	\$ 125.00
1/23/2023	69848	Martin, Greg	\$ 250.00
1/23/2023	69849	Red Rock Central High	\$ 180.00
1/23/2023	69850	Selock, Ryan	\$ 225.00
1/23/2023	69851	Serbus, Nathan	\$ 125.00
1/23/2023	69852	Shoemaker, Brandee	\$ 87.00
1/23/2023	69853	Stokes, Michael	\$ 125.00
1/23/2023	69854	VOID	\$ 177.00
1/23/2023	69855	Sullivan, Matthew	\$ 125.00
1/23/2023	69856	Vendor Void	\$ 0.00
1/23/2023	69857	US Bank	\$ 9,643.29
1/23/2023	69858	Voorhees, Ritchie	\$ 125.00
2/15/2023	69859	Vendor Void	\$ 0.00
2/15/2023	69860	Vendor Void	\$ 0.00
2/15/2023	69861	Aviben	\$ 5,735.95
2/15/2023	69862	DBEA	\$ 1,876.21
2/15/2023	69863	DB Flex Account	\$ 900.04
2/15/2023	69864	Vendor Void	\$ 0.00
2/15/2023	69865	Vendor Void	\$ 0.00
2/15/2023	69866	Void	\$ 0.00
2/15/2023	69867	ISD #378	\$ 300.00
2/15/2023	69868	Void	\$ 0.00
2/15/2023	69869	Vendor Void	\$ 0.00
2/15/2023	69870	PERA	\$ 10,646.83

2/15/2023	69871	TRA	\$ 22,806.29
2/15/2023	69872	WEX	\$ 3,171.75
1/27/2023	69873	Aafedt, Tony	\$ 119.09
1/27/2023	69874	Asche, Eric	\$ 125.00
1/27/2023	69875	DCCU	\$ 700.00
1/27/2023	69876	Eickhoff, Christine	\$ 9.99
1/27/2023	69877	Hamm, Eric	\$ 125.00
1/27/2023	69878	Hiedeman, Amy	\$ 39.30
1/27/2023	69879	Kleven, Carrie	\$ 327.22
1/27/2023	69880	McBride, Kendra	\$ 51.22
1/27/2023	69881	Schiller, Clint	\$ 125.00
1/27/2023	69882	Willmar Public School	\$ 40.00
1/30/2023	69883	Jaenisch, Julie	\$ 56.50
1/30/2023	69884	Johnson, Lisa	\$ 36.50
1/30/2023	69885	Purchase Power	\$ 86.79
1/30/2023	69886	Scheigert, Paige	\$ 142.00
1/30/2023	69887	Strother, Ella	\$ 177.00
1/30/2023	69888	Toov, Jessie	\$ 67.00
1/31/2023	69889	Midwest Machinery Co.	\$ 12,032.00
2/02/2023	69890	Brehmer, Aaron	\$ 125.00
2/02/2023	69891	Void	\$ 125.00
2/02/2023	69892	Dolan, Daniel	\$ 125.00
2/02/2023	69893	Hanson, Eric	\$ 125.00
2/02/2023	69894	Johnson, Matthew	\$ 125.00
2/02/2023	69895	Karas, Blake	\$ 125.00
2/02/2023	69896	Karas, Blake	\$ 125.00
2/02/2023	69897	Mogard, Ryan	\$ 125.00
2/02/2023	69898	Schmidgall, John	\$ 125.00
2/06/2023	69899	Baird, Caitlyn	\$ 36.50
2/06/2023	69900	Bothun, Luke	\$ 291.68
2/06/2023	69901	Eickhoff, Christine	\$ 249.38
2/06/2023	69902	Franzky, Kyndall	\$ 73.00
2/06/2023	69903	Hamm, Eric	\$ 125.00
2/06/2023	69904	Hiedeman, Amy	\$ 265.48
2/06/2023	69905	Hurley, Brandon	\$ 368.40
2/06/2023	69906	Johnson, Grace	\$ 36.50
2/06/2023	69907	Kleven, Carrie	\$ 287.26
2/06/2023	69908	McBride, Kendra	\$ 263.10
2/06/2023	69909	Mork, Patti	\$ 25.46
2/06/2023	69910	Stotesbery, Ryan	\$ 191.26
2/06/2023	69911	Wyum, Greg	\$ 81.55
2/07/2023	69912	Gustafson, Owen	\$ 125.00
2/07/2023	69913	Hiedeman, Amy	\$ 849.28
2/07/2023	69914	Koenen, Matthew	\$ 125.00
2/07/2023	69915	Region 3A	\$ 702.00
2/07/2023	69916	Stokes, Michael	\$ 125.00
2/08/2023	69917	Marquart, Cory	\$ 125.00
2/08/2023	69918	Smith, Eric	\$ 125.00
2/08/2023	69919	Strukel, Grant	\$ 125.00
2/08/2023	69920	Voorhees, Ritchie	\$ 125.00
2/09/2023	69921	Glencoe-Silver Lake Schools	\$ 80.00
2/09/2023	69922	Marquart, Cory	\$ 125.00
2/09/2023	69923	Rademacher, Michael	\$ 125.00
2/09/2023	69924	Rolandson, Austin	\$ 125.00
2/09/2023	69925	Turnbull, Donald Scott	\$ 125.00
			<u>\$ 162,855.40</u>

JANUARY 2023 FEDERAL & STATE TAX PAYMENT

FEDERAL	01/30/23	\$43,748.41	STATE	01/30/23	\$7,079.53
	02/15/23	\$46,211.11		02/15/23	\$7,318.76

Check Nbr	Vendor Name	Check Date	Check Amount
69926	A & B AUTO PARTS	02/13/2023	92.45
69927	AL'S MERCANTILE	02/13/2023	290.49
69928	AMERICAN WELDING & GAS INC	02/13/2023	1,987.65
69929	ANDERSON, KAREN	02/13/2023	206.53
69930	ARAMARK UNIFORM SERVICES	02/13/2023	153.97
69931	BORDER STATES ELECTRIC SUPPLY	02/13/2023	141.73
69932	CANION CREATIONS LLC	02/13/2023	195.00
69933	CHAPPELL CENTRAL INC	02/13/2023	1,790.00
69934	Vendor Continued Check	02/13/2023	0.00
69935	CITY OF DAWSON	02/13/2023	2,537.79
69936	CULLIGAN WATER CONDITIONING	02/13/2023	644.00
69937	DAWSON CHAMBER OF COMMERCE	02/13/2023	150.00
69938	DAWSON SENTINEL	02/13/2023	534.06
69939	ESTR PUBLICATIONS	02/13/2023	47.40
69940	GRAINGER	02/13/2023	16.34
69941	GREAT PLAINS NAT. GAS	02/13/2023	15,959.53
69942	GRUWELL ELECTRIC	02/13/2023	262.07
69943	HARRY'S FROZEN FOOD	02/13/2023	1,642.50
69944	HIGHLAND HARDWARE	02/13/2023	244.93
69945	Vendor Continued Check	02/13/2023	0.00
69946	HILLYARD/HUTCHINSON	02/13/2023	5,092.03
69947	HOGLUND BUS CO.	02/13/2023	300.88
69948	HORIZON COMMERCIAL POOL SUPPLY	02/13/2023	3,015.47
69949	HURLEY, BRANDON	02/13/2023	42.74
69950	HUTT'S TEXACO	02/13/2023	116.80

Check Nbr	Vendor Name	Check Date	Check Amount
69951	I-STATE TRUCK CENTER	02/13/2023	216.06
69952	INTERSTATE ALL BATTERY CENTER	02/13/2023	30.96
69953	IND. DIST. 378 (FOOD SERVICE)	02/13/2023	1,293.60
69954	JOHNSON MEMORIAL HEALTH SVCS	02/13/2023	6,262.00
69955	Vendor Continued Check	02/13/2023	0.00
69956	KEMPS LLC (DBA CASS-CLAY CREAM	02/13/2023	4,095.30
69957	LAC QUI PARLE VALLEY H. SCHOOL	02/13/2023	330.25
69958	LEGACY PRODUCTION GROUP	02/13/2023	1,188.45
69959	MADISON BOTTLING CO.	02/13/2023	1,321.00
69960	MARCO TECHNOLOGIES LLC	02/13/2023	2,173.05
69961	MIDWEST MACHINERY CO	02/13/2023	129.10
69962	MIDWEST TRUCK PARTS, INC	02/13/2023	171.92
69963	MINNESOTA RIVER ED DIST.	02/13/2023	16,478.30
69964	Vendor Continued Check	02/13/2023	0.00
69965	MUSIC STREET	02/13/2023	572.59
69966	NEW DOMINION SCHOOL	02/13/2023	2,183.71
69967	NIHCA	02/13/2023	399.00
69968	NORTH CENTRAL INT'L INC	02/13/2023	1,614.53
69969	NORTH CENTRAL BUS SALES	02/13/2023	434.54
69970	NOVA FIRE PROTECTION INC	02/13/2023	820.00
69971	OCHSENDORF, DERRICK L	02/13/2023	109.99
69972	OLSON SANITATION LLC	02/13/2023	1,504.48
69973	OTTER TAIL POWER	02/13/2023	10,437.64
69974	PAN-O-GOLD BAKING COMPANY	02/13/2023	493.22
69975	PEMBERTON, SORLIE, RUFER & KER	02/13/2023	66.50

Check Nbr	Vendor Name	Check Date	Check Amount
69976	Vendor Continued Check	02/13/2023	0.00
69977	J.W. PEPPER & SON, INC.	02/13/2023	703.29
69978	PERFORMANCE FOODSERVICE-MARSHA	02/13/2023	16,221.96
69979	POWERS INVESTMENTS	02/13/2023	555.55
69980	PRESTHOLDT, LEAH G	02/13/2023	72.71
69981	RAMBOW	02/13/2023	1,141.02
69982	ROCKLER WOODWORKING AND HARDWA	02/13/2023	238.87
69983	RUNNINGS FARM & FLEET	02/13/2023	18.96
69984	SARLETTES MUSIC	02/13/2023	664.45
69985	KEN SATHER CONSTRUCTION LLC	02/13/2023	420.43
69986	SCHOOL TECHNOLOGY ASSOCIATES I	02/13/2023	8,041.50
69987	SOUTHWEST GLASS CENTER INC	02/13/2023	1,503.50
69988	SUMMIT FIRE PROTECTION	02/13/2023	1,944.75
69989	SUPREME SCHOOL SUPPLY	02/13/2023	48.12
69990	SW/WC SC	02/13/2023	2,958.00
69991	SWEDZINSKI, DARLA	02/13/2023	155.07
69992	TEACHWELL SOLUTIONS	02/13/2023	6,500.00
69993	THE JON GORDON COMPANIES	02/13/2023	1,000.00
69994	THE MCDOWELL AGENCY INC	02/13/2023	82.00
69995	TIM'S FOOD PRIDE	02/13/2023	578.29
69996	TOTAL FIRE PROTECTOIN	02/13/2023	1,120.12
69997	YELLOW MEDICINE COUNTY	02/13/2023	123.50
69998	YELLOW MEDICINE EAST H.S.	02/13/2023	5,318.68
73	Computer	Check(s) For a Total of	137,201.32

Check Nbr	Vendor Name	Check Date	Check Amount
69749	NORTH CENTRAL INT'L INC	02/12/2023	228.76
69891	BUSSKOHL, BRETT	02/12/2023	125.00
2	Void	Check(s) For a Total of	353.76

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
73	Computer	Checks For a Total of	137,201.32
Total For 73	Manual, Wire Tran, ACH & Computer Checks		137,201.32
Less 2	Voided	Checks For a Total of	353.76
		Net Amount	136,847.56

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
01	GENERAL FUND	82.00	91.73	110,832.19	111,005.92
02	FOOD FUND	0.00	0.00	20,976.77	20,976.77
04	COMMUNITY EDUCAT	0.00	0.00	4,864.87	4,864.87



Check Nbr	Vendor Name	Check Date	Check Amount
69999	BRAUN INTERTEC CORPORATION	02/13/2023	1,238.00
70000	CULINEX	02/13/2023	29,945.40
70001	HASSLEN CONSTRUCTION CO INC	02/13/2023	501,581.06
70002	ICS CONSULTING, LLC (D/B/A ICS	02/13/2023	17,745.70
70003	L & S ELECTRIC INC	02/13/2023	124,437.45
70004	SATELLITE SHELTERS INC	02/13/2023	1,216.80
70005	SPARKY'S WELDING & FABRICATION	02/13/2023	7,820.00
70006	TOTAL FIRE PROTECTOIN	02/13/2023	20,605.77
70007	WEIDNER MECH CONTRACTORS	02/13/2023	2,404.45
9	Computer	Check(s) For a Total of	706,994.63

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
9	Computer	Checks For a Total of	706,994.63
Total For 9	Manual, Wire Tran, ACH & Computer	Checks	706,994.63
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	706,994.63

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
06	BUILDING CONSTRU	0.00	0.00	706,994.63	706,994.63

INDEPENDENT SCHOOL DISTRICT NO. 378

TREASURER'S REPORT TO SCHOOL BOARD

DATE: FEBRUARY 12, 2023

MONTH: JANUARY 2023

FUNDS	BEGINNING OF MONTH BAL.	CURRENT MONTH ACTIVITY	OTHER	END OF MONTH BALANCE
GENERAL	-\$1,409,988.60	\$1,224,497.92	\$0.00	-\$185,490.68
FOOD SERVICE	\$113,843.98	-\$430.92	\$0.00	\$113,413.06
COMMUNITY SERVICE	-\$14,607.04	\$17,399.07	\$0.00	\$2,792.03
BUILDING/CONST	-\$30,070.52	-\$56,760.21	\$0.00	-\$86,830.73
DEBT REDEMPTION	\$1,535,119.94	-\$1,286,192.27	\$0.00	\$248,927.67
TRUST AND AGENCY	\$5,250.00	\$0.00	\$0.00	\$5,250.00
TOTALS	\$199,547.76	-\$101,486.41	\$0.00	\$98,061.35

RECONCILIATION WITH BANK STATEMENT

BALANCE PER BANK STATEMENT	LESS OUTSTANDING CHECKS	LESS OUTSTANDING RECEIPTS	LESS INTEREST ON B.S.	ADD INSUFFICIENT FUNDS CHECKS	ADD-OTHER	BALANCE AGREES W/ TREASURER'S
\$125,758.83	-27,697.48					\$98,061.35

INVESTMENTS

REGULAR FUND-600216	CERTIFICATE NUMBER	DOLLAR AMOUNT
MSDLAF		\$0.66
MSDMAX		\$0.00
MNTRUST		\$1,128,582.54
TOTAL		\$1,128,583.20



Resignation of Daytona Arends-Elementary Paraprofessional effective February 10, 2023

Resignation of Ashley Lewis-Daycare effective January 20, 2023

Resignation of Char Schutz-Administrative Assistant/Payroll/MARSS Coordinator effective June 30, 2023

Resignation of John Lund-Elementary Paraprofessional effective December 21, 2022

Resignation of Nicole Stulz-Elementary Special Ed Teacher effective January 10, 2023

Hiring of Ashley Lewis-Elementary Paraprofessional effective January 23, 2023

Hiring of Emily Bothun-High School Paraprofessional effective January 30, 2023

Hiring of Jenna Norquist-Daycare effective January 30, 2023

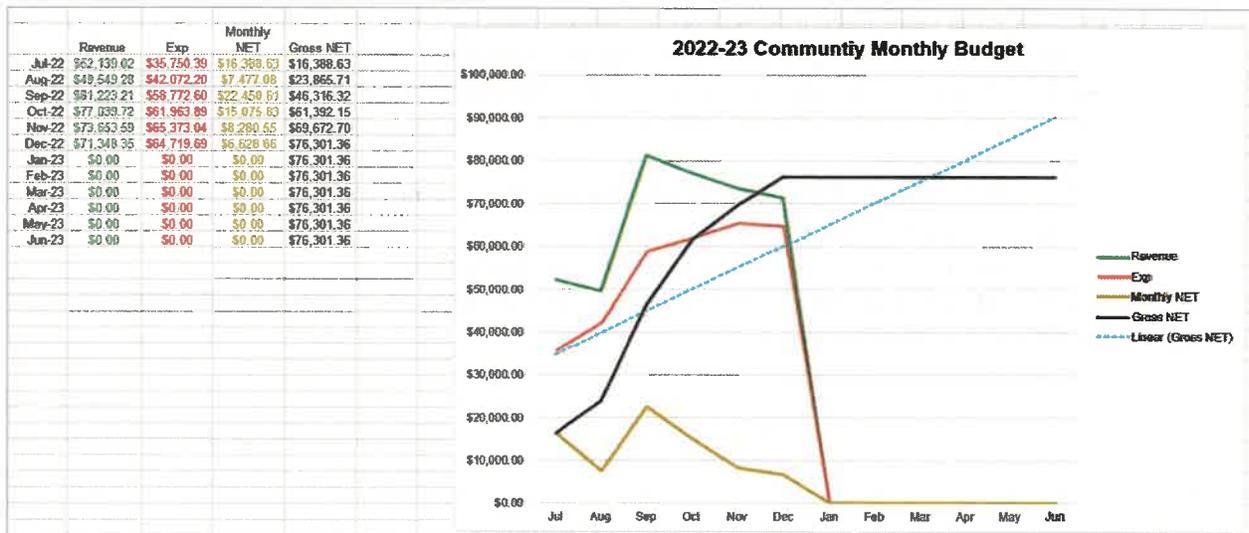
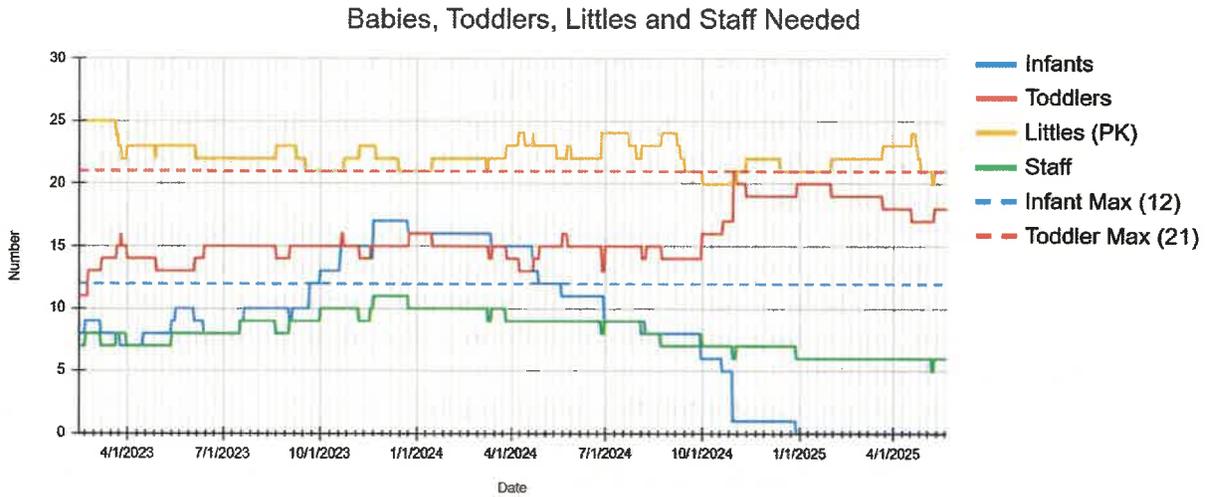
Hiring of Alicia Hinojosa-Daycare effective January 23, 2023

Hiring of Marcia Lund-Elementary Special Education Teacher effective January 23, 2023

Approval of leave to Jennifer Mork, March 16 & 17, 2023

Approval of leave to Amy Schlemmer, February 21-24, 2023

1. Daycare Update
  - a. See the chart below for enrollment trends:



- b. The trend indicates a need to find additional space if we are to accommodate the demand for daycare.
          - i. Space is needed that doesn't interfere with or take away from the educational function of the school (education/learning is the first priority and daycare secondary).
          - ii. What are the short and long-range plans?
          - iii. What kind of local/state/federal funding will be available?
        - b. Daycare is sending out summer contracts soon in order to determine the need for staff and space.
2. Advisory Council met on Feb 8:
  - a. Discussed the importance of maintaining two 4 yr old, 4-day-per-week preschool sections.
  - b. Discussed pick-up/drop-off issues with the elementary and some potential long-term solutions.

- c. Council will be reviewing neighboring districts and recommending a PreK/Daycare fee schedule for 2023-24.
  - d. Discussed ideas for summer rec.
3. The flyer will be published this week.

### Activities

1. Team Updates:
  - a. Wrestling: United is the #1 seed in Section 3AA North. We will be hosting section wrestling on Thursday, starting at 6:00 PM
  - b. Dance: Section champs in both Jazz and High Kick. The team will be competing at the state tournament on Friday and Saturday. A pep fest will be held on Thursday @ 11:05. Send-off will be @ 11:45.
  - c. BBB: #1 Seed in the Camden North. They will be playing for the conference championship on Monday @ RTR. Section play begins the first week in March.
  - d. GBB: Have been competitive every game and will be starting section play next week.
2. JH Discussion: I would like to work with the board on developing a policy dealing with 6th graders being asked to play JH.
  - When, if ever, would this come into play
  - What athletics/activities are allowed
  - Pre-requisites: physical, fees

### Transportation

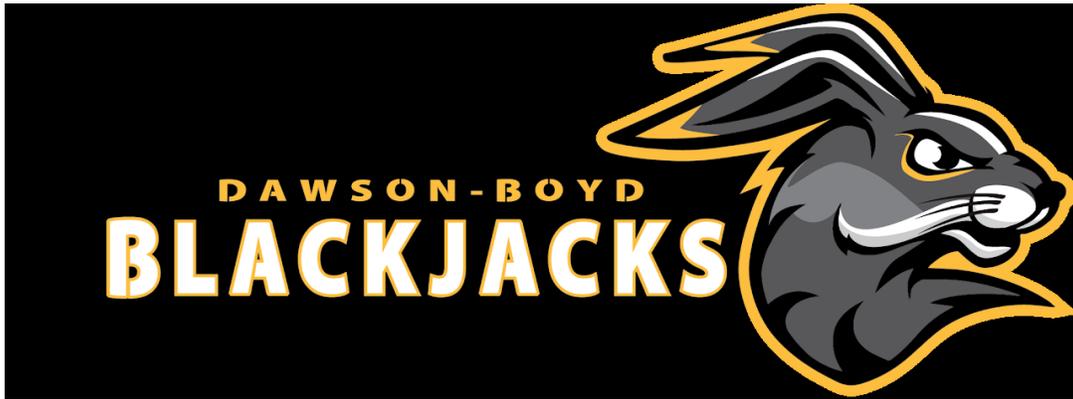
1. Bus Cameras have been installed on 6/7 route buses. We are still learning software but cameras provided a great view of the inside and outside of the bus.
2. We will be moving the route pick up and drop off location to door #17 on the corner of 8th and Walnut. Long term plan is to improve drop-off location when parking lots are completed.
3. Maintenance Issues:
  - a. #17: needs \$10,000 plus repair. We will not be fixing this bus.
  - b. #2: In for repair at Midwest.
  - c. #18: In for repair at Hoglund bus service in Monticello.
4. Big Red replacement: Van will not be able to haul students after June. Looking into a 10-passenger replacement.

## School Nurse Board Meeting Notes 1/13/2023

Current Health Status - Thank you to all parents and staff for staying home when you are sick and responding in a proactive manner when minor outbreaks occur. It makes a great deal of difference to mitigate illness within the building when we all work together!

COVID: 22 cases since Jan 19

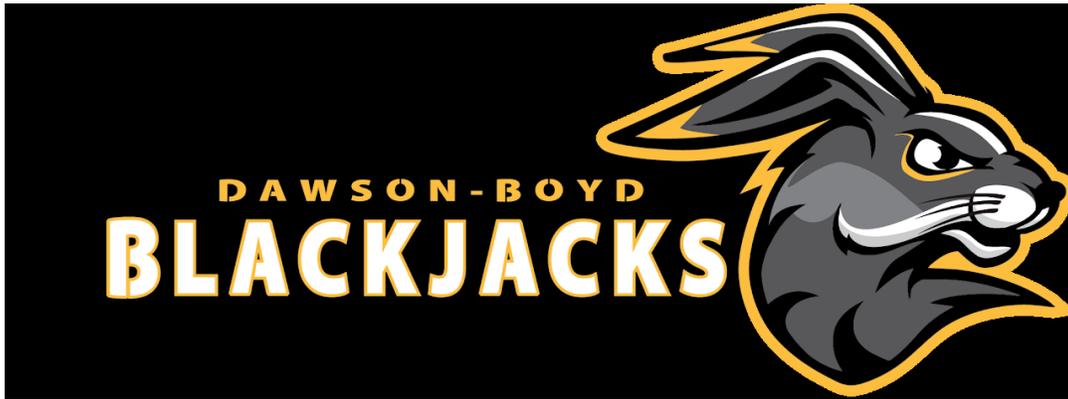
Influenza: 1 case influenza A; 1 case influenza B since Xmas break



## Amy Hiedeman - Elementary Principal

Notes for February 2023 Board Meeting - 2.13.22

- Thank you to Dawson-Boyd parent, Katie Palmreuter, for making a generous donation to the Stevens ELEM Library with part of the proceeds from her book sale - *There No Place Like Gnome*. Katie's pen name is Katie Stearns. Thank you for thinking of our students and tying your love of reading/writing to your donation.
- Enrollment Update (since beginning of December)
  - PreK new students - 4 (good because we've had 5 unenroll for various reasons)
  - K- 6 New students - 9 (5 have left - +4)
    - K - 3
    - 1st - 1
    - 2nd - 1
    - 3rd - 2
    - 4th - 1
    - 5th - 1
- Theresa Vogel - Stevens Elem Library - was notified on Friday, 1/27 that the library has been awarded a \$1000 grant from Penguin Random House Rural & Small Libraries for the purchase of audiobooks! We were 1 of 26 libraries out of 350 applications nationwide to be selected for funding. These are books specifically for providing assistive technology for struggling students. It's not an online platform like the public libraries.
- MRVED MELT - successful day out at LqP Valley with teachers learning with and from one another. Thank you for these opportunities. Our next MRVED Common Day is April 6th and will be held here in Dawson.
- Special thanks to Nicolle Johnston for coming and speaking to our staff about Special Education, Inclusion and Assistive Technology on our Inservice/Work Day. Nicolle is our Special Education Director with the Minnesota River Cooperative Center.
- I spent the beginning of February in Minneapolis attending Minnesota Elementary School Principals' Association (MESPA) Institute. This is an excellent opportunity to connect with colleagues and learn. We got to hear great speakers, attend break out



sessions, and finished Friday with a visit from Governor Walz and our new MN Commissioner of Education, Willie Jett.

Keynote Speakers:

Dr. Rachael George - *Self Care for Leaders and Staff - Nurturing the Culture!*

Emily Hanford - *Discovering the Science of Reading : A Reporter's Story (Sold a Story Podcast)*

Dr. Dau Jok - *Leadership Disposition: The Pursuit of Human Social and Emotional Excellence*

Andy Jacks - *Play to Win: Leading Individual and Collective Excellence*

- [I Love to Read Activities](#)

- Kids Heart Challenge

Kicked off with Julie Boerhave last week Tuesday. We do this as a service learning/education project. Students, we do this event to remind you of the importance of heart health. The goal is not so much the raising of funds - but students participating in the Challenge and commitment to heart health. They can learn more about the heart and the importance of heart health. Our older students can even learn hands only CPR.

- Energy Bus -

Monthly Themes -

January - Don't Waste Energy on Those Who Don't Get on the Bus

February - No Energy Vampires

January Campus Activity - Check out our January 15th Facebook post for details. Fun activity for our students!

February Campus Activity - Ties in with our I Love to Read month goals - covering up the ENERGY VAMPIRES!

What we're looking forward to:

- FFA Barnyard - Feb. 23
- Visit from Ross Sutter and his friends (Swedish Musicians) - Feb. 23
- Title Family Night - Feb. 27
- 4th Grade - Ag in the Classroom at Minnesota West - Granite Falls - Mar. 7
- PreK & K Registration - opens March 15th

**Board Meeting Notes**  
**Dawson-Boyd High School**  
**February 13, 2023**

Congratulations to One Act Play for a successful season, just missing out on advancing to Sections. The varsity and junior varsity performed their plays for the students on January 30th.

Dress up days the next two weeks. Student council the week of Feb. 13-17 and National FFA Week Feb. 20-24th.

Congratulations to 7th grade students Stella Roth and Lilly Lee (alternate) for representing Dawson-Boyd at the Regional Spelling Bee.

Last month our staff attended the MELT Conference at LQPV and heard a presentation from Nicolle Johnston regarding Special Ed on our end of second quarter work day.

Thank you to all the advisors and coaches over these busy Winter months - the time and dedication these people put into these activities for our students is greatly appreciated!

Last month we recognized our paraprofessionals - our high school is very fortunate to have a fantastic group on our team! I know I speak for teachers when I say that we highly value what they do every day!

Attended the MN Association of Secondary School Principal's Conference last month in Minneapolis. I appreciate the time to connect with other secondary principals and attend breakout sessions on current topics and practices.

## Superintendent's Report 2-13-2023

- 1) We ran into trouble with one of our buses with the poorly designed engine. The cost to repair with the part and labor was extravagant and we would still be left with a poor bus so I asked Mr. Aafedt to explore other options including leasing or purchasing a late model bus. We were fortunate that one supplier had exactly what we were looking for and in the end decided to purchase (2) 2020 65 passenger buses equipped how we want them with less than 30,000 miles on each of them. We have it in the budget to do this and it will solidify our fleet for a few years at least. We will sell one of the older buses and keep one for parts. Total price with tax and prep for both was \$147,000. Not much more than the price of one new one. Mr. Aafedt will discuss further in his report.
- 2) We continue to research options for the big projects that will enhance our facility, increase safety and usability, and protect our building (Roofs, parking lots, H-Vac) At the March School Board Meeting we will have Chris Z and Michael Hart present solidified options/plans for the projects and financing. I want to go on record now that I support these projects and believe they are in the best interest of the school district and the taxpayers of our District.
- 3) As we all know, this has been an unusually challenging winter. This has affected our ability to safely hold school in-person eight times already and we are not even through February. Superintendents, MASA, MRVED, MREA and others have been lobbying our State Legislators to allow Districts to have more than the five currently allotted e-learning days at least this year. Even if they do act on this request, we and many of our neighbors will need to take some action to make up for the snow date we have used (Three so far). I met with the calendar committee to discuss options. They strongly prefer we do not use current scheduled Holidays as make up days. The recommendation from the committee is to have the Board shorten the school year from the current 172 student contact days to something less to accommodate the snow days or to add minutes to each day during 4th quarter (right now it would take 25/day to accommodate all

3 snow days). Another option would be to have a combination change calendar/add minutes. We will wait until March to decide because that will give the legislature time to possibly act and the fourth quarter does not begin till the end of March.

- 4) I want to thank my Administrative Team who have all done such a great job in my absence. Ryan Stotesbery, Amy Hiedeman, Tony Aafedt, Stacy Stratmoen, Leah Prestholdt, Derrick Ochsendorf, and Char Schutz, have all gone above and beyond their normal hectic duties to keep me in the loop and well connected these past 2 months. I look forward to returning in person in March as we wrap up another great year at Dawson-Boyd Public Schools.

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Legend & Important Dates**

Blue- Staff Day Red- No School Yellow- Start and End Dates Green- Commencement Orange- End of Quarter Pink- Conferences Lime- Homecoming Purple- Para Inservice Teal- New Teacher Orientation

Para Workshop in Benson- August 17  
 New Teacher Orientation-August 25  
 Staff Inservice Days-August 30, 31 September 1  
 Open House- August 31 5:30-7:30 p.m.  
 Labor Day-No School-September 5  
 First Day of School-September 6  
 Homecoming Week- September 19<sup>th</sup>-23<sup>rd</sup>  
 Preschool Screening-September 28<sup>th</sup>  
 Conferences- Oct. 17<sup>th</sup> (3:30-7:30) & Oct. 18<sup>th</sup>- No School (7:30-7:30)  
 MRVED Common Inservice Day- October 19 No School  
 MEA – October 20-21  
 End of Quarter 1- November 3  
 Inservice/Workday- November 4  
 Thanksgiving Break- November 24-25  
 Christmas Break- December 23 – January 1  
 School Resumes- January 2

MRVED Common Inservice Staff Day- January 16 No School  
 End of Quarter 2- January 19  
 Inservice/Workday- January 20  
 President's Day Break- February 17-20 No School  
 End of Quarter 3- March 23  
 Inservice/Workday- March 24 No School  
 Conferences- March 30 (3:30-7:30)  
 MRVED Common Inservice Staff Day- April 6 No School  
 Easter Break- April 7 No School  
 Commencement- May 28 2:30 p.m.  
 Memorial Day-May 29 No School  
 Last Day of School- June 1  
 Teacher Inservice Staff Day – June 2 until noon (1/2 day)  
 Q1- 39 Q2- 45 Q3- 42 Q4-46  
 Student Days---172 Staff Days---12.5 5 E-Learning Days



**Lessor:** Santander Bank, N.A.  
 3 Huntington Quadrangle  
 Suite 101N  
 Melville, NY 11747-4616

**Lessee:** Independent School District 378  
 848 Chestnut Street  
 Dawson, MN 56232

Amortization per unit or per group.

Group of  
 1 2 - 2020 IC CE 65 pass

Nominal Annual Rate: 5.050%

**CASH FLOW DATA**

Event	Date	Amount	Number	Period	Totals
1 Loan	2/25/2023	146,260.00	1		\$146,260.00
2 Payment	7/15/2023	40,072.00	4	Annual	\$40,072.00

**AMORTIZATION SCHEDULE - Normal Amortization**

	Date	Payment	Interest	Principal	Balance	
Loan	2/25/2023				146,260.00	
1	7/15/2023	40,072.00	2,833.04	37,238.96	109,021.04	\$40,072.00
2	7/15/2024	40,072.00	5,505.56	34,566.44	74,454.60	\$40,072.00
3	7/15/2025	40,072.00	3,759.96	36,312.04	38,142.56	\$40,072.00
4	7/15/2026	40,072.00	1,929.44	38,142.56	0.00	\$40,072.00
<b>Grand Totals</b>		<b>160,288.00</b>	<b>14,028.00</b>	<b>146,260.00</b>		



Main: 763.295.5119  
 Toll Free: 800.866.3105  
 Fax: 763.295.4992

116 E. Oakwood Drive  
 PO Box 249  
 Monticello, MN 55362  
 www.hoglundbus.com

Stock #: #26452ai & #26453ai Date: 1/24/2023 Salesperson: Kevin Schmidt  
 Buyer Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 Company Name: Dawson Boyd ISD #378  
 Address: 848 Chestnut St. City: Dawson State: MN County: \_\_\_\_\_ Zip: 56232  
 Phone: 320-769-4502 Fax: \_\_\_\_\_ Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: \_\_\_\_\_  
 Cell Phone: 320-312-2317 (Tony) E-Mail Address: stacys@dwby.k12.mn.us Stacy Stratmoen, Bus. Mgr  
 Lienholder: Santander Bank NA Address: 3 Huntington Quadrangle, #101N, Melville, NY 11747-4616  
 Please enter my order for:  NEW  USED  DEMO Buyers Insurance Co.: Employer's Mutual Casualty Co.  
 Buyers policy number: 6E1 - 11 - 73 EXP Date: 9/22/2023

Year	Make	Model	Body	Transmission	Color	Interior	
2020	IC	CE	School Bus	Allison	Yellow	Gray seats	
Vin#:		Lic.#/Plate Type		GVW	Capacity	Mileage	Delivered on/about
see below		TE			65		Feb. 2023
DOT#:				Cash Price of Vehicle #26452ai 4DRBUPWN8LB844591		68,500 00	
Delivery Address: Customer Pick-up Monticello				Lettering Bus # 11			
				Cash Price of Vehicle #26453ai 4DRBUPWNXLB844592		68,500 00	
MN State Certified Interim Inspection Included				Lettering Bus # 12			
Spec's include:							
PSI 270hp V-8 gasoline engine							
Air brakes , Air ride rear suspension, Air ride driver seat							
4 yr Lease Purchase - Santander Bank NA							
payment due commencing 7/15/2023 estimated \$40,070.00							
<b>TRADE-IN DATA</b>				Tax, Title & License are subject to change			
Year	Make	Model	Body Style	TE Plates 2/23		TOTAL	
				Registration Tax	50 00	Less Trade-In/Allowance (-)	0 00
Vin #:				Plate Fee	31 00	Trade Difference	137,000 00
No Trade				Public Safety Vehicle Fee	7 00		
				Transfer Tax	20 00		
Lic. Plate #:		Lic. State: MN	Exp.	Title/Transfer Fee	16 50	Motor Vehicle Sales Tax	8,905 00
Mileage Now:		Transmission:		State/Deputy Filing Fee	22 00	Service Contract	
Does your trade-in have a branded title or Insurance Salvage History? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				Lien Recording Fee	4 00	Document/Admin Fees	200 00
Is the pollution control equipment on your trade-in intact and in operating condition? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				Technology Surcharge	4 50	Handicap Options	
<b>Dealer's Disclaimer of Warranty</b> Unless the vehicle is sold with a separate written dealer warranty or the dealer enters into a service contract with the buyer, the vehicle is sold "AS-IS". Dealer expressly disclaims all warranties, either express or implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk of the quality and performance of the vehicle is with the buyer. <b>Important: A manufacturer warranty may apply</b>				<b>TOTAL LICENSE AND FEES</b>			155 00
						<b>SUBTOTAL</b>	146,260 00
						Less Amount Submitted With Order (-)	
						Plus Balance Owing To Lienholder On Trade In (+)	
						<b>TOTAL AMOUNT DUE ON DELIVERY</b>	<b>146,260 00</b>

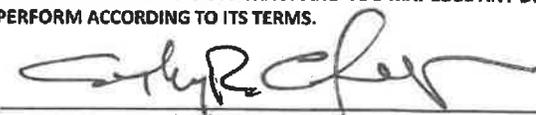
The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older, and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the contract signed in the dealership on the dated noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

Notice of salesperson's limited authority. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted: \_\_\_\_\_

X 

Buyer's Signature Accepting Terms of Contract

Approve direction to find cost savings and efficiencies due to budget shortfalls if necessary for the 2023-2024 school year. Licensed staff will need to be notified by 3/15/2023 if they are being placed on unrequested leave of absence. At this time, the board does not recognize any changes that need to be made.

Date	Donation Area	From	\$\$\$ Amount
1/10/2023	Industrial Arts Classroom	Dean Martinson-Pioneer Seed	\$1,000.00
1/11/2023	Student United Way (In need) Fund	JMHS	\$487.00
1/20/2023	Musical	Swenson, Nelson & Stulz	\$1,000.00
1/20/2023	Backpack for Kids	Tom & Crystal Bothun	\$2,000.00
1/20/2023	Backpack for Kids	Dawson Co-op Credit Union	\$1,000.00
1/25/2023	Backpack for Kids	Strand Agency	\$75.00
1/25/2023	Backpack for Kids	Dale, Dave & Gary Kemen Farms	\$250.00
1/25/2023	Backpack for Kids	Lowell Tyler	\$250.00
1/23/2023	Backpack for Kids	Kevin & Jill Kemen	\$100.00
1/23/2023	Backpack for Kids	Susan Lund	\$50.00
1/23/2023	Elementary Library	Katie Palmreuter	\$194.00



Independent School District No. 378  
Dawson-Boyd Public Schools

# FUNDRAISER APPLICATION

Today's Date:

2/7/23

Person Completing Form:

Tony Aafedt

Organization Represented:

Musical

Describe Fundraiser Activity: [i.e. varsity hockey team selling candy door-to-door]

Online wish list, needs for musical

Start Date & End Date:

2/14/23

Estimated Revenue From Activity:

\$1000

Who Will Collect/Receipt Revenue:

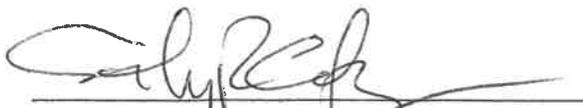
Brandon Hurley

How Will Revenue Be Used:

Musical Sup

Who Makes Decisions On How Revenue Will Be Disbursed:

Brandon Hurley

  
Signature of Advisor / or /  
Organization Representative

► For Office Use Only ◀  
► Fundraiser ◀  
►  Authorized ◀  
►  Not Authorized ◀

# **Dawson-Boys Public Schools Policy#405**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **405 VETERAN'S PREFERENCE**

### **I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

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

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
  - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring

system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
  
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
  
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

# **Dawson-Boyd Public Schools Policy #528**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

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

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated: Rebecca Mortenson, High School Counselor, 848 Chestnut St, Dawson MN 56232, 320-769-2955 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated, and acted upon in the manner specified in Policy 522.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

**DAWSON-BOYD PUBLIC SCHOOLS DISTRICT #378**  
**STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

To: \_\_\_\_\_  
(Staff Name)

From: \_\_\_\_\_  
(Administrative Official)

Date of Notice: \_\_\_\_\_

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

\*You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name: \_\_\_\_\_

Incident(s) of violence:

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- \_\_\_\_\_ IEP
- \_\_\_\_\_ §504 Plan
- \_\_\_\_\_ Functional Behavioral Assessment
- \_\_\_\_\_ Reports or statements by school staff
- \_\_\_\_\_ Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

# **Dawson-Boyd Public Schools Policy #529**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

### **I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

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

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

A. Administration

"Administration" means the superintendent, building principal, or other designee.

B. Classroom Teacher

"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

- 1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
- 2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will

be reported.

D. Incident(s) of Violence

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

**IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate

educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and

Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

#### **V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

#### **VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

#### **VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

# **Dawson-Boyd Public Schools Policy #801**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **801 EQUAL ACCESS TO SCHOOL FACILITIES**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during

noninstructional time.

- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

#### **IV. FAIR OPPORTUNITY CRITERIA**

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

#### **V. PROCEDURES**

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
  - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
  - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
  - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
  - 2. The groups may not use the school name, school mascot name, school emblems,

the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information.
  2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
  3. Note the condition of the facilities and equipment before and after use.
  4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
  5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

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

**Cross References:** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

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*The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.*

**Dawson-Boyd Public Schools District No. 378**  
**Application for Use of Facilities Form**  
**Equal Access Act Meeting**

Statement of Policy

It is school district policy to grant equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during noninstructional time, pursuant to the Equal Access Act.

Provision of school facilities does not constitute school district sponsorship of such meeting, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them.

Name of student initiating request: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Home Room: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_

Estimated number to attend: \_\_\_\_\_

Special Equipment needs: \_\_\_\_\_

---

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*(School District Use Only)*

Room assigned: \_\_\_\_\_

Condition of Facilities: \_\_\_\_\_

Staff (if any) assigned to supervise: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **Dawson-Boyd Public Schools Policy #802**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

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

#### **B. Contracts Over \$100,000**

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

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

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

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

**Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)  
Minn. Stat. § 123B.29 (Sale at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

**Cross References:** MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

# **Dawson-Boyd Public Schools Policy # 805**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **805 WASTE REDUCTION AND RECYCLING**

### **I. PURPOSE**

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management.

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

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

### **III. DEFINITIONS**

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.
- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Minnesota Pollution Control Agency (PCA) (Commissioner).
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.
- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass,

plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- I. "Resource conservation" means the reduction in the use of water, energy, and raw materials.
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- K. "Source-separated compostable materials" means materials that:
  - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
  - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
  - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
  - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
  - 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.
- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
  - 1. reusing the product in its original form;
  - 2. increasing the life span of a product;
  - 3. reducing material or the toxicity of material used in production or packaging;  
or
  - 4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

#### **IV. WASTE DISPOSAL**

- A. The school district will attempt to decrease the amount of waste consumable materials by:

1. reduction of the consumption of consumable materials whenever practicable;
  2. full utilization of materials prior to disposal;
  3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal.
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located.
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:
1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
  2. develop and implement a plan for managing the potential liability; and
  3. submit the information in (1) and (2) above to the PCA.
- If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.
- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
  2. the land unless approved by the PCA; or
  3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
    - a. permitted to do so by the operator of the system and the PCA;
    - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and

- c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
  
- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
  - 1. in solid waste; or
  - 2. in a wastewater disposal system.
  
- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
  - 1. in a solid waste processing facility; or
  - 2. in a solid waste disposal facility.
  
- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minnesota Statutes section 216B.241, subdivision. 2.
  
- I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed.
  
- J. The school district may not place yard waste:
  - 1. in mixed municipal solid waste;
  - 2. in a disposal facility;
  - 3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
  - 4. in a plastic bag unless exempt as specified in Minnesota Statutes section 115A.931(c), (d), or (e).

- K. The school district may not place a telephone directory:
  - 1. in solid waste;
  - 2. in a disposal facility; or
  - 3. in a resource recovery facility, except a recycling facility.
- L. The school district may not:
  - 1. place major appliances in mixed municipal solid waste; or
  - 2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.
- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

**V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS**

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district.
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the school district will:
  - 1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
  - 2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
  - 3. purchase paper which has not been dyed with colors, excluding pastel colors;
  - 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  - 5. use reusable binding materials or staples and bind documents by methods that do not use glue;
  - 6. use soy-based inks;

7. purchase printer or duplication cartridges that:
    - a. have 10 percent post-consumer material; or
    - b. are purchased as remanufactured; or
    - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minnesota Statutes section 115A.03, subdivision 25b;
  8. produce reports, publications, and periodicals that are readily recyclable;
  9. purchase paper which has been made on a paper machine located in Minnesota; and
  10. print documents on both sides of the paper where commonly accepted publishing practices allow.
- D. The school district may not use a specified product included on the prohibited products list published in the State Register.
  - E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.
  - F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

## **VI. OTHER**

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

**Legal References:** Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)  
 Minn. Stat. § 115A.03 (Definitions)  
 Minn. Stat. § 115A.15 (State Government Resource Recovery)  
 Minn. Stat. § 115A.151 (Recycling Requirements; Public Entities; Commercial Buildings; Sports Facilities))  
 Minn. Stat. § 115A.46 (Regional and Local Solid Waste Management Plan; Requirements)  
 Minn. Stat. § 115A.471 (Public Entities; Managing Solid Waste)  
 Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)  
 Minn. Stat. § 115A.9155 (Disposing of Certain Dry Cell Batteries)  
 Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)  
 Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)  
 Minn. Stat. § 115A.931 (Yard Waste; Prohibition)  
 Minn. Stat. § 115A.932 (Mercury Prohibition)  
 Minn. Stat. § 115A.951 (Telephone Directories)  
 Minn. Stat. § 115A.9561 (Major Appliances)  
 Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)  
 Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)

Minn. Stat. § 115A.9651 (Listed Metals in Specified Products; Enforcement)  
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)  
Minn. Stat. § 216B.241, Subd. 2 (Public Utilities; Energy Conservation and Optimization)  
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)  
*National Solid Waste Management Ass'n v. Williams, et al.*, 966 F.Supp. 844 (D. Minn. 1997)

**Cross References:** None

# **Dawson-Boyd Public Schools Policy #806**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, "school districts," shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

#### **B. Elements of the District Crisis Management Policy**

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific

crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
  
- b. Evacuation Procedures. Evacuations of classrooms and buildings—shall be implemented at the discretion of the building administrator or his or her designee. Each building’s crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
  
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

- 2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific

procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

**III. PREPARATION BEFORE AN EMERGENCY**

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction

on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minnesota Statutes section 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent or designee will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when

conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

**IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder

- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

**V. MISCELLANEOUS PROCEDURES**

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power

plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses)  
Minn. Rules Ch. 7511 (Fire Code)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
*Comprehensive School Safety Guide*  
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>

# **Dawson-Boyd Public Schools Policy # 904**

Adopted: \_\_\_\_\_

Revised: 1-16-2023

## **904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS**

### **I. PURPOSE**

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

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

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

### **III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

#### **IV. GUIDELINES**

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
1. is obscene to minors;
  2. is libelous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;

6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that nonschool persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

#### **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

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

#### **VI. PROCEDURES**

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request.
  2. Date(s) and time(s) of day of requested distribution.
  3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
  4. The proposed method of distribution.

- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

#### **VII. VIOLATION OF POLICY**

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

#### **VIII. IMPLEMENTATION**

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

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Doe v. South Iron R-1 School District*, 498 F.3d 878 (8<sup>th</sup> Cir. 2007)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Cornelius v. NAACP Legal Defense and Educational Fund, Inc.*, 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)  
*Perry Education Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

**Cross References:** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)