

Regular Monthly Board Meeting

Monday, March 6, 2023 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: Leslie Bouchonville, Wanda Carlson, Chris Cunningham, Roger D. Hoplin, Nicki Linsten-Lodge, 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
2.2. Spotlight on Education - National HRS Conference	
3. Approve Agenda (and addendum, if included)	
4. Approve Minutes	Speaker(s): Board Chair
5. Informational Items	
5.1. Principal Reports	
5.2. Director Reports	
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. Additional Youth and Family Service Worker for the 2023-24 school year	
7.2. Health Services Addition / DCD Classroom Remodel Project Update	Speaker(s): Business Manager
7.3. Second Reading of Policies: 801 Equal Access to School Facilities	

802 Disposition of Obsolete Equipment and
Material

805 Waste Reduction and Recycling

808 School Forest

7.4. First Reading of Policies:

806 Crisis Management

807 Health and Safety

8. **Action Items**

8.1. Authorize Additional Speech Language

Pathologist Position for the 2023-24 school year

9. **Open Forum**

10. **Adjourn**

A meeting of the Board of Education was held in the High School Media Center at 5:30 p.m. on Monday, February 6, 2023 with Chair Cunningham presiding.

Members present: Leslie Bouchonville, Wanda Carlson (arrived at 5:37 p.m.), Chris Cunningham, Roger D. Hoplin, Nicki Linsten-Lodge, David Sheley, Ryan Trumble and Superintendent Jonathan Clark.

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

Spotlight on Education – Career Pathways; Rachel Telfer, Curriculum Director

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

Motion by Carlson, second by Bouchonville, to approve the minutes of the January 9, 2023 reorganization and regular board meetings and the January 30, 2023 special meeting. All voted aye and the motion carried.

Administrative team, director, enrollment and Esser III financial reports were heard.

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

- Approve bills presented (checks 72672-72880 totaling \$686,162.15); approve the investment report; approve the treasurer's report; approve the report on electronic fund transfers and other banking transactions; adopt a resolution accepting monetary awards and donations; and
- Approve personnel items:
 - Accept the resignation of Terri Kussart, Speech Language Pathologist, effective August 18, 2023
 - Approve the hiring of Mariah Hines as Paraprofessional for 6.5 hours per day effective January 23, 2023
 - Approve the hiring of Michael Dinnel as Varsity Baseball Coach for the 2023 season
 - Approve the hiring of Terry Brink as Junior High Baseball Coach for the 2023 season
 - Approve the hiring of Cassandra Meis as Assistant Softball Coach for the 2023 season
 - Approve the hiring of Leah Freeman as Junior High Softball Coach for the 2023 season
 - Approve the hiring of Tom Demars as Varsity Boys Track Coach for the 2023 season
 - Approve the hiring of Karl Ludeman as Varsity Girls Track Coach for the 2023 season
 - Approve the hiring of Steve Heslop as Varsity Boys Golf Coach for the 2023 season
 - Approve the hiring of Mark Gonnion as Varsity Girls Golf Coach for the 2023 season
- Approve the Pine River-Backus Education Minnesota teacher seniority roster
- Approve the Pine River-Backus Education Minnesota Early Childhood Family Education teacher seniority roster
- Approve the School Service Employees International Union, Local 284, seniority roster

All voted aye and the motion carried.

Discussion items:

- First reading of policies: 801 Equal Access to School Facilities; 802 Disposition of Obsolete Equipment and Material; 805 Waste Reduction and Recycling and 808 School Forest
- Transportation. Charity Crannell, Transportation Director, presented on safety and routing procedures.

Motion by Carlson, second by Sheley, to update the Corporate Authorization Resolution at Pine River State Bank to include new authorized signers as designated at the January 9, 2023 reorganization meeting. All voted aye and the motion carried.

Motion by Hoplin, second by Linsten-Lodge, to update the Corporate Authorization Resolution at First National Bank of Walker to include new authorized signers as designated at the January 9, 2023 reorganization meeting. All voted aye and the motion carried.

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

Cunningham adjourned the meeting at 6:34 p.m.

Wanda Carlson, Clerk
Recorded by Cindy Felthous



**School Board Report
Pine River-Backus Elementary School
March 6, 2023**

BUILDING GOALS:

Math - Increase MCA Math scores to 50% Proficient or higher by 2023.

Reading - Increase MCA Reading scores to 60% Proficient or higher by 2023.

Relationship - Understanding students' backgrounds and interests; Having high expectations for ALL learners.

STRATEGIC DIRECTIVES

STUDENT ACHIEVEMENT

- I was able to meet with all of our teachers to go over their student learning goals and professional growth goals. Teachers examined specific data on their classrooms, reflected on what is working, areas to continue to improve, and also areas to celebrate. (2.3)
- I continue to do my walkthroughs each week. Our staff are doing amazing things. Having a growth mindset allows us to continue to get better all the time. I completed seven formal evaluations last month as well.

Curriculum - HRS Level 3

- Our English Language Arts Curriculum team met on February 20th to continue discussions about standards and curriculum needs moving forward. ELA committee will continue to meet.

STAFF TRAINING AND PROFESSIONAL DEVELOPMENT - HRS Level 2

- PLC's continue to meet twice per month focused on professional goals established. Teams are working through the PLC Cycle (see last page). *What do we want our students to learn? How will we know if they are learning? How will we respond when students don't learn? How will we extend learning for students who are already proficient?*
- Catalyst coaching continues monthly. Last month we had 10 teachers participate in a consultation, coaching, or certification session.
- We are working to provide an opportunity once again for staff to participate in "instructional rounds". This allows staff the opportunity to be in other classrooms observing, reflecting on, and validating current instructional practices. Adults are willing to take risks and learn from each other. This really is the best professional development we can get!!



SAFE ENVIRONMENT AND CONSISTENT DISCIPLINE - HRS Level 1

- Supervision is appropriately in place in all areas of our school (classroom, hallway, cafeteria, playground). This is monitored frequently, feedback is gathered, and we adjust as needed based on student needs.
- Staff are positively and consistently reinforcing behaviors and re-teaching as needed.
- All classrooms have discussed, updated, and shared their positive behavior management plans in the event a student behavior arises. Grade levels are following these to the best of our ability.
- All teachers reviewed our classroom managed vs. office managed behavior protocols.
- We averaged 1.16 major referrals and 1.26 minor referrals per day in February. This is down from the previous month. Overall 88.6% of students have 0-1 referrals for the year.
- Classrooms continue to review specific student and grade level behavior data often (at least monthly) and put positive plans in place to support individual students. Our Multi-Tiered System of Supports team meetings bi-weekly to help problem solve as well if students have received 5 or more referrals.
- I attended some policy meetings regarding policy 506 that address student discipline and administrative responses. I also attended an informational meeting about our new Halo system in our bathrooms.

FACILITY NEEDS

- Thank you to our custodial staff for all of the preparation and daily work to keep things working smoothly. Even on the busiest of snow days, we can rely on great service for our staff and students.
- We look forward to seeing the next phases of our “branding” process unfold.

Congratulations to our February Tiger Pride Golden Ticket Nominees! Attached are the names of students that exemplified Tiger Pride in February by following our ROAR expectations.

Our “I Love To Read Month” was capped off with some drawings. Student brought in their reading calendars and had them put into a drawing for a chance to win prizes and even a new bike.



Pine River-Backus
PUBLIC SCHOOLS - PINE RIVER, MN

UPCOMING

- Feb. 16th - Catalyst Professional Development Opportunity
- Kindergarten Roundup is scheduled for Wednesday, March 3rd at 4pm. Registration has been sent out to all of our school readiness families inviting them to enroll and attend. We are already looking forward to welcoming a new batch of kindergarteners this fall!
- Mar. 3rd - Family Fun Night - 5:30pm
- Mar. 17th - End of Quarter 3
- Mar. 28th - Grades done in Campus
- Mar. 30th - Progress reports handed out at conferences
- **Mar. 30th - Parent/Teacher Conferences - (3:30-7:00pm). K-4 by appointment. 5-6 open house style.**
- Mar. 31st - Progress reports sent home
- Apr. 4th - Spring Picture retakes - 8-12pm



Pine River-Backus

PUBLIC SCHOOLS - PINE RIVER, MN

Student	Teacher		
Karter Crawford	Mrs. Norman	February Character Trait: Perseverance	
Emmalee Johnson	Ms. Dallas		
Ellie Norman	Mrs. Travis	Date 3/1/23	
Chloe Bryant	Mrs. Anderson		
Adalyn Wiberg	Mrs. Hicks		
Nora Yost	Mrs. Kamholz		
Marshall Jimenez	Mr. Ackerman		
Isaac Wendt	Ms. Robbi		
Eli Peterson	Mrs. Rice		
Gavin Krecklau	Mrs. Diederich		
Owen Setters	Mr. Hoffarth		
Cullen Erickson	Mr. Dinnel		
Kanin Borntrager	Mrs. Goddard		
Dakota De La Pena	Mrs. Rowell		
Alexis Ackerman	Mrs. Vry		
5-6 Grade Level			
Carter Leeds	Mr. Ackerman		
Bryce Digiovanni	Mrs. Freeman		
Marina Richards	Mrs. Holden		
Braidy Bryant	Mr. Hradsky		
Savanna Ericson	Mr. Johnson		
Charles Erickson	Mr. Ramler		
Geena LaDeaux	Mrs. Soukup		
Title/Specials			
Isabella Hopkins	Mrs. Davis	Makenna Jorgenson	
Willow Rice	Mrs. Shackle	Jax Torkelson	
Lillian Sartwell	Ms. Arnold	Fernanda Garcia	
Camille Jakosalem	Mrs. Sether		
Graham Hesse	Mr. Gonnion	Gracie Jacobus	
Alivia Zwart	Mr. Ehlert	Braidy Bryant	
Gabriel Setters	Mr. Casperson	Laney Ratz	
Zachary Wipper	Ms. Benson	Shay Crimmins	Felix Needham
Elsie Peterson	Ms. Determan	Destiny Booth	Thomas Rubistchung
Tucker shamp	Ms. Kussart		
Caden Thundershield	Mrs. Bergem		
Van Peterson	Mrs. Dinnel		
Tucker Shamp	Ms. Smith		
Bo Bergerson	Mrs. Adkins		
Riley Francis	Mrs. Odens		
Vanessa Scherf	Mrs. Loge	Maverik Kamholz	



Pine River-Backus

PUBLIC SCHOOLS - PINE RIVER, MN

Early Childhood		
Kids Together	19	
School Readiness	45	
Headstart	11	
	75	
Kindergarten		Updated 2/17/2023
Dallas	20	
Norman	18	
Travis	20	
	58	
Grade 1		
Anderson	19	
Hicks	19	
Kamholz	21	
	59	
Grade 2		
Ackerman	17	
Robbi	21	
Rice	19	
	57	
Grade 3		
Diederich	18	
Dinnel	18	
Goddard	19	
Hoffarth	19	
	74	
Grade 4		
Rowell	22	
Vry	22	
	44	
Grade 5		
Ackerman	23	
Freeman	24	
Holden	24	
	71	
Grade 6		
Hradsky	18	
Ramler	18	
Soukup	21	
	57	
TOTAL	420	

Jon Clark, Superintendent
Chris Halverson, High School Principal
Rick Aulie, Elementary Principal
Sue Peet, ALC Director
Charity Crannel, Transportation Director
Kevin Furst, Technology Director

PINE RIVER-BACKUS SCHOOLS ISD 2174

Troy Gregory, Community Ed Director
Jolene Bengtson, Business Manager
Cindy Felthous, Human Resources
Jill Blanchard, Food Service Director
Karl Flier, Bldgs & Grounds Director
Tim Tungseth, Activity Director



School Board Report for March 6th, 2023 *Current Happenings at PR-B High School*

PRB High School Site Goals:

- The percent of PR-B high school students who can identify a positive adult connection with PR-B staff will increase by 20% over the 2022-23 school year.

● High School

- **Math** - Increase MCA Math scores to 48% Proficient or higher by 2023.
- **Reading** - Increase MCA Reading scores to 60% Proficient or higher by 2023.
- **Relationship** - Understanding students' backgrounds and interests;
Having high expectations for ALL learners.

- **Level Two HRS Certification (Complete / Celebration)**

2022-2023 Level 1 Current Goals: Safe & Collaborative School

- -Administer Level 1 and 2 Surveys to staff, parents, students (*Established*)
- -Utilize monitoring system to identify lagging indicators - *In-Action*
- -Continue to strengthen PBIS program - *ongoing*
- -Implementation of Catalyst Strategies at the habitual and systems level - *daily/ongoing (training in Catalyst toward certification)*
- -Professional Learning Teams - *2 Wednesdays per month*
- -ALICE/Crisis Planning - *Ongoing*

Focus of Effective Instructional Practices: (HRS Level 2)

- Standards, Rigor, Vocabulary, Common Model of Instruction, Instructional Rounds, REACH, Envoy Strategies, Learning Goals Posted, HRS Framework
- -Marzano Art & Science of Teaching Learning Segment(s) (PLC focus)
- -Learning Goals Posted, Rigor, Vocabulary, Common Model of Instruction, Instructional Rounds

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Staff Training and Professional Development:

- I have been very active in performing walkthroughs in the building. Although these are usually just a snapshot of best practice, it does allow for me to get data on the great things that are going on in the classroom.
- Our Admin. Team has also been meeting to discuss next year and possibilities for course offerings, pathways for students, etc.
- Our High School Career Pathways Team met at Sourcewell in Staples last week to discuss and plan for future opportunities in our high school. This is a Team that works on vision for the high school and changes or resources that may be needed to make them happen for students. They are a high powered Team that is action based. We discussed current offerings like CIS (College in the Schools), articulated credit (CTE areas), and the possibilities of other dual credit opportunities. Furthermore, we discussed and planned for further branding opportunities in the building.
- Teachers are taking part in "Instructional Rounds" throughout the district. Thank you to Ms. Hanneken for organizing this powerful opportunity for our Faculty. This is a game changer in continuing our HRS Level 2 / Effective Instruction/Best Practice in all classrooms.
- Our PR-B High School Leadership Team met and discussed feedback and direction for our PLCs, Advisory/Tiger Time, instructional rounds, Professional Growth Goals / Student Learning Goals, mentorship program and ALICE.

- **STUDENT ACHIEVEMENT/ACTIVITIES**
- Band State Contest Results
 - Our band performed in Staples on Wednesday for three judges. Scoring is out of 40 and a 35 or higher is superior with 28-34 being an excellent rating.
 - Our kids performed fantastically! I was very proud of their efforts as we received two excellent and one superior rating which equals an overall excellent rating.

- We held our 2023 Quarter Awards Ceremonies last week. Honor Rolls were recognized as well as recognizing positive behavior in the building with prize giveaways. Thank you to our community members who help support our Positive Behavior Rewards!

- We held our Student of the Month celebrations for grades 5-8 and 9-12. It continues to be one of my favorite times to interact with students and families who deserve the recognition for their work and dedication. GO TIGERS!!!

Jon Clark, Superintendent
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- **Upcoming events**
 - **March 20-24 - No School - Spring Break**
 - **March 30-31 - Student of the Month Celebrations**

**Respectfully,
Chris A. Halverson**

Jon Clark, Superintendent
Chris Halverson, High School Principal
Rick Aulie, Elementary Principal
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PINE RIVER-BACKUS SCHOOLS ISD 2174

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Congratulations to our Students of the Month for grades 9-12! GO TIGERS!!

Teach Inspire Grow Excel Reach Succeed! TIGERS!

Jon Clark, Superintendent
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**PINE RIVER-BACKUS
SCHOOLS
ISD 2174**

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State Bound Team - Go Roadcrew!

Teach Inspire Grow Excel Reach Succeed! TIGERS!

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Mr. Anderson was awarded our Teacher of the Week and was awarded the coveted trophy “SPIKE”!!

I have the honor of handing off Spike the Tiger to Mr. Anderson.

Her passion for social studies and dedication to her students is inspiring!

If I'd had Mrs. Toft as a social studies teacher when I was in high school I might have liked the subject (at least a little)! - SA

Teach Inspire Grow Excel Reach Succeed! TIGERS!



Community Ed & Communications - School Board Report

Community Ed:

Things are going well in Community Ed. Youth offering consistently fill up and I am continually looking for more instructors. Class offering for Adults is up and down as well as participation. We are winding down some of our Winter activities as youth Basketball will be finished this month but things are already ramping up Spring programs and activities. We should have a good line up for Spring and Summer. I have already been in several meeting revolving around fitness, gardening, and biking so you will see more offering of this type soon.

Back to Basics was fully back in-person and went really well. We had over 500 people come to the event which is the highest participation in its 17 years.

Community Ed has recently added a new easier online registration for classes directly through our website. It is simpler to sign up without creating an account. I am hopeful it will be a great addition and easier to manage.

Current Offering

- Community Play - The Great Ice Cream Scheme: Auditions are March 13-14 with Performances on May 12,13, & 14.
- Medicare 101
- Guided Painting Classes - March 14
- 2 New Fitness offerings Tuesdays & Thursdays (Barre Fitness)
 - Working some partnerships to offer more variety of offerings
- Spring Drivers Ed
- Youth Enrichment Classes on Wednesdays - adding more
 - I just got a new instructor who will hopefully start in April - Yay!!!

Communications:

Tiger Pride - Our 3rd newsletter is out! I feel these have been very successful and have a positive impact in our community and school. In addition to printing I make these available online and this past issue I used Campus to help distribute early will lots of positive feedback.

Tiger Talk - Our articles have been good and consistent but I do need more for the Spring. If you are interested in writing one from a school board members prospective let me know.

I also keep learning more about the website, Facebook, instagram, electronic sign, and so on. It is a good journey and I believe our school marketing, branding, and communication is getting exponentially better.

Kind Regards,

Troy Gregory
Troy Gregory

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>11/30/2022</u>	<u>1/5/2023</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	60	60	60	60				60
First	64	60	60	60	60	60	60	61				60
Second	77	59	59	59	60	60	60	60				60
Third	45	77	78	79	79	79	79	79				79
Fourth	67	46	46	46	46	46	46	46				46
Fifth	55	68	69	70	71	71	72	73				71
Sixth	68	56	56	56	56	56	56	58				56
Total Elementary	442	427	429	431	432	432	433	437	0	0	0	432
HIGH SCHOOL:												
Seventh	57	72	70	70	70	72	73	73				71
Eighth	71	66	66	66	68	68	68	69				67
Ninth	68	74	72	71	72	72	73	71				72
Tenth	63	75	76	76	76	76	76	77				76
Eleventh	63	63	63	58	57	59	59	59				60
Twelfth	44	65	68	65	65	65	65	65				65
Total High School	366	415	415	406	408	412	414	414	0	0	0	412
Total w/o FT ALC	808	842	844	837	840	844	847	851	0	0	0	846
ALC:												
Ninth	2	0	0	0	0	0	0	0				0
Tenth	4	0	3	5	5	6	7	10				5
Eleventh	12	0	9	13	15	15	17	17				12
Twelfth (includes 12th +)	31	0	24	37	38	39	40	40				31
Total Full-time ALC	49	0	36	55	58	60	64	67	0	0	0	49
DISTRICT TOTAL	857	842	880	892	898	904	911	918	0	0	0	895
<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	60.0	60.0	60.0	60.0	0.0	0.0	0.0	60.4
Elementary 1-3	186.0	196.0	197.0	198.0	199.0	199.0	199.0	200.0	0.0	0.0	0.0	198.3
Elementary 4-6	190.0	170.0	171.0	172.0	173.0	173.0	174.0	177.0	0.0	0.0	0.0	172.9
Secondary	439.2	498.0	498.0	487.2	489.6	494.4	496.8	496.8	0.0	0.0	0.0	494.4
ALC	58.8	0.0	21.6	33.0	34.8	36.0	38.4	40.2	0.0	0.0	0.0	58.3
Less Mid Year Decline												
Total Pupil Units	952.5	937.5	961.1	963.7	968.9	974.9	980.7	986.5	12.5	12.5	12.5	996.8

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 2/28/2023

FEDERAL COVID FUNDS:

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Balance Unbudgeted	YTD SPENT 2022-2023	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	\$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	\$109,524.79	TBD	In Process	Funded and Active	2.0 fte Interventionists - High School Health Services Addition - \$820,000
2023	161	Formula 161 - SFY2023 Budget Only	\$362,909.06	\$127,062.00	\$235,847.06	\$48,417.57	TBD	In Process	Funded and Active	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	\$13,812.11	TBD	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	\$1,171,428.00	\$310,584.91	\$209,769.50	\$0.00			

FEDERAL TITLE FUNDS:

State Fiscal Year	Finance Code	Description	Funds Available	Funds Budgeted	Balance Unbudgeted	YTD SPENT 2022-2023	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	\$301,413.96	\$275,161.89	\$26,252.07	\$117,047.83	TBD	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	\$59,775.05	\$39,860.00	\$19,915.05	\$12,052.76	TBD	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	N/A	N/A	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			\$361,189.01	\$315,021.89	\$46,167.12	\$129,100.59	\$0.00			

NOTE: Final allocations on Title I - 401 and Title II - 414 have been updated.

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	74129	72881	Check	1	105414		LEAP, INC.	Yes	No	No	USD	01/31/2023	350.00
			74128	72882	Check	1	105407		MSF	Yes	No	No	USD	01/31/2023	950.00
			74126	72883	Check	1	105400		NORTHWOODS JUNIORS JO VB	Yes	No	No	USD	01/31/2023	550.00
			74127	72884	Check	1	105406		PAC - Pequot Activities Club	Yes	No	No	USD	01/31/2023	460.00
			74125	72885	Check	1	105041		PARK RAPIDS JO VOLLEYBALL	Yes	No	No	USD	01/31/2023	400.00
			74130	72886	Check	1	101725		MOUNT SKI GULL	Yes	No	No	USD	02/02/2023	480.00
			74131	72887	Check	1	105549		MetLife	Yes	No	No	USD	02/03/2023	2,150.62
			74135	72888	Check	1	06985		BARNUM'S AUTO PARTS	Yes	No	No	USD	02/06/2023	91.33
			74153	72889	Check	1	104348		BIX PRODUCE CO.	Yes	No	No	USD	02/06/2023	3,252.17
			74161	72890	Check	1	105178		BREITER, FRANCIS J.	Yes	No	No	USD	02/06/2023	130.00
			74164	72891	Check	1	105450		CAPSTONE ADMINISTRATORS, LLC	Yes	No	No	USD	02/06/2023	5.40
			74139	72892	Check	1	101604		CENTRAL MCGOWAN, INC - 139156	Yes	No	No	USD	02/06/2023	55.90
			74169	72893	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	USD	02/06/2023	1,789.47
			74170	72894	Check	1	14550		CHRISTENSEN FOREST PRODUCTS	Yes	No	No	USD	02/06/2023	764.64
			74165	72895	Check	1	105476		CRAMER, SUE	Yes	No	No	USD	02/06/2023	492.16
			74171	72896	Check	1	18200		CULLIGAN	Yes	No	No	USD	02/06/2023	205.17
			74143	72897	Check	1	103012		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	02/06/2023	266.89
			74133	72898	Check	1	00164		ENVALL, HEIDI	Yes	No	No	USD	02/06/2023	111.24
			74158	72899	Check	1	104875		FLEETPRIDE	Yes	No	No	USD	02/06/2023	340.70
			74163	72900	Check	1	105291		GIPPER MEDIA, INC.	Yes	No	No	USD	02/06/2023	625.68
			74146	72901	Check	1	103397		GLS PROMOTIONS	Yes	No	No	USD	02/06/2023	5,000.00
			74166	72902	Check	1	105560		HAMP, TERESA	Yes	No	No	USD	02/06/2023	441.07
			74150	72903	Check	1	104159		HANNEKEN, TINA	Yes	No	No	USD	02/06/2023	5,382.30
			74162	72904	Check	1	105260		HILMANOWSKI, HEATHER	Yes	No	No	USD	02/06/2023	30.00
			74167	72905	Check	1	105593		IDSC HOLDINGS, LLC	Yes	No	No	USD	02/06/2023	300.00
			74142	72906	Check	1	102101		INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	02/06/2023	321.21
			74173	72907	Check	1	51950		KEMPS, LLC	Yes	No	No	USD	02/06/2023	5,599.86
			74151	72908	Check	1	104222		KINSER, BEN	Yes	No	No	USD	02/06/2023	59.95
			74138	72909	Check	1	101111		KISH, LORI	Yes	No	No	USD	02/06/2023	20.00
			74145	72910	Check	1	103259		KRAUS, PATTY	Yes	No	No	USD	02/06/2023	20.00
			74172	72911	Check	1	49670		MASSP	Yes	No	No	USD	02/06/2023	160.00
			74137	72912	Check	1	100798		NORTHERN STAR CO-OP	Yes	No	No	USD	02/06/2023	14,384.90
			74157	72913	Check	1	104870		PELZER, PAUL JOHN	Yes	No	No	USD	02/06/2023	130.00
			74156	72914	Check	1	104547		PINE RIVER AREA FOOD SHELF	Yes	No	No	USD	02/06/2023	20.00
			74168	72915	Check	1	10650		PINE RIVER FAMILY MARKET	Yes	No	No	USD	02/06/2023	347.30
			74152	72916	Check	1	104277		POEGEL, MARVIN L. JR.	Yes	No	No	USD	02/06/2023	130.00
			74132	72917	Check	1	00045		PRAIRIE FIRE THEATRE	Yes	No	No	USD	02/06/2023	500.00
			74149	72918	Check	1	103682		RAMLER, TIM	Yes	No	No	USD	02/06/2023	195.43
			74141	72919	Check	1	102029		RICHARDS, LENA	Yes	No	No	USD	02/06/2023	320.00
			74147	72920	Check	1	103401		RISTER, JOHN	Yes	No	No	USD	02/06/2023	70.00
			74160	72921	Check	1	105080		RUDLANG, ANDREW	Yes	No	No	USD	02/06/2023	52.60

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	74154	72922	Check	1	104409		SCHRUPP, SUSAN	Yes	No	No	USD	02/06/2023	20.00
			74144	72923	Check	1	103230		SETH, JENNY	Yes	No	No	USD	02/06/2023	10.00
			74159	72924	Check	1	104951		SHERWOOD FLORIST	Yes	No	No	USD	02/06/2023	59.99
			74140	72925	Check	1	101712		SHETKA, MIKE	Yes	No	No	USD	02/06/2023	316.42
			74148	72926	Check	1	103585		SMITH, ASHLEY N.	Yes	No	No	USD	02/06/2023	81.74
			74155	72927	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	02/06/2023	4,750.72
			74174	72928	Check	1	89210		UPPER LAKES FOODS, INC.	Yes	No	No	USD	02/06/2023	22,289.67
			74136	72929	Check	1	100701		WASTE PARTNERS	Yes	No	No	USD	02/06/2023	1,810.65
			74134	72930	Check	1	00566		XCEL ENERGY	Yes	No	No	USD	02/06/2023	31,052.31
			74175	72931	Check	1	101156		AMUNDSON, BRAD	Yes	No	No	USD	02/07/2023	130.00
			74177	72932	Check	1	103657		FULLERTON, JAMES A.	Yes	No	No	USD	02/07/2023	130.00
			74180	72933	Check	1	105594		JEFFERSON, TERRANCE	Yes	No	No	USD	02/07/2023	130.00
			74176	72934	Check	1	102600		KAPSNER, ROBERT I.	Yes	No	No	USD	02/07/2023	130.00
			74178	72935	Check	1	103893		KIMMAN, SCOTT	Yes	No	No	USD	02/07/2023	130.00
			74179	72936	Check	1	104894		WAYTASHEK, MARY TERESA	Yes	No	No	USD	02/07/2023	130.00
			74186	72937	Check	1	105178		BREITER, FRANCIS J.	Yes	No	No	USD	02/13/2023	190.00
			74182	72938	Check	1	102805		HEIER, MATTHEW	Yes	No	No	USD	02/13/2023	130.00
			74185	72939	Check	1	104870		PELZER, PAUL JOHN	Yes	No	No	USD	02/13/2023	190.00
			74184	72940	Check	1	104277		POEGEL, MARVIN L. JR.	Yes	No	No	USD	02/13/2023	190.00
			74181	72941	Check	1	102785		ZETAH, DAN	Yes	No	No	USD	02/13/2023	130.00
			74183	72942	Check	1	103063		ZETAH, NEDDA	Yes	No	No	USD	02/13/2023	130.00
			74211	72943	Check	1	103932		ARNESON, STEFFANIE	Yes	No	No	USD	02/14/2023	301.67
			74213	72944	Check	1	103994		AULIE, RICK	Yes	No	No	USD	02/14/2023	249.60
			74207	72945	Check	1	103197		BENGTSON, JOLENE	Yes	No	No	USD	02/14/2023	39.30
			74236	72946	Check	1	105595		BOBCAT OF BRAINERD	Yes	No	No	USD	02/14/2023	1,139.32
			74189	72947	Check	1	00376		BUREAU OF CRIMINAL APPREHENS	Yes	No	No	USD	02/14/2023	15.00
			74222	72948	Check	1	104763		BURNS, STEPHANIE	Yes	No	No	USD	02/14/2023	50.00
			74224	72949	Check	1	104860		CARLSON, WANDA	Yes	No	No	USD	02/14/2023	249.49
			74237	72950	Check	1	105596		CATALYST BY NATURE LINK	Yes	No	No	USD	02/14/2023	750.00
			74206	72951	Check	1	102716		CENEX CREDIT CARD	Yes	No	No	USD	02/14/2023	3,504.90
			74191	72952	Check	1	00586		CENTRAL LAKES COLLEGE	Yes	No	No	USD	02/14/2023	1,550.00
			74241	72953	Check	1	13500		CENTRAL MINNESOTA ERDC	Yes	No	No	USD	02/14/2023	5,173.00
			74242	72954	Check	1	14850		CITY OF PINE RIVER	Yes	No	No	USD	02/14/2023	1,396.24
			74240	72955	Check	1	105599		CRAWFORD, KORY	Yes	No	No	USD	02/14/2023	725.00
			74243	72956	Check	1	18200		CULLIGAN	Yes	No	No	USD	02/14/2023	91.20
			74200	72957	Check	1	100650		DEPARTMENT OF PUBLIC SAFETY	Yes	No	No	USD	02/14/2023	50.00
			74235	72958	Check	1	105559		ELITE SPORTSWEAR LP	Yes	No	No	USD	02/14/2023	1,025.81
			74205	72959	Check	1	102004		EVELAND, MICAH	Yes	No	No	USD	02/14/2023	74.98
			74196	72960	Check	1	100427		FORUM COMMUNICATIONS COMPAN	Yes	No	No	USD	02/14/2023	161.83
			74215	72961	Check	1	104435		FREEMAN, LEAH	Yes	No	No	USD	02/14/2023	484.54
			74217	72962	Check	1	104489		FUN EXPRESS LLC	Yes	No	No	USD	02/14/2023	659.75

PINE RIVER BACKUS SCHOOLS
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2174		CHEC	74244	72963	Check	1	31800		GARDINER HARDWARE	Yes	No	No	USD	02/14/2023	814.08
			74209	72964	Check	1	103397		GLS PROMOTIONS	Yes	No	No	USD	02/14/2023	337.50
			74188	72965	Check	1	00171		GONNION, MARK	Yes	No	No	USD	02/14/2023	510.40
			74245	72966	Check	1	37650		HILLYARD/HUTCHINSON	Yes	No	No	USD	02/14/2023	1,986.53
			74246	72967	Check	1	37900		HOGLUND BUS CO., INC.	Yes	No	No	USD	02/14/2023	118.80
			74247	72968	Check	1	40800		IND SCHOOL DIST #186	Yes	No	No	USD	02/14/2023	225.00
			74193	72969	Check	1	00650		IND SCHOOL DIST #32	Yes	No	No	USD	02/14/2023	100.00
			74221	72970	Check	1	104732		IND SCHOOL DIST #787	Yes	No	No	USD	02/14/2023	150.00
			74204	72971	Check	1	101923		IND SCHOOL DISTRICT #113	Yes	No	No	USD	02/14/2023	100.00
			74201	72972	Check	1	101369		INTERQUEST DETECTION CANINES	Yes	No	No	USD	02/14/2023	340.00
			74218	72973	Check	1	104601		KOERING, GRETCHEN	Yes	No	No	USD	02/14/2023	52.00
			74199	72974	Check	1	100595		LAKES COUNTRY SERVICE COOP	Yes	No	No	USD	02/14/2023	35.00
			74226	72975	Check	1	104990		MANTHE, MITCHELL DALE	Yes	No	No	USD	02/14/2023	110.00
			74232	72976	Check	1	105382		MARZANO RESOURCES LLC	Yes	No	No	USD	02/14/2023	2,916.00
			74220	72977	Check	1	104700		MATH TEACHERS PRESS, INC.	Yes	No	No	USD	02/14/2023	844.90
			74238	72978	Check	1	105597		MAXBAT, INC.	Yes	No	No	USD	02/14/2023	280.74
			74214	72980	Check	1	104085		MINNESOTA GRAD SERVICES	Yes	No	No	USD	02/14/2023	45.00
			74248	72981	Check	1	55800		MINNESOTA POWER	Yes	No	No	USD	02/14/2023	16,500.45
			74227	72982	Check	1	105005		MUSIC FESTIVALS & TOURS	Yes	No	No	USD	02/14/2023	37,864.00
			74249	72983	Check	1	58360		NASCO	Yes	No	No	USD	02/14/2023	93.48
			74225	72984	Check	1	104890		NEE MINNESOTA PROJECTS LLC	Yes	No	No	USD	02/14/2023	68.44
			74219	72985	Check	1	104667		NMRC	Yes	No	No	USD	02/14/2023	126.00
			74239	72986	Check	1	105598		NORTH CENTRAL INTERNATIONAL, L	Yes	No	No	USD	02/14/2023	12.34
			74250	72987	Check	1	62176		NORTHERN PINES MENTAL HEALTH	Yes	No	No	USD	02/14/2023	4,444.00
			74195	72988	Check	1	100384		NORTHLAND SEPTIC MAINTENANCE	Yes	No	No	USD	02/14/2023	700.00
			74233	72989	Check	1	105441		ODP BUSINESS SOLUTIONS, LLC	Yes	No	No	USD	02/14/2023	247.67
			74198	72990	Check	1	100459		PAN-O-GOLD BAKING CO	Yes	No	No	USD	02/14/2023	763.74
			74190	72991	Check	1	00489		PAUL'S LARGE GARAGE	Yes	No	No	USD	02/14/2023	938.72
			74251	72992	Check	1	67575		PINE RIVER AREA SANITARY DIST.	Yes	No	No	USD	02/14/2023	3,074.26
			74252	72993	Check	1	69635		POPPLERS MUSIC STORE	Yes	No	No	USD	02/14/2023	96.95
			74229	72994	Check	1	105107		R & J BROADCASTING, INC.	Yes	No	No	USD	02/14/2023	225.00
			74194	72995	Check	1	100015		REMEDIA PUBLICATIONS	Yes	No	No	USD	02/14/2023	229.04
			74228	72996	Check	1	105080		RUDLANG, ANDREW	Yes	No	No	USD	02/14/2023	283.99
			74203	72997	Check	1	101867		RUNYAN, JIM	Yes	No	No	USD	02/14/2023	110.00
			74231	72998	Check	1	105344		SAFELITE FULFILLMENT INC.	Yes	No	No	USD	02/14/2023	466.53
			74197	72999	Check	1	100434		SCHOOL SPECIALTY	Yes	No	No	USD	02/14/2023	65.02
			74208	73000	Check	1	103230		SETH, JENNY	Yes	No	No	USD	02/14/2023	10.72
			74212	73001	Check	1	103978		SHACKLE, REBECCA	Yes	No	No	USD	02/14/2023	140.18
			74202	73002	Check	1	101712		SHETKA, MIKE	Yes	No	No	USD	02/14/2023	79.94
			74234	73003	Check	1	105544		SIGNATION SIGN GROUP	Yes	No	No	USD	02/14/2023	642.00
			74223	73004	Check	1	104789		SOURCEWELL	Yes	No	No	USD	02/14/2023	3,496.00

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	74192	73005	Check	1	00618		TEACHER CREATED RESOURCES	Yes	No	No	USD	02/14/2023	20.98
			74216	73006	Check	1	104486		TEACHERS ON CALL	Yes	No	No	USD	02/14/2023	3,581.76
			74230	73007	Check	1	105195		TUNGSETH, TIM	Yes	No	No	USD	02/14/2023	90.39
			74254	73008	Check	1	102878		KEHOE, RICHARD JR.	Yes	No	No	USD	02/16/2023	176.92
			74255	73009	Check	1	103543		MFC CLINIC	Yes	No	No	USD	02/16/2023	500.00
			74256	73010	Check	1	105501		MORAN, ROBERT	Yes	No	No	USD	02/16/2023	135.00
			74253	73011	Check	1	100234		RINGLE, THEO	Yes	No	No	USD	02/16/2023	135.00
			74265	73012	Check	1	02080		AFLAC	Yes	No	No	USD	02/17/2023	100.00
			74267	73013	Check	1	105549		MetLife	Yes	No	No	USD	02/17/2023	1,075.31
			74266	73014	Check	1	104817		Minnesota Life Insurance Company	Yes	No	No	USD	02/17/2023	975.25
			74269	73015	Check	1	70801		NCPERS Group Life Ins	Yes	No	No	USD	02/17/2023	16.00
			74268	73016	Check	1	68350		PINE RIVER-BACKUS	Yes	No	No	USD	02/17/2023	5,909.16
			74270	73017	Check	1	77300		SCHOOL SERVICE EMPLOYEES	Yes	No	No	USD	02/17/2023	1,421.59
			74272	73018	Check	1	03175		NATIONAL INSURANCE SERVICES	Yes	No	No	USD	02/21/2023	861.54
			74275	73019	Check	1	105601		Blackman, Brian	Yes	No	No	USD	02/21/2023	354.28
			74273	73020	Check	1	00698		REGION 6A MUSIC CONTEST	Yes	No	No	USD	02/21/2023	85.00
			74274	73021	Check	1	105600		Terlinden, Keith	Yes	No	No	USD	02/21/2023	200.00
			74276	73022	Check	1	105368		COLONIAL LIFE	Yes	No	No	USD	02/22/2023	3,044.93
			74279	73023	Check	1	104279		NELSON, LANCE	Yes	No	No	USD	02/24/2023	130.00
			74278	73024	Check	1	102569		SCHNEIDER, JIM	Yes	No	No	USD	02/24/2023	130.00
			74280	73025	Check	1	105602		Webster, Joe	Yes	No	No	USD	02/24/2023	130.00
			74282	73026	Check	1	104696		SANDBERG, JOHN JOSEPH GERARD	Yes	No	No	USD	02/24/2023	130.00
			74283	73027	Check	1	105603		UMD BANDS	Yes	No	No	USD	02/27/2023	120.00
			74284	73028	Check	1	104445		EDGEWATER HOTEL & WATERPARK	Yes	No	No	USD	02/27/2023	2,470.35
			74287	73029	Check	1	105352		BAUGHMAN, BRIAN BOYD	Yes	No	No	USD	02/28/2023	90.00
			74288	73030	Check	1	105411		ENTERPRISE RENT-A-CAR	Yes	No	No	USD	02/28/2023	1,098.60
			74286	73031	Check	1	100503		HOLIDAY INN	Yes	No	No	USD	02/28/2023	3,664.88
			74285	73032	Check	1	100234		RINGLE, THEO	Yes	No	No	USD	02/28/2023	90.00
			74289	73033	Check	1	105552		RODINE, ERIC	Yes	No	No	USD	02/28/2023	90.00
Bank Total: CHEC														\$233,250.48	
Report Total:														\$233,250.48	

PINE RIVER-BACKUS SCHOOLS

Investment Report

March 6, 2023

Brokered CD's

<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>6-Mar-23 Interest To Date</u>
Franklin Bank	Franklin, TN	4/19/2021	4/19/2024	1096	\$ 99,000.00	1.50%	\$ 2,790.99
<i>Total Brokered CD's</i>					<u>\$ 99,000.00</u>		

Investments in Local Banks

<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>Accrued Interest</u>
Pine River State Bank (no broker)	Pine River, MN	1/12/2022	1/12/2025	36	\$ 249,253.11	0.65%	\$ 49,253.11
First National Bank of Walker (no broker)	Backus, MN	11/14/2022	11/14/2023	12	\$ 103,261.13	1.75%	\$ 4,261.13
<i>Total Pine River State Bank CD's</i>					<u>\$ 352,514.24</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	4,030,894.05	Blended	NA
<i>Total MSDLAF</i>			<u>\$ 4,030,894.05</u>		

Business Treasury Savings Account (QZAB)

<u>Name of Bank</u>	<u>Address</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	\$ 762,368.33	3.04%	\$ 184,915.25
				<u>\$ 762,368.33</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			536.16	0.15%
Marshall Scholarship CD	7/17/2025	36	39,770.72	0.90%
Marshall Savings			1,224.39	0.15%
Alfred Weise Scholarship CD	9/3/2023	48	5,470.72	1.61%
Alfred Weise Scholarship Savings			1,010.71	0.15%
Fillings (Reighard) Scholarship CD	4/16/2023	48	8,228.44	1.60%
Fillings (Reighard) Scholarship Savings Acct			67.94	0.15%
Evelyn W. Berg Savings			8,113.95	0.15%
Sheila Joan Anderson Scholarship CD	4/4/2025	48	1,303.96	0.80%
Sheila Joan Anderson Savings Acct			903.06	0.15%
Dennis Heemstra Scholarship CD - FNB	2/17/2025	60	104,622.87	2.02%
Dennis Heemstra Scholarship CD - FNB	4/3/2024	48	119,264.37	1.50%
Dennis Heemstra Scholarship CD - FNB	9/22/2026	48	58,847.43	1.55%
Dennis Heemstra Scholarship Savings - PRSB			13,465.31	0.50%
PR-B Scholarship CD	4/10/2025	36	10,500.51	0.65%
PR-B Scholarship Savings Acct			44,401.54	0.15%
Evan Lindquist Memorial Scholarship CD	6/20/2024	48	49,396.25	1.00%
Evan Lindquist Memorial Scholarship Savings			4,477.50	0.15%
Earl & Violet Fenton CD	5/2/2024	48	4,879.84	1.41%
Earl & Violet Fenton Savings Acct			405.39	0.15%
<i>Total Pine River State Bank / First National Bank Walker</i>			<u>\$ 476,891.06</u>	

TOTAL INVESTMENTS

\$ 4,959,299.35

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	202108			202208			202308		
Description	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	3,329,129.87	52%	6,732,315.00	3,543,426.76	53%	6,800,373.00	3,560,382.26	52%
200 Employee Benefits	1,745,599.00	914,155.25	52%	1,780,984.00	975,920.39	55%	1,889,735.00	972,777.88	51%
300 Purchased Services	1,252,702.00	595,958.79	48%	1,419,565.00	758,061.83	53%	1,333,725.00	796,496.44	60%
400 Supplies & Materials	682,399.00	499,632.14	73%	513,907.00	294,412.93	57%	468,017.00	280,341.00	60%
500 Capital Expenditures	64,052.00	84,352.20	132%	0.00	(1,736.45)	0%	0.00	3,868.30	0%
800 Other Expenditures	24,094.00	21,519.00	89%	24,094.00	16,829.16	70%	24,094.00	21,158.50	88%
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	5,444,747.25	53%	10,580,865.00	5,586,914.62	53%	10,625,944.00	5,635,024.38	53%
02 Food Service Fund									
100 Salaries & Wages	182,276.00	87,613.26	48%	181,931.00	96,370.06	53%	191,247.00	96,427.07	50%
200 Employee Benefits	42,158.00	22,475.89	53%	44,886.00	24,075.38	54%	45,846.00	24,629.92	54%
300 Purchased Services	11,390.00	6,482.68	57%	11,520.00	8,088.02	70%	11,520.00	15,409.59	134%
400 Supplies & Materials	239,333.00	126,601.88	53%	257,500.00	155,242.45	60%	257,500.00	186,659.33	72%
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	1,278.50	107%	1,200.00	506.00	42%	1,200.00	2,372.00	198%
02 Food Service Fund	481,357.00	244,452.21	51%	502,037.00	284,281.91	57%	512,313.00	325,875.91	64%
03 Transportation Fund									
100 Salaries & Wages	450,738.00	239,362.91	53%	468,263.00	252,938.56	54%	470,857.00	236,524.64	50%
200 Employee Benefits	90,312.00	48,919.36	54%	87,806.00	45,864.89	52%	92,157.00	44,072.08	48%
300 Purchased Services	33,102.00	29,313.83	89%	29,902.00	57,779.20	193%	27,808.00	52,739.24	190%
400 Supplies & Materials	159,000.00	60,338.20	38%	161,000.00	94,622.67	59%	161,000.00	100,790.58	63%
500 Capital Expenditures	130,000.00	153,357.87	118%	163,958.00	158,598.15	97%	130,000.00	219.98	0%
800 Other Expenditures	4,810.00	2,830.00	59%	3,600.00	2,825.00	78%	3,600.00	4,850.00	135%
03 Transportation Fund	867,962.00	534,122.17	62%	914,529.00	612,628.47	67%	885,422.00	439,196.52	50%
04 Community Service									
100 Salaries & Wages	207,159.00	102,825.86	50%	259,361.00	119,285.37	46%	276,882.00	139,310.62	50%
200 Employee Benefits	56,970.00	30,410.57	53%	80,734.00	36,558.02	45%	88,351.00	46,845.49	53%
300 Purchased Services	25,658.00	5,170.83	20%	28,715.00	8,180.88	28%	28,715.00	20,486.68	71%
400 Supplies & Materials	13,800.00	2,657.53	19%	15,100.00	6,149.69	41%	15,100.00	13,832.48	92%

PINE RIVER BACKUS SCHOOLS
Multi Year Fd, Obj Series

Sequence: Fd, O/S	Description	202108			202208			202308		
		Budget rbud21	Year to Date	%	Budget rbud22	Year to Date	%	Budget pbud23	Year to Date	%
04	Community Service									
	800 Other Expenditures	5,550.00	644.00	12%	5,700.00	676.00	12%	5,700.00	730.00	13%
04	Community Service	309,137.00	141,708.79	46%	389,610.00	170,849.96	44%	414,748.00	221,205.27	53%
05	Capital Expenditure									
	300 Purchased Services	138,310.00	122,278.02	88%	180,040.00	157,323.08	87%	172,000.00	72,654.51	42%
	400 Supplies & Materials	79,100.00	13,081.14	17%	79,100.00	62,608.97	79%	79,100.00	71,689.52	91%
	500 Capital Expenditures	184,554.00	154,213.60	84%	289,422.00	127,301.05	44%	322,000.00	277,202.90	86%
05	Capital Expenditure	401,964.00	289,572.76	72%	548,562.00	347,233.10	63%	573,100.00	421,546.93	74%
06	Construction									
	500 Capital Expenditures	401,765.00	130,314.25	32%	227,740.00	227,739.60	100%	0.00	0.00	0%
06	Construction	401,765.00	130,314.25	32%	227,740.00	227,739.60	100%	0.00	0.00	0%
07	Debt Redemption Fund									
	700 Debt Service	504,564.00	504,098.74	100%	523,612.00	523,607.05	100%	532,711.00	531,693.59	100%
07	Debt Redemption Fund	504,564.00	504,098.74	100%	523,612.00	523,607.05	100%	532,711.00	531,693.59	100%
08	Scholarship									
	800 Other Expenditures	65,200.00	34,225.00	52%	43,150.00	32,050.00	74%	101,250.00	45,550.00	45%
08	Scholarship	65,200.00	34,225.00	52%	43,150.00	32,050.00	74%	101,250.00	45,550.00	45%
20	Student Activity Fund									
	400 Supplies & Materials	184,889.97	21,516.13	12%	198,309.25	58,498.15	29%	184,188.49	126,148.77	68%
20	Student Activity Fund	184,889.97	21,516.13	12%	198,309.25	58,498.15	29%	184,188.49	126,148.77	68%
	Report Totals:	13,494,445.97	7,344,757.30	54%	13,928,414.25	7,843,802.86	56%	13,829,676.49	7,746,241.37	56%

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		74014		Wire	1	105351	MEDICA		No	No	No	02/01/2023	83,429.92
CHEC		74187		Wire	1	102611	BUSINESS CARD		No	No	No	02/14/2023	4,076.19
CHEC		74257		Wire	1	102611	BUSINESS CARD		No	No	No	02/16/2023	2,876.74
CHEC		74258		Wire	1	102302	PUBLIC EMPLOYEE RETIRE ASSOC		No	No	No	02/17/2023	24,878.22
CHEC		74259		Wire	1	102303	STATE OF MN TAX WITHHOLDING		No	No	No	02/17/2023	21,298.80
CHEC		74260		Wire	1	102304	US GOVT TAX WITHHOLDING		No	No	No	02/17/2023	137,085.69
CHEC		74261		Wire	1	104958	FURTHER		No	No	No	02/17/2023	7,874.28
CHEC		74262		Wire	1	104996	Minnesota State Retirement System		No	No	No	02/17/2023	550.00
CHEC		74263		Wire	1	105150	AVIBEN		No	No	No	02/17/2023	17,442.37
CHEC		74264		Wire	1	83400	MN TEACHERS RETIREMENT ASSOC		No	No	No	02/17/2023	74,266.66
CHEC		74271		Wire	1	105351	MEDICA		No	No	No	03/01/2023	82,696.48
CHEC		74277		Wire	1	102611	BUSINESS CARD		No	No	No	02/22/2023	2,486.43
CHEC		74281		Wire	1	104958	FURTHER		No	No	No	02/24/2023	4,051.87
Bank Total:												\$463,013.65	
Report Total:												\$463,013.65	

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 February 2023:

<u>Name</u>	<u>Amount</u>	<u>Purpose</u>
Backus American Legion	\$5,000.00	Robotics Team
The Glenn Family Charitable Fund	\$5,000.00	HELP Fund
Dan and Karen Meixner	\$300.00	Tiger Den Food Pantry
Dan and Karen Meixner	\$250.00	Volleyball Program

ISD #2174
Regular School Board Meeting
March 6, 2023

PERSONNEL UPDATES

Resignations/Retirements:

Name	Position	Effective	Notes
None			

Hires:

Name	Position	Effective	Notes
Abby Golish	High School Guidance Counselor	23-24 School Year	Abby will be placed on MA+0 Step 2 of the salary schedule. Contract includes up to 20 additional duty days paid at contracted rate.
Julie Domino	Speech Language Pathologist	23-24 School Year	Julie will be placed on MA+30 Step 17 of the salary schedule.

Extra-Curricular:

Name	Position	Season	Notes
Matthew Casperson	Assistant Baseball	2023 Spring	
Henry Krecklau	Assistant Track	2023 Spring	

Notes:

We have an opening for a golf assistant coach.

PINE RIVER-BACKUS SCHOOLS ISD 2174
2022 Health Services - DCD Budget Assumptions

PROJECT BUDGET

	Health Services		Total Project	
	Addition	DCD Room	Cost	
Casework	8,500	-	8,500	
Construction	1,220,000	330,000	1,550,000	
Design	78,000	13,500	91,500	
FFE (owner)	15,000	5,000	20,000	
Soil Boring (owner)	3,580	-	3,580	Independent Testing Technologies
Mechanical Commissioning	-	-	-	
add	-	-	-	
add	-	-	-	
	<u>1,325,080</u>	<u>348,500</u>	<u>1,673,580</u>	

PROJECT FINANCING

ESSER III Funds (Fin 160) - Federal	880,000	
Internal Committed Funds - State/Local	434,984	<i>final amount to be approved by School Board</i>
Cass County ARPA Federal Funds	265,016	
Operating Capital - State/Local	85,000	
Special Education - State	5,000	
District Paid Expenses	3,580	
add	-	
add	-	
	<u>1,673,580</u>	
	-	<i>Balance to Finance</i>
	<u>1,673,580</u>	

PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL
PINE RIVER, MN

PERMIT SET

PROJECT: 1927892-20211214
I hereby certify that this plan, specification, or schedule of values was prepared by me or under my supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

ERIC LARSON
LIC # 47862
12/07/2022

PROJECT NUMBER: 30409
ISSUED: 12/07/2022

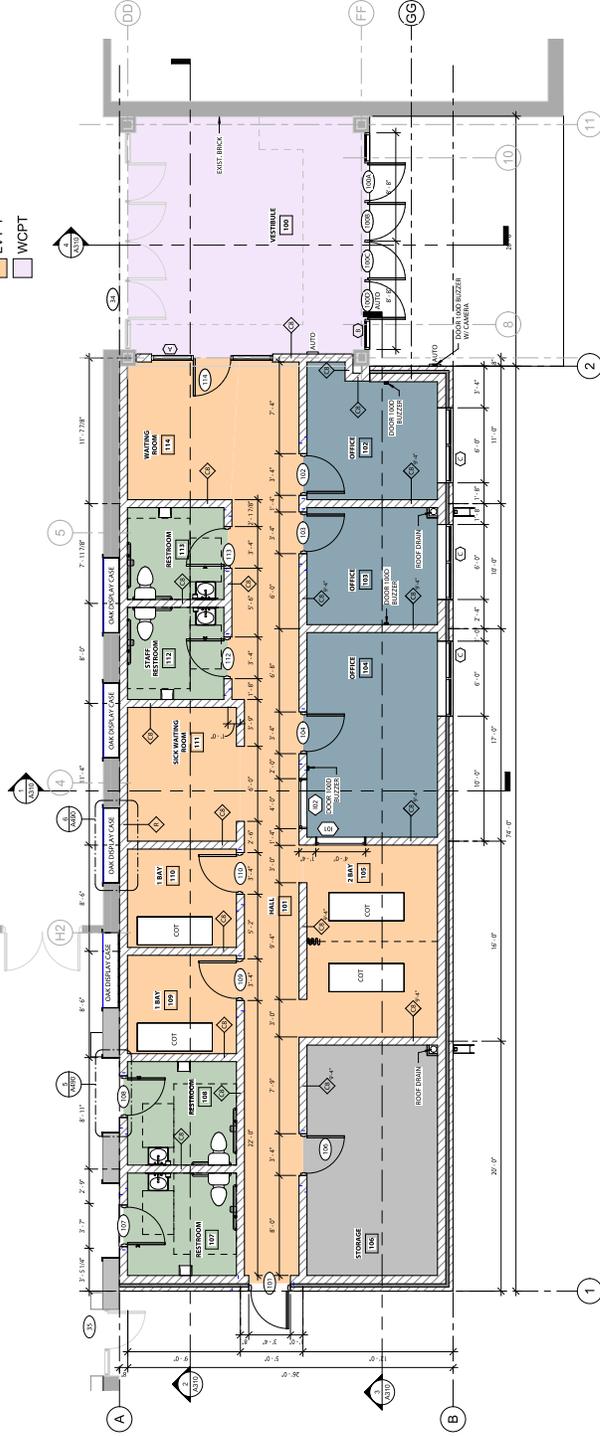
REVISION DATE

NURSE STATION FLOOR PLAN

A103

FLOOR FINISH LEGEND

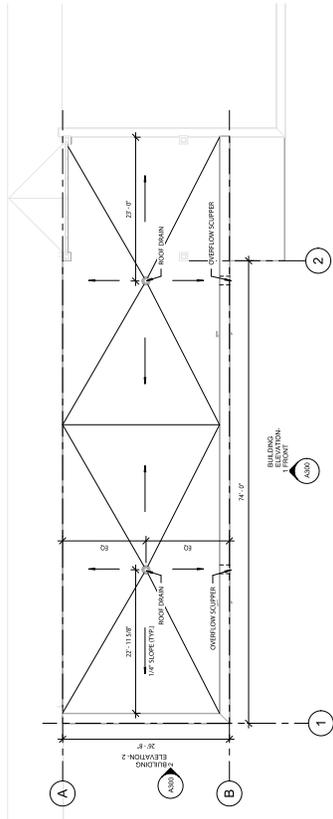
- CONC
- CPT-1
- CT-1
- LVT-1
- WCPT



1. FLOOR PLAN - NURSE STATION
SCALE: 1/8" = 1'-0"

ROOM FINISH SCHEDULE NURSE

MARK	DESCRIPTION	FLOOR FINISH	BASE FINISH	WALL FINISH	CEILING FINISH	REMARKS
101	WAITING ROOM	WCPT	WCPT	WCPT	WCPT	
102	OFFICE	CPT-1	CPT-1	CPT-1	CPT-1	
103	OFFICE	CPT-1	CPT-1	CPT-1	CPT-1	
104	OFFICE	CPT-1	CPT-1	CPT-1	CPT-1	
105	OFFICE	CPT-1	CPT-1	CPT-1	CPT-1	
106	STORAGE	CONC	CONC	CONC	CONC	
107	RESTROOM	LVT-1	LVT-1	LVT-1	LVT-1	
108	RESTROOM	LVT-1	LVT-1	LVT-1	LVT-1	
109	RESTROOM	LVT-1	LVT-1	LVT-1	LVT-1	
110	RESTROOM	LVT-1	LVT-1	LVT-1	LVT-1	
111	STORAGE	CONC	CONC	CONC	CONC	
112	STORAGE	CONC	CONC	CONC	CONC	
113	STORAGE	CONC	CONC	CONC	CONC	
114	WAITING ROOM	WCPT	WCPT	WCPT	WCPT	



2. ROOF PLAN
SCALE: 1/8" = 1'-0"

Adopted: 2000
801

Revised: 2016
1995

Reviewed: 2022
Next Review:

Pine River-Backus School Policy

Orig.

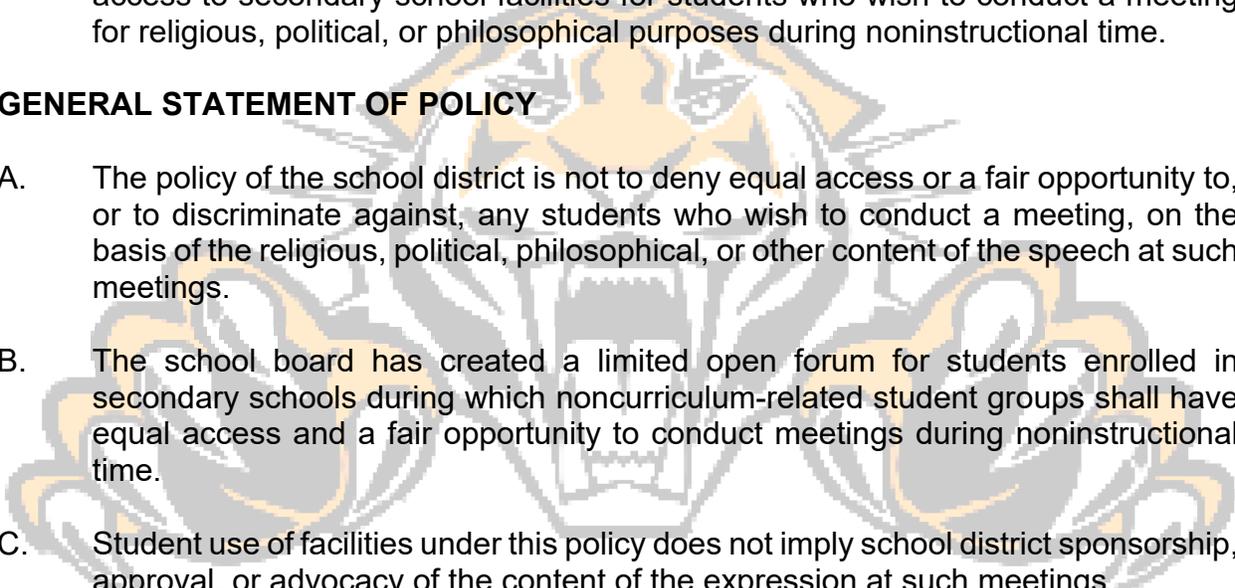
801 EQUAL ACCESS TO SCHOOL FACILITIES

[Note: The provisions of this policy substantially reflect statutory requirements.]

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. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "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.

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 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

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

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.

Adopted: 2000
Policy 802
Revised: 2016
Orig. 1995
Reviewed: 2022
Next Review: Tri-Annual

Pine River-Backus School District

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[Note: The provisions of this policy substantially reflect statutory requirements.]

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 \$175,000

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 \$175,000

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, at 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.

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)

References: MSBAI, School Law Bulletin "F" (School District Contract and Bidding Procedures)



805 WASTE REDUCTION AND RECYCLING

[Note: The obligations stated in this policy are substantial and virtually all are governed by statute. A school district may choose to add obligations by policy.]

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 lifespan 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 wastewater 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. (Minn. Stat. § 115A.9565)
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

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 post consumer material;
 2. purchase recycled content copy paper with at least 30 percent post consumer material by weight and purchase office and printing paper with at least 10 percent post consumer 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 Statute 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.

(Minn. Stat. § 16C.073, Subd. 2)

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

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)
Minn. Stat. § 115A.471 (Public Entities; Managing of 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, Subds. 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

Adopted 9/11/1974

Pine River-Backus School District Policy 808

Revised: 1/17/89, 7/21/03, 11/2013

Orig. 1974

Local Modification:

Report:

Review: Tri-Annual

808 SCHOOL FOREST

BE IT RESOLVED that the area owned by the Pine River-Backus Independent School District No. 2174 and located immediately adjacent to Norway Lake shall be set aside by the district for purposes of furthering the study of all phases of the environmental education. The administration and general use of this area will be under the direction of the Pine River-Backus School Board.

Adopted: 2000
Revised: 2016
Reviewed: 2019
Next Review: Tri-Annual

Pine River-Backus School District Policy 806
Orig. 2022

806 CRISIS MANAGEMENT POLICY

[Note: The Minnesota Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes section, § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

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. 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.

[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

- 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.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes section, 121A.035.]

- 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.

[Note: State law requires a minimum of five school fire drills, consistent with Minnesota Statutes section 299F.30, and one school tornado drill each school year. See Minnesota Statutes section 121A.035.]

- 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.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

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.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

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.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- 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.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

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*.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

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.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

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.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

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 district 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.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

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.

Early School Closure Procedures

The superintendent 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.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

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.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

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.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

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.

Fire

Hazardous Materials

Severe Weather: Tornado/Severe Thunderstorm/Flooding

Medical Emergency

Fight/Disturbance

Assault

Intruder

Weapons

Shooting

Hostage

Bomb Threat

Chemical or Biological Threat

Checklist for Telephone Threats

Demonstration

Suicide

Lock-down Procedures

Shelter-In-Place Procedures

Evacuation/Relocation

Media Procedures

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.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

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.

[Note: The Every Student Succeeds Act, 20 United States Code section, 6301, et seq.; Title IX, 20 United States Code section, 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code section, 7912, require school districts to establish such transfer procedures.]

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. (The 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)

<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

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Policy 807
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Reviewed: 2022
Next Review: Tri-Annual

Pine River-Backus School

Orig. 2012

807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education.]

The subdivisions of Minnesota Statutes Section, 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying,

analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

III. PROCEDURES

A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement

9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools

10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

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

B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.

D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in

either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.

E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.

F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

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

VI. ENFORCEMENT

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

References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)

Minn. Rules Part 5208.0010 (Accident and Injury Reduction
Program:
Applicability)

Minn, Rules Part 5208.0070 (Accident Program Alternative Forms of
Committee)

References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to
Hazardous Substances)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School
District Budget)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

