

Regular Monthly Board Meeting

Monday, November 7, 2022 5:30 PM

High School Media Center, 810 First Street North, Pine River, MN 56474

1. Call to Order and Pledge to the Flag

Speaker(s): Board Chair

Members: Katy Botz, Leslie Bouchonville, Wanda Carlson, Chris Cunningham, Roger D. Hoplin, David Sheley, Ryan Trumble and Superintendent Jonathan Clark

2. Welcome to Visitors

Speaker(s): Board Chair

2.1. Public Comments and Time for Interaction with the Board on Agenda Items

Speaker(s): Board Chair

3. Approve Agenda (and addendum, if included)

4. Approve Minutes

Speaker(s): Board Chair

5. Informational Items

5.1. Principal Reports

5.1.1. Elementary

5.1.2. High School

5.1.3. ALC

5.2. Directors Reports

5.2.1. Business

5.2.2. Human Resources

5.2.3. Buildings and Grounds

5.2.4. Community Education

5.2.5. Athletics/Activities

5.2.6. Technology

5.3. Superintendent Report

5.4. Enrollment Report

5.5. ESSER Funding

6. Consent Calendar

6.1. Approve Bills Presented

6.2. Approve Investment Report

6.3. Approve Treasurer's Report

6.4. Approve Electronic Funds Transfers and Other Banking Transactions

6.5. Adopt Resolution Accepting Monetary Awards and Donations

6.6. Personnel Items

7. Discussion Items

7.1. French Trip to Quebec Summer 2024

Speaker (s): Melanie Lindquist

7.2. Sourcewell Board of Directors

8. Action Items

8.1. Adopt a Resolution Establishing a Combined Polling Place for School District Elections not held on the Day of a Statewide Election

8.2. Third Reading and Approval of Policies:
208 - Development and Implementation of Policies
722 - Public Data and Data Subject Requests

9. Open Forum

10. Closed Session: Motion per Minnesota State Law 13D.03 Subd. 3 to Close the Meeting in Order to Consider Strategy for Labor Negotiations with School Service Employees Union, Local #284.

10.1. Reopen Meeting

11. Adjourn

A meeting of the Board of Education was held in the Pine River-Backus High School Media Center at 5:30 p.m. on Monday, October 3, 2022 with Chair Cunningham presiding.

Members present: Katy Botz, Leslie Bouchonville, Wanda Carlson, Chris Cunningham, Roger D. Hoplin, David Sheley, Ryan Trumble and Superintendent Jonathan Clark.

The floor was opened for comments from the public on agenda items.

Motion by Bouchonville, second by Hoplin, to approve the agenda. All voted aye and the motion carried.

Motion by Trumble, second by Carlson, to approve the minutes of the September 12, 2022 regular board meeting and the September 19, 2022 work session/special meeting. All voted aye and the motion carried.

Administrative team, director, ESSER funding and enrollment reports were heard.

Consent Calendar - Motion by Carlson, second by Bouchonville, to approve the Consent Calendar, which consisted of the following items:

- Approve bills presented (checks 71941-72077 totaling \$205,430.85); approve the investment report; approve the treasurer's report; approve the report on electronic fund transfers and other banking transactions and adopt resolution accepting monetary awards and donations as presented; and
- Approve Personnel Items:
 - Approve the hiring of Elizabeth Rock as Paraprofessional for 6.5 hours per day effective October 4, 2022.
 - Approve the hiring of Ben Kinser as Varsity Softball Coach for the 2023 spring season.

All voted aye and the motion carried.

Discussion items:

- Meeting to canvass election results. The results of the 2022 general election need to be canvassed during the period of November 11-18, 2022. The board work session scheduled for November 21, 2022 at 5:30 p.m. will be changed to November 17, 2022 to accommodate the timeframe.
- First reading of policies:
 - 208 Development, Adoption and Implementation of Policies
 - 722 Public Data and Data Subject Requests

Motion by Botz, second by Sheley, to approve Policy 310 Records Retention. All voted aye and the motion carried.

Motion by Sheley, second by Trumble, to approve the band/choir trip over spring break 2023. All voted aye and the motion carried.

Motion by Carlson, second by Hoplin, to approve the following policies:

- 410 Family and Medical Leave Policy
- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 514 Bullying Prohibition Policy
- 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
- 524 Internet Acceptable Use and Safety Policy
- 616 School District System Accountability
- 806 Crisis Management Policy

All voted aye and the motion carried.

Motion by Carlson, second by Cunningham, to approve the revised FY2024 Long Term Facilities Maintenance Plan. All voted aye and the motion carried.

Open forum – The meeting was opened for comments from the public.

Chair Cunningham adjourned the meeting at 6:06 p.m.

Wanda Carlson, Clerk
Recorded by Cindy Felthous

A work session/special meeting of the Board of Education was held in the Pine River-Backus High School Media Center at 5:30 p.m. on Monday, October 17, 2022 with Chair Cunningham presiding.

Members present: Katy Botz, Leslie Bouchonville, Wanda Carlson, Chris Cunningham, Roger D. Hoplin, David Sheley, Ryan Trumble and Superintendent Jonathan Clark.

Spotlight on Education – Science of Reading

Discussion items:

- Second reading of policies 208 – Development, Adoption and Implementation of Policies and 722 – Public Data and Data Subject Requests.
- Superintendent evaluation. The board will conduct the annual evaluation on December 19, 2022.
- Wrestling coaches. A request was presented to the board by Tim Tungseth, Activities Director, and Travis Hoffarth, Roadcrew Coach, to add a fifth coach to the Roadcrew staff. The board authorized posting of the position.

Motion by Carlson, second by Botz, to approve a Resolution Supporting Form A Application to the Minnesota State High School League Foundation. All voted aye and the motion carried.

Motion by Carlson, second by Bouchonville, to authorize the creation of a district cheer team and approve a memorandum of understanding with Pine River-Backus Education Minnesota regarding addition of a fall and winter cheer team coach to Schedule C of the Master Agreement. All voted aye and the motion carried.

Motion by Cunningham, second by Sheley, to authorize up to four staff members to attend an HRS conference in San Antonio, Texas in January 2023. All voted aye and the motion carried.

Motion by Carlson, second by Bouchonville, to close the meeting per Minnesota State Law 13D.03 Subd. 3 in order to consider strategy for labor negotiations with School Service Employees Union, Local #284. All voted aye and the motion carried.

The meeting was closed at 6:35 p.m. and reopened at 7:36 p.m.

Chair Cunningham adjourned the meeting at 7:37 p.m.

Wanda Carlson, Clerk
Recorded by Cindy Felthous

2022-2023 SCHOOL YEAR
ENROLLMENT REPORT

	<u>2021-22</u>	<u>9/7/2022</u>	<u>9/28/2022</u>	<u>11/1/2022</u>	<u>12/1/2022</u>	<u>1/1/2023</u>	<u>2/1/2023</u>	<u>3/1/2023</u>	<u>4/1/2023</u>	<u>5/1/2023</u>	<u>6/1/2023</u>	2022-2023 YTD Average
ELEMENTARY:												
Kindergarten	66	61	61	61								61
First	64	60	60	60								60
Second	77	59	59	59								59
Third	45	77	78	79								78
Fourth	67	46	46	46								46
Fifth	55	68	69	70								69
Sixth	68	56	56	56								56
Total Elementary	442	427	429	431	0	0	0	0	0	0	0	429
HIGH SCHOOL:												
Seventh	57	72	70	70								71
Eighth	71	66	66	66								66
Ninth	68	74	72	71								72
Tenth	63	75	76	76								76
Eleventh	63	63	63	58								61
Twelfth	44	65	68	65								66
Total High School	366	415	415	406	0	0	0	0	0	0	0	412
Total w/o FT ALC	808	842	844	837	0	0	0	0	0	0	0	844
ALC:												
Ninth	2	0	0	0								0
Tenth	4	0	3	5								3
Eleventh	12	0	9	13								7
Twelfth (includes 12th +)	31	0	24	37								20
Total Full-time ALC	49	0	36	55	0	0	0	0	0	0	0	30
DISTRICT TOTAL	857	842	880	892	0	0	0	0	0	0	0	874
<u>PUPIL UNITS:</u>												
ECSE	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5
Kindergarten	66.0	61.0	61.0	61.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	61.0
Elementary 1-3	186.0	196.0	197.0	198.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	197.0
Elementary 4-6	190.0	170.0	171.0	172.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	171.0
Secondary	439.2	498.0	498.0	487.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	494.4
ALC	58.8	0.0	43.2	66.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	36.4
Less Mid Year Decline												
Total Pupil Units	952.5	937.5	982.7	996.7	12.5	12.5	12.5	12.5	12.5	12.5	12.5	972.3

ADM ALC (full and part-time) is included in last year's data and budget data but the ALC is budgeted based on total average daily membership and attendance. In addition, the full-time ALC is not included in the pupil units section because it would not reflect an accurate picture of the ALC pupil units due to the nature of the program.

FEDERAL FUNDS UPDATE - Allocation, Budget, Spending Updated 11/2/2022

FEDERAL COVID FUNDS:

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Balance Unbudgeted	Carry Forward to FY2024	Application Status	Budget Status	Proposed Use of Funds
2023	155	Formula 155 - SFY2023 Budget Only	\$38,015.03	\$38,015.03	\$0.00		None Needed	Funded and Active	Balance to final payments on security camera system install approved FY2022.
2023	160	Formula 160 - SFY2023 Budget Only	\$1,050,059.31	\$984,422.00	\$65,637.31		In Process	Submitted	2.0 fte Interventionists - High School Health Services Addition - \$820,000
2023	161	Formula 161 - SFY2023 Budget Only	\$362,909.06	\$118,454.00	\$244,455.06		In Process	Submitted	1.0 fte Curriculum Coordinator District, extended time for teachers to work with Curriculum Coordinator
2023	171	Formula - 171 - SFY2023, Pandemic Enrollment Loss	\$31,029.51	\$21,928.97	\$9,100.54		None Needed	Submitted	Curriculum purchase updates as approved by Curriculum Coordinator Staffing for Summer School 2022 Teachers on Call substitutes for COVID needs
FEDERAL COVID FUNDS TOTAL			\$1,482,012.91	\$1,162,820.00	\$319,192.91	\$0.00			

FEDERAL TITLE FUNDS:

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Balance Unbudgeted	Carry Forward to FY2024	Application Status	Budget Status	Proposed Use of Funds
2023	401	Formula - 401 - SFY 2023, Title I, Part A: Improving the Academic Achievement of the Disadvantaged, FFY 2022, CFDA 84.010A, S010A220023A	\$281,398.16	\$275,161.89	\$6,236.27		Funded & Active Cindy Ward Thomson 9/15/2022	Same	3.0 fte Title I Teachers - Elementary
2023	414	Formula - 414 - SFY 2023, Title II, Part A: Teacher and Principal Training and Recruitment, FFY 2022, CFDA 84.367A, S367A220022	\$56,947.04	\$39,860.00	\$17,087.04		Funded & Active Renee Ringold 9/8/2022	Same	Staff Development - extended time for curriculum alignment and intervention implementation training and training on appropriate methods for data review, conferences and supplies.
2023	433	Formula - 433 - SFY 2023, Title IV, Part A, Student Support and Academic Enrichment, FFY 2022, CFDA 84.424A, S424A220024	\$0.00	\$0.00	\$0.00		No Application Needed	Same	All \$16,885.07 Title IV Funds transferred to Title II. No FY2023 application in Title IV.
FEDERAL TITLE FUNDS TOTAL			\$338,345.20	\$315,021.89	\$23,323.31	\$0.00			

PINE RIVER BACKUS SCHOOLS
Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2174		CHEC	73276	72078	Check	1	104633		DOW ACOUSTICS, INC.	Yes	No	No	USD	09/28/2022	22,750.00
			73277	72079	Check	1	66750		PETTY CASH	Yes	No	No	USD	09/29/2022	200.00
			73278	72080	Check	1	104216		TRAVIS, CALEB	Yes	No	No	USD	09/29/2022	100.00
			73291	72081	Check	1	104348		BIX PRODUCE CO.	Yes	No	No	USD	10/03/2022	3,676.26
			73282	72082	Check	1	10045		BRIDGE OF HARMONY	Yes	No	No	USD	10/03/2022	106.60
			73279	72083	Check	1	00376		BUREAU OF CRIMINAL APPREHENSIV	Yes	No	No	USD	10/03/2022	15.00
			73303	72084	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	USD	10/03/2022	57.72
			73304	72085	Check	1	13800		CHAMBER OF COMMERCE	Yes	No	No	USD	10/03/2022	300.00
			73292	72086	Check	1	104357		CLIFTONLARSONALLEN LLP	Yes	No	No	USD	10/03/2022	4,620.00
			73280	72087	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	10/03/2022	16,582.99
			73281	72088	Check	1	100195		DAY'S SANITARY SEWER SVC	Yes	No	No	USD	10/03/2022	192.00
			73286	72089	Check	1	103012		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	10/03/2022	246.67
			73288	72090	Check	1	103657		FULLERTON, JAMES A.	Yes	No	No	USD	10/03/2022	90.00
			73287	72091	Check	1	103397		GLS PROMOTIONS	Yes	No	No	USD	10/03/2022	353.00
			73299	72092	Check	1	105182		HENDRICKSON, GRAHAM	Yes	No	No	USD	10/03/2022	125.00
			73305	72093	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	USD	10/03/2022	1,913.76
			73306	72094	Check	1	37900		HOGLUND BUS CO., INC.	Yes	No	No	USD	10/03/2022	1,080.99
			73302	72095	Check	1	105518		HOLMGREN, BRENDA	Yes	No	No	USD	10/03/2022	125.00
			73298	72096	Check	1	104850		HUDDL	Yes	No	No	USD	10/03/2022	1,800.00
			73284	72097	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	10/03/2022	114.65
			73293	72098	Check	1	104432		KEEP, TROY or TINA	Yes	No	No	USD	10/03/2022	188.32
			73309	72099	Check	1	55065		MASBO	Yes	No	No	USD	10/03/2022	225.00
			73307	72100	Check	1	49670		MASSP	Yes	No	No	USD	10/03/2022	160.00
			73308	72101	Check	1	49950		MCGRAW-HILL SCHOOL EDUC HOLD	Yes	No	No	USD	10/03/2022	2,087.90
			73290	72102	Check	1	104077		OFFICE SUPPLY. COM	Yes	No	No	USD	10/03/2022	119.86
			73301	72103	Check	1	105517		ORI LEARNING	Yes	No	No	USD	10/03/2022	965.00
			73289	72104	Check	1	103710		PELTIER, GREG	Yes	No	No	USD	10/03/2022	90.00
			73296	72105	Check	1	104547		PINE RIVER AREA FOOD SHELF	Yes	No	No	USD	10/03/2022	30.00
			73285	72106	Check	1	102417		RTS	Yes	No	No	USD	10/03/2022	4.54
			73283	72107	Check	1	101867		RUNYAN, JIM	Yes	No	No	USD	10/03/2022	90.00
			73300	72108	Check	1	105276		SFM	Yes	No	No	USD	10/03/2022	139.00
			73294	72109	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	10/03/2022	2,296.32
			73297	72110	Check	1	104632		THEMES & VARIATIONS	Yes	No	No	USD	10/03/2022	174.95
			73295	72111	Check	1	104539		TRAVIS, NEIL	Yes	No	No	USD	10/03/2022	66.72
			73310	72112	Check	1	89210		UPPER LAKES FOODS, INC.	Yes	No	No	USD	10/03/2022	13,160.23
			73312	72113	Check	1	103710		PELTIER, GREG	Yes	No	No	USD	10/06/2022	100.00
			73311	72114	Check	1	101867		RUNYAN, JIM	Yes	No	No	USD	10/06/2022	100.00
			73313	72115	Check	1	102611		BUSINESS CARD	Yes	No	No	USD	10/07/2022	864.31
			73335	72116	Check	1	104384		ABBOTT, BECKY	Yes	No	No	USD	10/10/2022	125.00
			73330	72117	Check	1	103544		ANDYMARK, INC.	Yes	No	No	USD	10/10/2022	497.40
			73316	72118	Check	1	06985		BARNUM'S AUTO PARTS	Yes	No	No	USD	10/10/2022	29.40

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Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2174		CHEC	73334	72119	Check	1	104375		BLANCHARD, BRIANNA	Yes	No	No	USD	10/10/2022	54.88
			73333	72120	Check	1	103797		BSN SPORTS LLC	Yes	No	No	USD	10/10/2022	3,956.42
			73314	72121	Check	1	00376		BUREAU OF CRIMINAL APPREHENS	Yes	No	No	USD	10/10/2022	30.00
			73329	72122	Check	1	102716		CENEX CREDIT CARD	Yes	No	No	USD	10/10/2022	3,819.38
			73322	72123	Check	1	101604		CENTRAL MCGOWAN, INC.	Yes	No	No	USD	10/10/2022	49.50
			73349	72124	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	USD	10/10/2022	3,678.56
			73350	72125	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	USD	10/10/2022	1,087.41
			73315	72126	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	10/10/2022	13,055.00
			73351	72127	Check	1	18200		CULLIGAN	Yes	No	No	USD	10/10/2022	242.15
			73352	72128	Check	1	28475		FELTHOUS, CINDY	Yes	No	No	USD	10/10/2022	22.45
			73317	72129	Check	1	100427		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	10/10/2022	392.23
			73336	72130	Check	1	104435		FREEMAN, LEAH	Yes	No	No	USD	10/10/2022	35.88
			73331	72131	Check	1	103657		FULLERTON, JAMES A.	Yes	No	No	USD	10/10/2022	90.00
			73353	72132	Check	1	31800		GARDINER HARDWARE	Yes	No	No	USD	10/10/2022	257.22
			73354	72133	Check	1	33625		GODFREY'S	Yes	No	No	USD	10/10/2022	408.92
			73355	72134	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	USD	10/10/2022	1,553.44
			73347	72135	Check	1	105520		HOLLENHORST, BRADLEY	Yes	No	No	USD	10/10/2022	160.00
			73356	72136	Check	1	40275		IND SCHOOL DIST #31	Yes	No	No	USD	10/10/2022	919.98
			73326	72137	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	10/10/2022	162.53
			73357	72138	Check	1	44550		JOSTENS INC.	Yes	No	No	USD	10/10/2022	2,504.40
			73358	72139	Check	1	51950		KEMPS, LLC	Yes	No	No	USD	10/10/2022	5,424.14
			73341	72140	Check	1	105137		KIMBER CREEK FORD	Yes	No	No	USD	10/10/2022	225.76
			73359	72141	Check	1	55200		MINNESOTA CLAY COMPANY	Yes	No	No	USD	10/10/2022	617.24
			73328	72142	Check	1	102659		MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	USD	10/10/2022	100.00
			73325	72143	Check	1	101909		MREA	Yes	No	No	USD	10/10/2022	712.50
			73339	72144	Check	1	104890		NEE MINNESOTA PROJECTS LLC	Yes	No	No	USD	10/10/2022	7,207.27
			73321	72145	Check	1	100798		NORTHERN STAR CO-OP	Yes	No	No	USD	10/10/2022	12,628.89
			73346	72146	Check	1	105441		ODP BUSINESS SOLUTIONS, LLC	Yes	No	No	USD	10/10/2022	311.13
			73327	72147	Check	1	102136		PAUL'S LOCKS AND KEYS LLC	Yes	No	No	USD	10/10/2022	90.15
			73332	72148	Check	1	103710		PELTIER, GREG	Yes	No	No	USD	10/10/2022	90.00
			73360	72149	Check	1	67575		PINE RIVER AREA SANITARY DIST.	Yes	No	No	USD	10/10/2022	2,348.32
			73348	72150	Check	1	10650		PINE RIVER FAMILY MARKET	Yes	No	No	USD	10/10/2022	137.26
			73340	72151	Check	1	105107		R & J BROADCASTING, INC.	Yes	No	No	USD	10/10/2022	2,990.00
			73320	72152	Check	1	100774		RENAISSANCE LEARNING INC	Yes	No	No	USD	10/10/2022	760.40
			73342	72153	Check	1	105158		RIVERSIDE INSIGHTS	Yes	No	No	USD	10/10/2022	191.00
			73324	72154	Check	1	101867		RUNYAN, JIM	Yes	No	No	USD	10/10/2022	90.00
			73318	72155	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	10/10/2022	343.18
			73323	72156	Check	1	101712		SHETKA, MIKE	Yes	No	No	USD	10/10/2022	15.59
			73344	72157	Check	1	105263		SYSTEMATIC TECHNOLOGIES, LLC.	Yes	No	No	USD	10/10/2022	1,092.93
			73337	72158	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	10/10/2022	1,876.16
			73343	72159	Check	1	105195		TUNGSETH, TIM	Yes	No	No	USD	10/10/2022	114.66

PINE RIVER BACKUS SCHOOLS
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2174		CHEC	73338	72160	Check	1	104658		VARGO, ERIN	Yes	No	No	USD	10/10/2022	135.80
			73319	72161	Check	1	100701		WASTE PARTNERS	Yes	No	No	USD	10/10/2022	1,544.00
			73345	72162	Check	1	105341		WEX BANK	Yes	No	No	USD	10/10/2022	137.36
			73361	72163	Check	1	00421		IND SCHOOL DIST #2170	Yes	No	No	USD	10/10/2022	150.00
			73385	72164	Check	1	103932		ARNESON, STEFFANIE	Yes	No	No	USD	10/17/2022	75.06
			73401	72165	Check	1	105497		BLAKE, LEOLA	Yes	No	No	USD	10/17/2022	125.00
			73366	72166	Check	1	100107		BLANCHARD, JILL	Yes	No	No	USD	10/17/2022	60.00
			73376	72167	Check	1	102484		BLICK ART MATERIALS	Yes	No	No	USD	10/17/2022	441.15
			73365	72168	Check	1	09900		BRAINERD DAILY DISPATCH	Yes	No	No	USD	10/17/2022	240.00
			73368	72169	Check	1	10045		BRIDGE OF HARMONY	Yes	No	No	USD	10/17/2022	181.60
			73395	72170	Check	1	104763		BURNS, STEPHANIE	Yes	No	No	USD	10/17/2022	460.00
			73406	72171	Check	1	13800		CHAMBER OF COMMERCE	Yes	No	No	USD	10/17/2022	150.00
			73404	72172	Check	1	105522		CICHOS, JEF R.	Yes	No	No	USD	10/17/2022	120.00
			73399	72173	Check	1	105327		CLARK, JON	Yes	No	No	USD	10/17/2022	118.17
			73363	72174	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	10/17/2022	113.74
			73362	72175	Check	1	00418		DACOTAH PAPER CO	Yes	No	No	USD	10/17/2022	1,029.50
			73403	72176	Check	1	105521		DIAZ, ALEX	Yes	No	No	USD	10/17/2022	70.00
			73383	72177	Check	1	103668		ESSENTIA HEALTH	Yes	No	No	USD	10/17/2022	25.00
			73382	72178	Check	1	103399		GOGOLIN, JIM	Yes	No	No	USD	10/17/2022	120.00
			73379	72179	Check	1	102806		HANDYMANS HARDWARE	Yes	No	No	USD	10/17/2022	376.10
			73398	72180	Check	1	105182		HENDRICKSON, GRAHAM	Yes	No	No	USD	10/17/2022	125.00
			73407	72181	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	USD	10/17/2022	2,586.60
			73402	72182	Check	1	105518		HOLMGREN, BRENDA	Yes	No	No	USD	10/17/2022	125.00
			73386	72183	Check	1	103966		IEA INC	Yes	No	No	USD	10/17/2022	750.00
			73397	72184	Check	1	105180		INFINITE CAMPUS, INC.	Yes	No	No	USD	10/17/2022	378.00
			73371	72185	Check	1	101369		INTERQUEST DETECTION CANINES	Yes	No	No	USD	10/17/2022	340.00
			73375	72186	Check	1	102081		KENNEDY & GRAVEN	Yes	No	No	USD	10/17/2022	446.50
			73387	72187	Check	1	103981		LAMINATION DEPOT	Yes	No	No	USD	10/17/2022	529.00
			73384	72188	Check	1	103695		LOFSTROM, JOEL	Yes	No	No	USD	10/17/2022	120.00
			73405	72189	Check	1	105523		MAYERS, DARREN	Yes	No	No	USD	10/17/2022	120.00
			73372	72190	Check	1	101507		MESPA	Yes	No	No	USD	10/17/2022	150.00
			73408	72191	Check	1	55800		MINNESOTA POWER	Yes	No	No	USD	10/17/2022	282.06
			73409	72192	Check	1	56850		MINNESOTA UI FUND	Yes	No	No	USD	10/17/2022	2,509.56
			73373	72193	Check	1	101847		MSHSCA	Yes	No	No	USD	10/17/2022	70.00
			73394	72194	Check	1	104667		NMRC	Yes	No	No	USD	10/17/2022	150.00
			73410	72195	Check	1	62176		NORTHERN PINES MENTAL HEALTH	Yes	No	No	USD	10/17/2022	4,444.00
			73400	72196	Check	1	105441		ODP BUSINESS SOLUTIONS, LLC	Yes	No	No	USD	10/17/2022	158.69
			73369	72197	Check	1	100459		PAN-O-GOLD BAKING CO	Yes	No	No	USD	10/17/2022	1,242.62
			73380	72198	Check	1	102809		PINE RIVER BAKERY	Yes	No	No	USD	10/17/2022	42.00
			73364	72199	Check	1	01146		PIONEER DRAMA SERVICE, INC	Yes	No	No	USD	10/17/2022	481.00
			73388	72200	Check	1	104165		PLAUTZ, TRICIA	Yes	No	No	USD	10/17/2022	125.00

PINE RIVER BACKUS SCHOOLS
Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2174	CHEC	73390	72201	Check	1	104277		POEGEL, MARVIN L. JR.	Yes	No	No	USD	10/17/2022	120.00
		73377	72202	Check	1	102636		REGION 7A	Yes	No	No	USD	10/17/2022	400.00
		73374	72203	Check	1	102029		RICHARDS, LENA	Yes	No	No	USD	10/17/2022	122.00
		73391	72204	Check	1	104401		rSchoolToday	Yes	No	No	USD	10/17/2022	300.00
		73389	72205	Check	1	104207		SAWYER, RHONDA	Yes	No	No	USD	10/17/2022	268.50
		73411	72206	Check	1	76500		SCHMITT MUSIC COMPANY	Yes	No	No	USD	10/17/2022	500.00
		73412	72207	Check	1	77280		SCHOOL HEALTH CORPORATION	Yes	No	No	USD	10/17/2022	275.11
		73367	72208	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	10/17/2022	359.00
		73396	72209	Check	1	104844		SELECT THERAPY, INC.	Yes	No	No	USD	10/17/2022	450.00
		73392	72210	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	10/17/2022	2,005.12
		73378	72211	Check	1	102695		TRANSFINDER	Yes	No	No	USD	10/17/2022	4,850.00
		73393	72212	Check	1	104539		TRAVIS, NEIL	Yes	No	No	USD	10/17/2022	175.47
		73370	72213	Check	1	101013		UNITY SCHOOL BUS PARTS	Yes	No	No	USD	10/17/2022	21.85
		73381	72214	Check	1	103049		WHA BASKETBALL BOOSTERS	Yes	No	No	USD	10/17/2022	875.00
		73413	72215	Check	1	02080		AFLAC	Yes	No	No	USD	10/18/2022	100.00
		73415	72216	Check	1	70801		NCPERS Group Life Ins	Yes	No	No	USD	10/18/2022	16.00
		73414	72217	Check	1	68350		PINE RIVER-BACKUS	Yes	No	No	USD	10/18/2022	6,010.55
		73416	72218	Check	1	77300		SCHOOL SERVICE EMPLOYEES	Yes	No	No	USD	10/18/2022	1,308.94
		73424	72219	Check	1	104817		Minnesota Life Insurance Company	Yes	No	No	USD	10/18/2022	989.75
		73425	72220	Check	1	105368		COLONIAL LIFE	Yes	No	No	USD	10/19/2022	2,554.82
		73427	72221	Check	1	03175		NATIONAL INSURANCE SERVICES	Yes	No	No	USD	10/24/2022	887.54
		73447	72222	Check	1	104379		ACCENT WORKPLACE & LEARNING I	Yes	No	No	USD	10/25/2022	1,906.00
		73442	72223	Check	1	103262		AMERICAN LEGION POST 613	Yes	No	No	USD	10/25/2022	363.26
		73441	72224	Check	1	103224		BEMIDJI BASKETBALL BOOSTERS	Yes	No	No	USD	10/25/2022	40.00
		73458	72225	Check	1	105198		BEMIDJI BUS LINE	Yes	No	No	USD	10/25/2022	1,600.00
		73450	72226	Check	1	104564		BITES GRILL & BAR	Yes	No	No	USD	10/25/2022	154.00
		73437	72227	Check	1	102484		BLICK ART MATERIALS	Yes	No	No	USD	10/25/2022	12.88
		73431	72228	Check	1	09900		BRAINERD DAILY DISPATCH	Yes	No	No	USD	10/25/2022	180.00
		73434	72229	Check	1	10045		BRIDGE OF HARMONY	Yes	No	No	USD	10/25/2022	47.00
		73429	72230	Check	1	00376		BUREAU OF CRIMINAL APPREHENSIO	Yes	No	No	USD	10/25/2022	75.00
		73439	72231	Check	1	102611		BUSINESS CARD	Yes	No	No	USD	10/25/2022	3,316.86
		73461	72232	Check	1	105450		CAPSTONE ADMINISTRATORS, LLC	Yes	No	No	USD	10/25/2022	10.20
		73456	72233	Check	1	104980		CHANHASSEN DINNER THEATRES	Yes	No	No	USD	10/25/2022	640.00
		73459	72234	Check	1	105328		CMSCA - Central MN School Counselor	Yes	No	No	USD	10/25/2022	50.00
		73432	72235	Check	1	100195		DAY'S SANITARY SEWER SVC	Yes	No	No	USD	10/25/2022	420.00
		73428	72236	Check	1	00080		DEMARS, THOMAS	Yes	No	No	USD	10/25/2022	275.40
		73463	72237	Check	1	23890		ECHO JOURNAL	Yes	No	No	USD	10/25/2022	57.00
		73443	72238	Check	1	103397		GLS PROMOTIONS	Yes	No	No	USD	10/25/2022	412.50
		73436	72239	Check	1	102467		HAPPY DANCING TURTLE	Yes	No	No	USD	10/25/2022	75.00
		73464	72240	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	USD	10/25/2022	3,336.07
		73465	72241	Check	1	37900		HOGLUND BUS CO., INC.	Yes	No	No	USD	10/25/2022	323.06

PINE RIVER BACKUS SCHOOLS
Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2174	CHEC	73453	72242	Check	1	104850		HUJL	Yes	No	No	USD	10/25/2022	1,098.00
		73440	72243	Check	1	102997		INFINITY ONLINE	Yes	No	No	USD	10/25/2022	4,740.00
		73435	72244	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	10/25/2022	48.22
		73445	72245	Check	1	103642		IXL LEARNING	Yes	No	No	USD	10/25/2022	1,733.00
		73462	72246	Check	1	105524		J.A.G. INTERIOR SOLUTIONS LLC	Yes	No	No	USD	10/25/2022	225.00
		73449	72247	Check	1	104488		LUPELLA, MIKE	Yes	No	No	USD	10/25/2022	115.25
		73454	72248	Check	1	104897		MN DEPT OF HEALTH	Yes	No	No	USD	10/25/2022	35.00
		73438	72249	Check	1	102507		NORTHWOODS CONFERENCE	Yes	No	No	USD	10/25/2022	150.00
		73460	72250	Check	1	105441		ODP BUSINESS SOLUTIONS, LLC	Yes	No	No	USD	10/25/2022	725.79
		73446	72251	Check	1	104077		OFFICE SUPPLY.COM	Yes	No	No	USD	10/25/2022	3,148.94
		73466	72252	Check	1	69635		POPPLERS MUSIC STORE	Yes	No	No	USD	10/25/2022	774.32
		73457	72253	Check	1	105158		RIVERSIDE INSIGHTS	Yes	No	No	USD	10/25/2022	246.40
		73451	72254	Check	1	104682		SCENARIO LEARNING LLC	Yes	No	No	USD	10/25/2022	1,553.06
		73433	72255	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	10/25/2022	427.72
		73455	72256	Check	1	104951		SHERWOOD FLORIST	Yes	No	No	USD	10/25/2022	110.00
		73430	72257	Check	1	04800		TDS TELECOM	Yes	No	No	USD	10/25/2022	4,363.92
		73448	72258	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	10/25/2022	4,301.44
		73444	72259	Check	1	103628		VERIZON WIRELESS	Yes	No	No	USD	10/25/2022	98.56
		73452	72260	Check	1	104802		VERSCHELDE, KATIE	Yes	No	No	USD	10/25/2022	241.65
		73467	72261	Check	1	102611		BUSINESS CARD	Yes	No	No	USD	10/26/2022	2,291.14
		73504	72262	Check	1	59100		AUTO VALUE PARTS STORE	Yes	No	No	USD	10/31/2022	413.27
		73475	72263	Check	1	10045		BRIDGE OF HARMONY	Yes	No	No	USD	10/31/2022	442.80
		73472	72264	Check	1	00376		BUREAU OF CRIMINAL APPREHENSIV	Yes	No	No	USD	10/31/2022	15.00
		73474	72265	Check	1	01119		CLIMATE MAKERS	Yes	No	No	USD	10/31/2022	967.20
		73498	72266	Check	1	105322		COUNTRY MEATS	Yes	No	No	USD	10/31/2022	236.00
		73485	72267	Check	1	103733		ERICKSON, JANE	Yes	No	No	USD	10/31/2022	85.90
		73492	72268	Check	1	104875		FLEETPRIDE	Yes	No	No	USD	10/31/2022	1,467.10
		73496	72269	Check	1	105164		GRUCHOW, BRANDON	Yes	No	No	USD	10/31/2022	275.00
		73491	72270	Check	1	104524		HICKS, SHIANNA	Yes	No	No	USD	10/31/2022	34.95
		73501	72271	Check	1	105526		HOEHNE, BRENDA	Yes	No	No	USD	10/31/2022	533.46
		73502	72272	Check	1	37900		HOGLUND BUS CO., INC.	Yes	No	No	USD	10/31/2022	1,391.77
		73484	72273	Check	1	103711		JAYTECH, INC	Yes	No	No	USD	10/31/2022	6,309.08
		73488	72274	Check	1	104222		KINSER, BEN	Yes	No	No	USD	10/31/2022	50.00
		73478	72275	Check	1	100918		LAKES PRINTING	Yes	No	No	USD	10/31/2022	3,564.49
		73486	72276	Check	1	104156		MARCHWICK CHIROPRACTIC	Yes	No	No	USD	10/31/2022	90.00
		73503	72277	Check	1	49670		MASSP	Yes	No	No	USD	10/31/2022	969.00
		73499	72278	Check	1	105376		OLSON, TRACY	Yes	No	No	USD	10/31/2022	80.29
		73480	72279	Check	1	102136		PAUL'S LOCKS AND KEYS LLC	Yes	No	No	USD	10/31/2022	654.00
		73497	72280	Check	1	105173		QUADIENT LEASING USA, INC.	Yes	No	No	USD	10/31/2022	290.16
		73482	72281	Check	1	103229		REGION 5A MSHSL	Yes	No	No	USD	10/31/2022	1,215.00
		73476	72282	Check	1	100728		REGION 6A	Yes	No	No	USD	10/31/2022	3,312.00

PINE RIVER BACKUS SCHOOLS

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2174		CHEC	73477	72283	Check	1	100728		REGION 6A	Yes	No	No	USD	10/31/2022	4,055.00
			73481	72284	Check	1	102417		RTS	Yes	No	No	USD	10/31/2022	4.54
			73495	72285	Check	1	105080		RUDLANG, ANDREW	Yes	No	No	USD	10/31/2022	36.00
			73487	72286	Check	1	104207		SAWYER, RHONDA	Yes	No	No	USD	10/31/2022	7.02
			73494	72287	Check	1	105078		SCHENDEL, ARIANA	Yes	No	No	USD	10/31/2022	18.79
			73493	72288	Check	1	105069		SCHOLASTIC, INC.	Yes	No	No	USD	10/31/2022	247.23
			73483	72289	Check	1	103230		SETH, JENNY	Yes	No	No	USD	10/31/2022	61.57
			73471	72290	Check	1	00280		SIGAN, MARY RUTH	Yes	No	No	USD	10/31/2022	143.33
			73489	72291	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	10/31/2022	2,129.92
			73500	72292	Check	1	105525		THE GOLF WAREHOUSE LLC	Yes	No	No	USD	10/31/2022	460.00
			73473	72293	Check	1	00872		TRAINING ROOM INC	Yes	No	No	USD	10/31/2022	1,033.33
			73479	72294	Check	1	101013		UNITY SCHOOL BUS PARTS	Yes	No	No	USD	10/31/2022	39.90
			73490	72295	Check	1	104490		WILSON, AIMEE	Yes	No	No	USD	10/31/2022	786.28
Bank Total: CHEC														\$260,388.70	
Report Total:														\$260,388.70	

PINE RIVER-BACKUS SCHOOLS

Investment Report

November 7, 2022

Brokered CD's

7-Nov-22

<u>Name of Bank</u>	<u>Address</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Days</u>	<u>Amount</u>	<u>Percent</u>	<u>Interest To Date</u>
Franklin Bank	Franklin, TN	4/19/2021	4/19/2024	1096	\$ 99,000.00	1.50%	\$ 2,306.84
<i>Total Brokered CD's</i>					<u>\$ 99,000.00</u>		

Investments in Local Banks

Accrued Interest

Pine River State Bank (no broker)	Pine River, MN	1/12/2022	1/12/2025	36	\$ 248,845.41	0.65%	\$ 48,845.41
First National Bank of Walker (no broker)	Backus, MN	11/14/2021	11/14/2022	12	\$ 102,923.60	0.65%	\$ 3,923.60
<i>Total Pine River State Bank CD's</i>					<u>\$ 351,769.01</u>		

MN School District Liquid Asset Fund

<u>Name of Account / Bank</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Percent</u>	<u>Interest To Date</u>
MSDLAF Max & Liquid Class	NA	NA	4,325,214.76	Blended	NA
<i>Total MSDLAF</i>			<u>\$ 4,325,214.76</u>		

Business Treasury Savings Account (QZAB)

<u>Name of Bank</u>	<u>Orig Date</u>	<u>Maturity Date</u>	<u>Amount</u>	<u>Percent</u>	<u>Interest To Date</u>
Minnesota Bank & Trust	Edina, MN	9/3/2010	9/3/2024	\$ 753,943.47	3.04% \$ 176,490.39
			<u>\$ 753,943.47</u>		

Scholarship Funds

<u>Name of Fund</u>	<u>Maturity Date</u>	<u>Term</u>	<u>Amount</u>	<u>Percent</u>
Good Citizen Scholarship Savings Acct			536.02	0.15%
Marshall Scholarship CD	7/17/2025	36	39,680.70	0.90%
Marshall Savings			1,224.08	0.15%
Alfred Weise Scholarship CD	9/3/2023	48	5,448.98	1.61%
Alfred Weise Scholarship Savings			1,010.46	0.15%
Fillings (Reighard) Scholarship CD	4/16/2023	48	8,195.39	1.60%
Fillings (Reighard) Scholarship Savings Acct			67.92	0.15%
Evelyn W. Berg Savings			5,383.46	0.15%
Sheila Joan Anderson Scholarship CD	4/4/2025	48	1,301.34	0.80%
Sheila Joan Anderson Savings Acct			902.76	0.15%
Dennis Heemstra Scholarship CD - FNB	2/17/2025	60	103,579.89	2.02%
Dennis Heemstra Scholarship CD - FNB	4/3/2024	48	117,926.61	1.50%
Dennis Heemstra Scholarship CD - FNB	9/22/2026	48	58,621.89	1.55%
Dennis Heemstra Scholarship Savings - PRSB			13,454.06	0.50%
PR-B Scholarship CD	4/10/2025	36	10,483.33	0.65%
PR-B Scholarship Savings Acct			35,334.96	0.15%
Evan Lindquist Memorial Scholarship CD	6/20/2024	48	49,273.40	1.00%
Evan Lindquist Memorial Scholarship Savings			4,476.37	0.15%
Earl & Violet Fenton CD	5/2/2024	48	4,845.58	1.41%
Earl & Violet Fenton Savings Acct			405.23	0.15%
<i>Total Pine River State Bank / First National Bank Walker</i>			<u>\$ 462,152.43</u>	

TOTAL INVESTMENTS

\$ 5,238,136.20

Notes & Changes from prior report:

Balances updated per bank statements - PRSB CDs, MSDLAF, QZAB and Scholarships

PINE RIVER BACKUS SCHOOLS
Multi Year Fd, Obj Series

Sequence: Fd, O/S	Description	202104			202204			202304		
		Budget rbud21	Year to Date	%	Budget rbud22	Year to Date	%	Budget pbud23	Year to Date	%
01	General Fund									
	100 Salaries & Wages	6,398,761.00	1,194,892.47	19%	6,732,315.00	1,297,588.40	19%	6,800,373.00	1,284,020.06	19%
	200 Employee Benefits	1,745,599.00	358,709.72	21%	1,780,984.00	384,929.07	22%	1,889,735.00	387,339.00	20%
	300 Purchased Services	1,252,702.00	193,201.06	15%	1,419,565.00	331,542.08	23%	1,333,725.00	361,595.98	27%
	400 Supplies & Materials	682,399.00	339,842.67	50%	513,907.00	182,803.08	36%	468,017.00	186,426.57	40%
	500 Capital Expenditures	64,052.00	15,839.00	25%	0.00	(1,500.00)	0%	0.00	3,608.00	0%
	800 Other Expenditures	24,094.00	10,063.00	42%	24,094.00	11,281.96	47%	24,094.00	19,605.50	81%
	900 Other Financing Uses	110,000.00	0.00	0%	110,000.00	0.00	0%	110,000.00	0.00	0%
01	General Fund	10,277,607.00	2,112,547.92	21%	10,580,865.00	2,206,644.59	21%	10,625,944.00	2,242,595.11	21%
02	Food Service Fund									
	100 Salaries & Wages	182,276.00	31,200.13	17%	181,931.00	32,572.14	18%	191,247.00	33,410.93	17%
	200 Employee Benefits	42,158.00	8,797.59	21%	44,886.00	9,010.19	20%	45,846.00	9,420.05	21%
	300 Purchased Services	11,390.00	2,132.15	19%	11,520.00	2,461.89	21%	11,520.00	2,158.47	19%
	400 Supplies & Materials	239,333.00	55,216.89	23%	257,500.00	58,758.89	23%	257,500.00	62,488.65	24%
	500 Capital Expenditures	5,000.00	0.00	0%	5,000.00	0.00	0%	5,000.00	378.00	8%
	800 Other Expenditures	1,200.00	1,208.50	101%	1,200.00	506.00	42%	1,200.00	2,372.00	198%
02	Food Service Fund	481,357.00	98,555.26	20%	502,037.00	103,309.11	21%	512,313.00	110,228.10	22%
03	Transportation Fund									
	100 Salaries & Wages	450,738.00	76,028.41	17%	468,263.00	79,244.22	17%	470,857.00	77,083.47	16%
	200 Employee Benefits	90,312.00	18,157.09	20%	87,806.00	14,856.63	17%	92,157.00	17,071.65	19%
	300 Purchased Services	33,102.00	13,777.80	42%	29,902.00	30,344.96	101%	27,808.00	42,245.87	152%
	400 Supplies & Materials	159,000.00	18,479.25	12%	161,000.00	16,913.18	11%	161,000.00	26,520.49	16%
	500 Capital Expenditures	130,000.00	153,357.87	118%	163,958.00	64,423.32	39%	130,000.00	219.98	0%
	800 Other Expenditures	4,810.00	2,830.00	59%	3,600.00	0.00	0%	3,600.00	4,850.00	135%
03	Transportation Fund	867,962.00	282,630.42	33%	914,529.00	205,782.31	23%	885,422.00	167,991.46	19%
04	Community Service									
	100 Salaries & Wages	207,159.00	36,399.51	18%	259,361.00	41,630.61	16%	276,882.00	48,112.96	17%
	200 Employee Benefits	56,970.00	13,027.40	23%	80,734.00	12,782.92	16%	88,351.00	18,379.95	21%
	300 Purchased Services	25,658.00	2,960.10	12%	28,715.00	3,627.84	13%	28,715.00	6,445.86	22%
	400 Supplies & Materials	13,800.00	850.99	6%	15,100.00	2,711.61	18%	15,100.00	10,403.50	69%

PINE RIVER BACKUS SCHOOLS
Multi Year Fd, Obj Series

Sequence: Fd, O/S	Description	202104			202204			202304		
		Budget rbud21	Year to Date	%	Budget rbud22	Year to Date	%	Budget pbud23	Year to Date	%
04	Community Service									
	800 Other Expenditures	5,550.00	0.00	0%	5,700.00	0.00	0%	5,700.00	0.00	0%
04	Community Service	309,137.00	53,238.00	17%	389,610.00	60,752.98	16%	414,748.00	83,342.27	20%
05	Capital Expenditure									
	300 Purchased Services	138,310.00	95,653.66	69%	180,040.00	144,723.72	80%	172,000.00	54,969.01	32%
	400 Supplies & Materials	79,100.00	3,566.14	5%	79,100.00	1,869.00	2%	79,100.00	24,489.90	31%
	500 Capital Expenditures	184,554.00	96,895.70	53%	289,422.00	88,201.88	30%	322,000.00	172,880.68	54%
05	Capital Expenditure	401,964.00	196,115.50	49%	548,562.00	234,794.60	43%	573,100.00	252,339.59	44%
06	Construction									
	500 Capital Expenditures	401,765.00	40,514.89	10%	227,740.00	227,739.60	100%	0.00	0.00	0%
06	Construction	401,765.00	40,514.89	10%	227,740.00	227,739.60	100%	0.00	0.00	0%
07	Debt Redemption Fund									
	700 Debt Service	504,564.00	108,390.47	21%	523,612.00	117,105.80	22%	532,711.00	99,652.34	19%
07	Debt Redemption Fund	504,564.00	108,390.47	21%	523,612.00	117,105.80	22%	532,711.00	99,652.34	19%
08	Scholarship									
	800 Other Expenditures	65,200.00	0.00	0%	43,150.00	0.00	0%	101,250.00	0.00	0%
08	Scholarship	65,200.00	0.00	0%	43,150.00	0.00	0%	101,250.00	0.00	0%
20	Student Activity Fund									
	400 Supplies & Materials	184,889.97	9,847.11	5%	198,309.25	14,094.41	7%	184,188.49	18,087.47	10%
20	Student Activity Fund	184,889.97	9,847.11	5%	198,309.25	14,094.41	7%	184,188.49	18,087.47	10%
	Report Totals:	13,494,445.97	2,901,839.57	22%	13,928,414.25	3,170,223.40	23%	13,829,676.49	2,974,236.34	22%

PINE RIVER BACKUS SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
CHEC		73218		Wire	1	102304	US GOVT TAX WITHHOLDING		No	No	No	10/01/2022	11.94
CHEC		73219		Wire	1	105351	MEDICA		No	No	No	10/01/2022	80,528.23
CHEC		73417		Wire	1	102302	PUBLIC EMPLOYEE RETIRE ASSOC		No	No	No	10/18/2022	22,482.88
CHEC		73418		Wire	1	102303	STATE OF MN TAX WITHHOLDING		No	No	No	10/18/2022	21,654.75
CHEC		73419		Wire	1	102304	US GOVT TAX WITHHOLDING		No	No	No	10/18/2022	136,422.30
CHEC		73420		Wire	1	104958	FURTHER		No	No	No	10/18/2022	5,509.23
CHEC		73421		Wire	1	104996	Minnesota State Retirement System		No	No	No	10/18/2022	550.00
CHEC		73422		Wire	1	105150	AVIBEN		No	No	No	10/18/2022	16,800.02
CHEC		73423		Wire	1	83400	MN TEACHERS RETIREMENT ASSOC		No	No	No	10/18/2022	73,933.07
CHEC		73426		Wire	1	105351	MEDICA		No	No	No	11/01/2022	79,838.20
CHEC		73468		Wire	1	102302	PUBLIC EMPLOYEE RETIRE ASSOC		No	No	No	10/27/2022	164.79
CHEC		73469		Wire	1	102304	US GOVT TAX WITHHOLDING		No	No	No	10/27/2022	280.10
CHEC		73470		Wire	1	104958	FURTHER		No	No	No	10/28/2022	2,221.96
Bank Total:												\$440,397.47	
Report Total:												\$440,397.47	

Resolution Accepting Monetary Awards and Donations

Be it resolved by the School Board of Independent School District No 2174 that we hereby acknowledge and accept the following monetary awards and donations received in October 2022:

<u>Name</u>	<u>Amount</u>	<u>Purpose</u>
Minnesota Vikings Tom Demars Coach of the Week	\$1,000.00	Football Program
Schrupp Excavating, Inc	\$500.00	Robotics Program
Trussworthy	\$1,000.00	Robotics Program
Scamp - Evelands, Inc.	\$300.00	Robotics Program
Maxbotix, Inc.	\$2,000.00	Robotics Program
Plumbing Etc.	\$500.00	Industrial Tech Program
Ideal Communtiy Services	\$2,000.00	Boys Basketball Program
Backus American Legion	\$1,000.00	Boys Basketball Program
Salem Lutheran Church	\$100.00	HELP Fund
Salem Lutheran Church	\$100.00	Tiger Den Food Pantry

ISD #2174
Regular School Board Meeting
November 7, 2022

PERSONNEL UPDATES

Resignations/Retirements:

Name	Position	Effective	Notes
Kathryn Coffel	Van Driver	10/19/2022	

Hires:

Name	Position	Effective	Notes
Christine Davidge	Paraprofessional	10/27/2022	3.75 hours per day

Extra-Curricular:

Name	Position	Season	Notes
Melanie Lindquist	Co-Advisor JH Knowledge Bowl	2022-23	Was approved as sole advisor 8/1/2022. This action supersedes previous action.
Gregory Gentry	Co-Advisor JH Knowledge Bowl	2022-23	
Jordan Ackerman	Varsity Boys Basketball	2022-23	
Michael Dinnel	Assistant Boys Basketball	2022-23	
Nick Ackerman	JH Boys Basketball	2022-23	Replacing Rick Aulie
Tucker Sheley	Varsity Girls Basketball	2022-23	
Lisa Toft	Assistant Girls Basketball	2022-23	
Micah Eveland	JH Girls Basketball	2022-23	
Travis Hoffarth	Varsity Wrestling	2022-23	
Tom Demars	Assistant Wrestling	2022-23	
Justin Franke	Assistant Wrestling	2022-23	
Alex Diaz	Assistant Wrestling	2022-23	New Position
OPEN	JH Wrestling	2022-23	
Jennifer Anderson	Varsity Speech	2022-23	
Katie Vershelde	Co-Prom Advisor	2022-23	
OPEN	Co-Prom Advisor	2022-23	
Mike Shetka	Robotics Coach	Winter Season	
Andrew Rudlang	Robotics Coach	Winter Season	
Teresa Hamp	Cheerleading Coach	Basketball Season	

Sub-Region ↑	Member Numb	Account Name	Type	Sub-Type	City	State/Province	Region 5 Voting Member
Region I	1315	Bertha Hewitt Schools Independent School District 786	Education	Public K-12	Bertha	Minnesota	Yes
	1579	Browerville Independent School District 787 - District Office	Education	Public K-12	Browerville	Minnesota	Yes
	59952	Freshwater Education Wadena District	Education	Public K-12	Wadena	Minnesota	Yes
	5078	Long Prairie-Grey Eagle District Office	Education	Public K-12	Long Prairie	Minnesota	Yes
	5414	Menahga District Office	Education	Public K-12	Menahga	Minnesota	Yes
	7157	Sebeka Independent School District 820	Education	Public K-12	Sebeka	Minnesota	Yes
	7753	Staples-Motley Schools Independent School District 2170	Education	Public K-12	Staples	Minnesota	Yes
	33164	Verndale District Office	Education	Public K-12	Verndale	Minnesota	Yes
	10634	Wadena-Deer Creek District Office	Education	Public K-12	Wadena	Minnesota	Yes
Subtotal	Count	9					
Region II	11260	Cass Lake-Bena District Office	Education	Public K-12	Cass Lake	Minnesota	Yes
	2855	Crosby-Ironton District Office	Education	Public K-12	Crosby	Minnesota	Yes
	6067	Northland Community District Office	Education	Public K-12	Remer	Minnesota	Yes
	6449	Pequot Lakes District Office	Education	Public K-12	Pequot Lakes	Minnesota	Yes
	6503	Pillager Schools District Office	Education	Public K-12	Pillager	Minnesota	Yes
	6526	Pine River-Backus District Office	Education	Public K-12	Pine River	Minnesota	Yes
	8791	Walker- Hackensack- Akeley District Office	Education	Public K-12	Walker	Minnesota	Yes
Subtotal	Count	7					
Region III	15688	Brainerd Independent School District 181	Education	Public K-12	Brainerd	Minnesota	Yes
	5043	Little Falls District Office	Education	Public K-12	Little Falls	Minnesota	Yes
	40599	Mid-State Education District Office	Education	Public K-12	Little Falls	Minnesota	Yes
	6492	Pierz District Office	Education	Public K-12	Pierz	Minnesota	Yes
	6980	Royalton District Office	Education	Public K-12	Royalton	Minnesota	Yes
	11398	Swanville District Office	Education	Public K-12	Swanville	Minnesota	Yes
33156	Upsala District Office	Education	Public K-12	Upsala	Minnesota	Yes	
Subtotal	Count	7					
Region IV	1784	Cass County	Government	County	Walker	Minnesota	Yes
	536	Central Lakes College	Education	Public Higher Ed	Staples	Minnesota	Yes
	34965	City of Baxter	Government	Municipality	Baxter	Minnesota	Yes
	18227	City of Brainerd	Government	Municipality	Brainerd	Minnesota	Yes
	84933	City of Breezy Point	Government	Municipality	Breezy Point	Minnesota	Yes
	36435	City of Browerville	Government	Municipality	Browerville	Minnesota	Yes
	2161	City of Clarissa	Government	Municipality	Clarissa	Minnesota	Yes
	16521	City of Crosslake	Government	Municipality	Crosslake	Minnesota	Yes
	50069	City of Emily	Government	Municipality	Emily	Minnesota	Yes
	490	City of Little Falls	Government	Municipality	Little Falls	Minnesota	Yes
	40597	City of Menahga	Government	Municipality	Menahga	Minnesota	Yes
	30664	City of Nisswa	Government	Municipality	Nisswa	Minnesota	Yes
	89808	City of Pierz	Government	Municipality	Pierz	Minnesota	Yes
	33248	City of Pine River	Government	Municipality	Pine River	Minnesota	Yes
	91447	City of Royalton	Government	Municipality	Royalton	Minnesota	Yes
	40598	City of Sebeka	Government	Municipality	Sebeka	Minnesota	Yes
	33244	City of Staples	Government	Municipality	Staples	Minnesota	Yes
	83290	City Of Verndale	Government	Municipality	Verndale	Minnesota	Yes
	19960	City of Wadena	Government	Municipality	Wadena	Minnesota	Yes
	2876	Crow Wing County	Government	County	Brainerd	Minnesota	Yes
	5559	Minnesota State Community and Technical College	Education	Public Higher Ed	Wadena	Minnesota	Yes
	5640	Morrison County	Government	County	Little Falls	Minnesota	Yes
	40600	Region 5 Development Commission	Government	Special District	Staples	Minnesota	Yes
	8774	Wadena County	Government	County	Wadena	Minnesota	Yes
Subtotal	Count	24					
Total	Count	47					

POSITION DESCRIPTION & EXPECTATIONS

Position Title: Board Member

Immediate Supervisor's Position Title: Minnesota State Legislature and Governor

Powers and Duties of the Board are defined in the Sourcewell By-Laws, Article XI, Section 1.

1. Exercise all powers enumerated in Minn. Stat. § 123A.21, specifically, Minn.Stat. § 123A.21, Subd. 7;
2. Delegate to the Sourcewell Executive Director, or his or her designee, all powers, authority, responsibilities and duties as it deems necessary and proper;
3. Provide adequate office, service center, and administrative facilities by lease, purchase, gift, or otherwise;
4. Establish an annual budget for each fiscal year;
5. Approve the use of administrative fees for any purpose allowed by law;
6. Certify and assess fees in accordance with law and these bylaws;
7. Hire an Executive Director, set compensation and provide employment benefits to the same;
8. Employ personnel as necessary to support general operations and the programs, products, services, and solutions offered by Sourcewell and to set compensation and provide employment benefits to the same;
9. Make application for, accept, and expend private, state, and federal funds that are available for programs of the members;
10. Accept gifts and donations for the benefit of the public corporation and agency, subject to limitations imposed by law;
11. To acquire real and personal property for the benefit of this public corporation and agency and its members;
12. To prosecute, defend or settle all actions and claims in courts of law and other legal forums;
13. To appoint special advisory committees composed of superintendents, central office personnel, building principals, teachers, parents, laypersons, and representatives from cities, counties and other government agencies;
14. To enter into contracts with school boards of local education agencies, including school districts outside of the geographic boundaries of Region Five;
15. To enter into joint powers contracts and relationships with other qualifying entities in Minnesota and throughout the United States;

16. To enter into contracts with other public and private agencies and institutions to provide administrative staff and other personnel as necessary to furnish and support the agreed upon programs and services;
17. To establish cooperative, working relationships, and partnerships with post- secondary educational institutions, other public agencies, business, and industry and may appoint special and advisory committee representative of these partners;
18. To procure insurance against liability of the public corporation and agency, as well as its directors, officers, employees, and agents.
19. To join governmental, joint powers, pooled risk organizations, as provided for by Minn. Stat. § 471.59;
20. To employ qualified professionals, including but not limited to, attorneys, accountants, and other consultants;
21. To select advisory councils or committees to give advice and counsel to the Board of Directors comprised of representatives from public and non-public schools, cities, counties, and other governmental units, as well as representatives from strategic business partners.
22. To the extent possible, make technical assistance for long term planning available to Voting Member government agencies upon request and shall establish a common base for local and regional decision-making.

Work Requirements and Characteristics

- a. Directly supervises the following Positions:
 - i. Executive Director
- b. Indirectly supervises:
 - i. None
- c. Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others. Physical requirements:

i. Stand	occasionally
ii. Walk	occasionally
iii. Sit	continuously
iv. Reach with arms and hands	rarely
v. Climb or balance	rarely
vi. Stop/kneel/crouch or crawl	rarely
vii. Talk or hear	continuously
viii. Taste or smell	rarely
ix. Lift and carry up to 10 pounds	rarely
x. Lift and carry up to 25 pounds	rarely
xi. Lift and carry up to 50 pounds	rarely
- d. Occasional air travel with multiple overnight stays possible.

Core Competencies

- a. Experience on a Board of Directors

Required Qualifications

- a. Must currently hold the office of elected official of a member school board, city, county, or other governmental unit and subsequently be elected to serve on the Sourcewell Board of Directors.

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this _____ day of _____, 20_____.

Printed Name

Signature

Sourcewell Board of Directors Nomination Form

Please return mail:

Sourcewell

Attn: Elections

PO Box 219

202 12th St NE

Staples, MN 56479

Or

Email: info@sourcewell-mn.gov

No later than **December 19, 2022**

(Government Agency Name)

would like to place in nomination the following person who is presently serving on our governing board, council or commission to serve a four-year term representing Sub-Region II on the Sourcewell Board of Directors:

Term Expires December 31, 2026

Person Nominated

Phone Number of Nominee

Email of Nominee

Date

Signature of Government Official

For each person nominated, a brief biographical sketch should be included in the space below which illustrates information on the candidate that would be of value to governmental agency board members in your Sub-Region to consider as a part of the election process.

RESOLUTION ESTABLISHING A COMBINED POLLING PLACE
FOR SCHOOL DISTRICT ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION

WHEREAS, the 2017 Minnesota State Legislature passed into law specific amendments to Minnesota Statutes 204B.16 and 205A.11 changing the process to establish polling places for municipalities, school districts, and counties with unorganized townships by requiring an annual resolution or ordinance designating polling places for the upcoming calendar year, and

WHEREAS, Pine River-Backus Independent School District #2174 opts to establish the polling place for 2022 by resolution, and

WHEREAS, the combined polling place(s) to be used for any stand-alone special elections will be set at locations designated by Cass County or a municipality in the school district for use as polling places.

THEREFORE BE IT RESOLVED by the school board that the 2022 combined polling place for Pine River-Backus Independent School District #2174 will be at the following location:

Pine River City Hall
200 Front Street
Pine River, MN 56474

Adopted: _____

MSBA/MASA Model Policy 208

Orig. 1995

Revised: _____

Rev. 2022

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

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

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed

and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: ~~410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults;~~ 506 Student Discipline; ~~514 Bullying Prohibition Policy; 522 ; Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; 722 Public Data Requests;~~ and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

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

Adopted: _____

MSBA/MASA Model Policy 722

Orig. 2017

Revised: _____

Rev. 2022

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

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

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

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

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does

not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

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

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the

administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 2. Date the request is made;
 3. A clear description of the data requested;
 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

- A. Public Data
1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

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

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.
The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.
2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IXVII. Annual Review and Posting

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

Legal References:

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

[Minn. Stat. § 13.01 \(Government Data\)](#)

[Minn. Stat. § 13.02 \(Definitions\)](#)

Minn. Stat. [§ 13.025 \(Government Entity Obligation\)](#)

[Minn. Stat. § 13.03 \(Access to Government Data\)](#)

[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)

[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)

[Minn. Stat. § 13.32 \(Educational Data\)](#)

[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)

[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

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