

AGENDA
BOLD BOARD OF EDUCATION REGULAR MEETING
BIRD ISLAND-OLIVIA-LAKE LILLIAN
INDEPENDENT SCHOOL DISTRICT #2534
MONDAY, NOVEMBER 24, 2025
7:00 PM
BOLD MEDIA CENTER

Mission Statement: Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society.

- I. Call to Order and Roll Call
Chair Frank
- II. Pledge of Allegiance

All
- III. Approval of Agenda
- IV. Recognition of Visitors to the School Board
Chair Frank
I would like to welcome our guests from North Risk Partners and the community members and students that are joining us on-line and in person this evening.
- V. Public Forum
BOLD FFA Members/Advisor
Public Forum will be placed on the agenda for regular board meetings. During this part of each regular school board meeting time will be allowed for district constituents to address the school board. Pursuant to Policy 206 Section VI the board will make every effort to allow district constituents to speak, but may limit discussion to ensure all business is addressed for the interest of the district. This is a time of "listening" by the school board.
- VI. Consent Items
Only one motion is needed to approve all consent items. Any item that is requested to be removed from the consent agenda by a school board member will be discussed and acted on for independent consideration immediately following approval of the consent agenda.
 - **Approve Bills for Payment (Attachments)**
 - **Approve Minutes (Attachment)**

- October 27, 2025 Regular School Board Meeting
- **Approve Personnel Changes (Attachment)**

VII. Reports

- A. **Superintendent Report**
Superintendent Tim Tydlacka
- B. **PK-6 Principal Report**
- C. **7-12 Principal Report**
Missy Bodin
- D. **Activities Report**
Derek Flann
- E. **Community Education Report**
Jessica Aaseth
- F. **Pool Report**
Tracey Johnson
- G. **Facilities Report**
Brandon Jahnz
- H. **School Board Committee Reports**

VIII. New Business

- A. Discussion on the proposal to switch insurance broker to North Risk Partners. (Attachments)
Superintendent Tim Tydlacka
Representatives from North Risk Partners will be presenting their services to the board (10 minutes).
- B. Statement regarding the closed session held on October 27, 2025.
Chair Frank
The BOLD School Board went into closed session on October 27, 2025 in the Media Center at 8:16 p.m. to discuss labor negotiations strategy for upcoming negotiations under MN Statute 13.D.03 until 9:23 p.m. Those present in this portion of the closed session were Chair Frank, Member Clouse, Member Peppel, Member Zimmerman, Member Benson, Member Aaseth, Member Sheehan, and Superintendent Tim Tydlacka. The board arrived at a unified direction for negotiations with the EA.
- C. Approve the 2025-26 Winter Coaching Assignments. (Action)
(Attachment)
Review and approval of our winter coaching and volunteer assignments.
- D. Single and Final Reading of Policy 414, Mandated Reporting of Child Neglect or Physical or Sexual Abuse and related Form 414.1, MDE Confidential Student Maltreatment Reporting Form Nov2020, for Policy 414. (Action) (Attachments)
Member Clouse

Policy 414 was last adopted on July 28, 2025. In the past few months there have been some minor Minnesota Statute updates to the policy, hence why the updates in this policy are minor: adding text for number words within sentences and statute additions within the text and a statement that staff will annually acknowledge through a signature that they have received, read, and understand the personnel handbook. Since these changes are minor, we are allowed to approve in one reading.

- E. Third and Final Reading of Policy 416, Drug, Alcohol, and Cannabis Testing and 416.1, Drug, Alcohol, and Cannabis Testing Forms. (Action) (Attachments)

Member Frank

This policy and the forms are new to BOLD, but the recommended model policy has been available from MSBA since 1995. Due to the recent implementation of recreational cannabis products, this is a policy that is necessary and long overdue and recommended by the Policy Committee to add to our BOLD Policy list. It will require three readings as this is a new introduction. It will be up for tentative approval at our November 24, 2025 Regular Board meeting.

- F. Third and final Reading of Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs. (Action) (Attachment)

Member Clouse

Policy 612.1 was last reviewed on June 24, 2013. The last MSBA model revision occurred in January of 2016. Due to the substantial changes in that revision and also due to the lag of time for the last review the Policy Committee recommends three readings occur. This policy will be up for tentative adoption at our November 24, 2025 Regular Board Meeting.

- G. Second Reading of Policy 425, Staff Development and Mentoring. (Attachment)

Member Frank

This is an entirely new policy that would be put in place. It will require three readings, the first being in October and would be up for tentative adoption in December 2025. This policy has application across current contracts and through Minnesota Statute, hence why it is being introduced as a prioritized new policy.

- H. Second Reading of Policy 614, School District Testing Plan and Procedure. (Attachment)

Member Clouse

The policy was last adopted on January 24, 2022. There have been new edits with the latest revision occurring on November 14, 2024. The policy committee recommends that we have three readings of this policy and it would be up for tentative adoption on December 22, 2025.

- I. Second Reading of Policy 620, Credit For Learning. (Attachment)
Member Clouse
The policy was last adopted on January 24, 2022. There have been new edits with the latest revision occurring on June 16, 2025. The policy committee recommends that we have three readings of this policy and it would be up for tentative adoption on December 22, 2025.
- J. Second Reading of Policy 760, Credit Card Use. (Attachment)
Member Clouse
To ensure the policy is fully compliant with current district policies and Minnesota statutes we will be conducting three readings and this policy would be up for tentative approval at the December 22, 2025 meeting. The policy was last approved on January 24, 2022.
- K. First Reading of Policy 103, Complaints - Students, Employees, Parents, Other Persons. (Attachment)
Member Frank
Policy 103 will be a new policy added to BOLD. It is referenced in Policy 423, which will concurrently be up for discussion and approval. We will have three readings with tentative approval at the January 26, 2026 board meeting.
- L. First Reading of Policy 418, Drug-Free Workplace/Drug Free School, and 418.1, Drug-Free Workplace_Drug-Free School Acknowledgment Form. (Attachments)
Member Clouse
Policy 418 was last approved on June 23, 2025 using the 06-04-24 revision. However, MN Statute was updated in the 2025 legislative session. The policy now reflects those changes put into Statute in the later half of 2025.
418.1, Drug-Free Workplace_Drug-Free School Acknowledgment Form is new. This will be incorporated as part of the update policy 418. We will do three readings and the both would be up for tentative approval at the January 26, 2026 board meeting.
- M. First Reading of Policy 423, Employee-Student Relationships. (Attachment)
Member Clouse
Policy 423 Employee-Student Relationships is new to the BOLD District. the document follows the MSBA template. Please read it thoroughly and send any comments to Todd or MaryElla. It would be tentative adopted at the January 26, 2026 board meeting.
- N. First Reading of Policy 427, Workload Limits for Certain Special Education Teachers. (Attachment)
Member Clouse

Policy 427 was last updated and approved on August 24, 2015. This policy will have three readings and is scheduled for tentative adoption at the January 26, 2026 board meeting. A red-line version is provided and the changes are primarily related to updated language.

O. First Reading of Policy 705, Investments. (Attachment)

Member Frank

Policy 705 was last updated and approved on April 27, 2009 with a 2008 revision. This policy will have three readings and is scheduled for tentative adoption at the January 26, 2026 board meeting. Due to substantial changes a red-line version is not provided. The main sections that changed are IX and XIV.

P. First reading of Policy 709, Student Transportation Safety, and 709.1, Notification to Employer Forms. (Attachment)

Member Frank

Policy 709 was last updated and approved on December 19, 2011, using a 2010 revision. The forms (709.1) are an addition with this reading. The policy and forms will have three readings and is scheduled for tentative adoption at the January 26, 2026 board meeting. Due to substantial changes a red-line version is not provided.

Q. Resolution for Acceptance of Gifts

Approval of Resolution for Acceptance of Gifts

IX. **Upcoming dates:**

November 25, 2025 6:30 p.m. Public Hearing Date for Proposed 2025 Property Taxes Payable 2026

December 8, 2025 6:30 p.m. Public Hearing Continuation Date for Proposed 2025 Property Taxes Payable 2026

December 22, 2025 7:00 p.m. Regular Board Meeting in the BOLD Media Center

January 5, 2026 7:00 p.m. Organizational Board Meeting in the BOLD Media Center

January 15 & 16, 2026 MSBA Leadership Conference at the Minneapolis Convention Center

X. **Adjourn**

BOLD BOARD OF EDUCATION
REGULAR MEETING
Monday, October 27, 2025 7:00 PM Central

BOLD Media Center
701 South 9th Street
Olivia, MN 56277

Brad Aaseth: Present
Sandy Benson: Present
Mary Ella Clouse: Present
Dr. Todd Frank: Present
Greg Peppel: Present
Todd Sheehan: Present
Michael Zimmerman: Present
Present: 7.

I. Call to Order and Roll Call

The meeting was called to order at 7:00 PM

II. Pledge of Allegiance

III. Approval to add two items to the agenda.

Resolution of the governing board supporting the State High School Foundation, offering grants and funding.

Resolution of the school board/governing board supporting seminars and training.

Action. This motion, made by Dr. Todd Frank and seconded by Mary Ella Clouse, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea

Yea: 6, Nay: 0

IV. Approval of Agenda

I move to approve the agenda as published in the board packet. This motion, made by Brad Aaseth and seconded by Mary Ella Clouse, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea

Yea: 7, Nay: 0

V. Recognition of Visitors to the School Board

VI. Welcome, Acceptance of Office, and Oath of Office of Appointed Board Member Michael Zimmerman. (Action)

He recited the acceptance of office and oath of office and was seated on the board effective October 27, 2025.

VII. Public Forum

VIII. Consent Items

None. This motion, made by Greg Peppel and seconded by Todd Sheehan, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea

Yea: 7, Nay: 0

IX. Reports

IX.A. Superintendent Report

IX.B. PK-6 Principal Report

IX.C. 7-12 Principal Report

IX.D. Activities Report

IX.E. Community Education Report

IX.F. Food Service Director Report

IX.G. Pool Report

IX.H. Facilities Report

IX.I. School Board Committee Reports

X. New Business

X.A. Discussion on the proposal to switch insurance broker to North Risk Partners.
(Attachments)

X.B. Single and Final Reading of Policy 208, Development, Adoption, and Implementation of Policies. (Attachment) (Action)

I move to adopt Policy 208, Development, Adoption, and Implementation of Policies as published in the board packet. This motion, made by Brad Aaseth and seconded by Sandy Benson, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea

Yea: 7, Nay: 0

X.C. Single and Final Reading of Policy 514, Bullying Prohibition Policy with Form and 514.1 Bullying Report Form. (Attachment) (Action)

I move to approve Policy 514, Bullying Prohibition Policy with Form and 514.1 Bullying Report Form as published in the board packet. This motion, made by Sandy Benson and seconded by Greg Peppel, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea

Yea: 6, Nay: 0

X.D. Third and final reading of Policy 535 Service Animals in Schools and Policy 535.1 Approval Request Form For Use of a Service Animal. (Attachments) (Action)

Motion to approve Policy 535 Service Animals in Schools and Policy 535.1. This motion, made by Mary Ella Clouse and seconded by Brad Aaseth, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea
Yea: 7, Nay: 0

X.E. Third and final reading of Policy 806, Crisis Management. (Attachment) (Action)
Motion to approve Policy 806, Crisis Management. This motion, made by Greg Peppel and seconded by Sandy Benson, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea
Yea: 6, Nay: 0

X.F. Second Reading of Policy 416, Drug, Alcohol, and Cannabis Testing and 416.1, Drug, Alcohol, and Cannabis Testing Forms. (Attachments)

X.G. Second Reading of Policy 612.1, Development of Parent and Family Engagement Policies for Title I Programs. (Attachment)

X.H. First Reading of Policy 425, Staff Development and Mentoring. (Attachment)

X.I. First Reading of Policy 614, School District Testing Plan and Procedure. (Attachment)

X.J. First Reading of Policy 620, Credit For Learning. (Attachment)

X.K. First Reading of Policy 760, Credit Card Use. (Attachment)

X.L. Resolution of the Governing Board Supporting the State High School Foundation, Offering Grants and Funding.
Approval of Resolution of the Governing Board Supporting the State High School Foundation, Offering Grants and Funding. This motion, made by Mary Ella Clouse and seconded by Brad Aaseth, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea
Yea: 6, Nay: 0

X.M. Resolution of the School Board/Governing Board Supporting Seminars and Training.
Approve the Resolution of the School Board/Governing Board Supporting Seminars and Training. This motion, made by Mary Ella Clouse and seconded by Brad Aaseth, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea
Yea: 6, Nay: 0

X.N. Move to enter closed session, under MN Statute 13.D.03, to discuss labor negotiations strategy for current EA negotiations. (Action).

I move to enter closed session, under MN Statute 13.D.03 to discuss labor negotiations strategy for current EA negotiations. This motion, made by Brad Aaseth and seconded by Sandy Benson, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea
Yea: 7, Nay: 0

Closed session started at 8:16 PM

X.O. Reopen the meeting.
The meeting reopened at 9:23 PM
Upcoming dates were reviewed briefly.

XI. Upcoming dates:

XII. Adjourn

I move to adjourn the meeting. This motion, made by Greg Peppel and seconded by Michael Zimmerman, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea, Michael Zimmerman: Yea

Yea: 7, Nay: 0

The meeting was adjourned at 9:25 PM

November 24th, 2025 Board Meeting

NEW HIRES:

1. Karen Rees, Part-time Kitchen
2. Brent Henriksen, Head Boys Golf Coach
3. Nathan Kubesh, Junior High Wrestling Coach
4. Greg Peppel, .5 Robotics Mentor
5. Corey Gluesing, .5 Robotics Mentor

RESIGNATIONS:

1. Mac Saby, Head Boys Golf Coach
2. Pete Caspers, JH Wrestling Coach
3. Kathy Reese, Musical Vocal Director & Musical Choreographer

LEAVES OF ABSENCES:

1. Matt Sullivan, Approx. March 9, 2026, to the end of the school year.

BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534
Operating Cash Balance
10/31/2025

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Citizens Alliance Bank, Lake Lillian Branch	I S D #2534 Bold Public School	Money Market - MMDA	471224	0.70%	\$256,412.17
		Checking - Regular DDA	471160	0.00%	\$1,966.40
Home Town Bank	ISD 2534	CD Marnold Ostby Estate	209216944	2.75%	\$83,436.48
		Marnold Ostby Savings	201002552	3.03%	\$9,835.69
		Lentz Music Department	2426	3.04%	\$7,976.14
		Lentz Scholarships	2440	3.04%	\$30,970.02
		Money Market	202000939	0.25%	\$1,364.74
		IntraFi Cash for premium checking	282	3.00%	\$5,215,725.04
		Value Checking (Petty Cash)	2300846	0.00%	\$296.88
		Premium Checking	2701282	3.04%	\$13,738.61
F&M Bank Minnesota, Olivia	Independent School Dist 2534	Robert Remsberg Scholar Savings Fund	1905418	0.50%	\$6,203.67
		Zetah Scholarship Savings Fund	1905143	0.50%	\$13,333.41
		Robert Remsberg Scholarship 24 Mo. CD	7793	2.23%	\$19,000.00
		Zetah Scholarship 24 Mo.CD	7775	2.23%	\$23,090.00
		Robertson Scholarship Savings Fund	6321	0.50%	\$5,201.90
		Robertson Scholarship CD	20271	1.77%	\$5,000.00
Frandsen Financial Corporation, BI	ISD #2534	Sheila Madsen Mem. Scholarship 12 Mo. CD	111690	0.50%	\$819.28
Total Cash Deposits					\$5,694,899.51

Fund Summary:

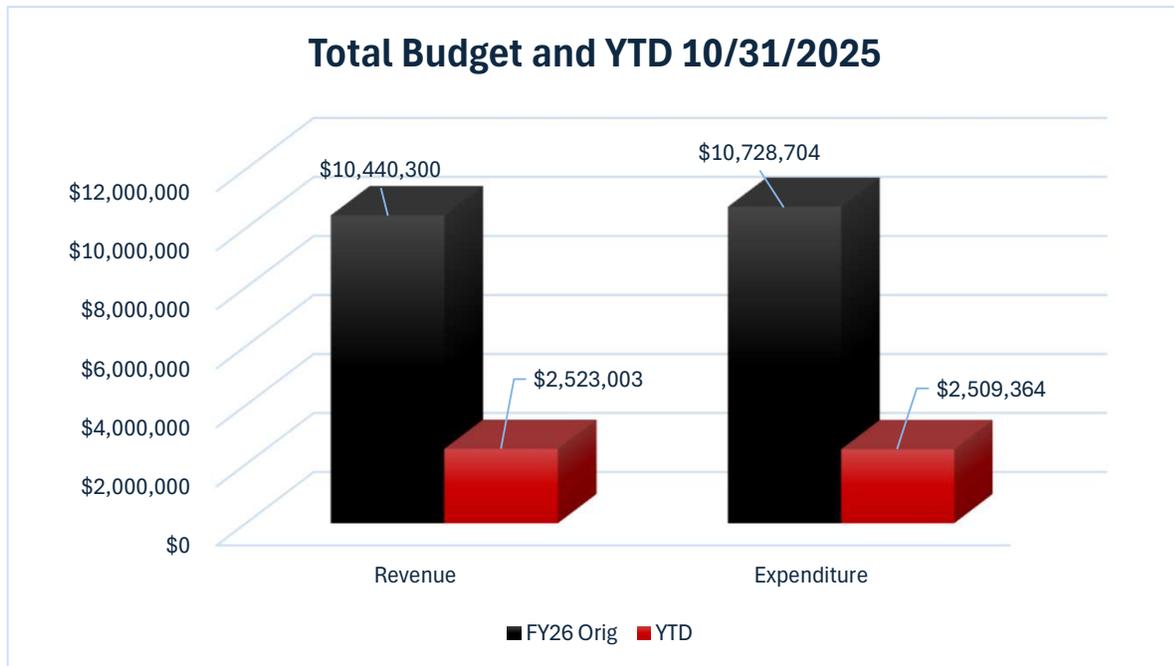
District Funds	\$ 5,490,032.92
Trust Funds	<u>\$ 204,866.59</u>
Total	<u>\$ 5,694,899.51</u>

BOLD ISD #2534

Monthly Operating Budget Report October 31, 2025

	<u>Revenue</u>		<u>Expense</u>	
FY26 Original	\$10,440,300		\$10,728,704	
Month Ending:		<u>% of Total FY25 ORIG</u>		<u>% of Total FY25 ORIG</u>
7/31/2025*	\$60,743	0.6%	\$417,951	3.9%
8/31/2025*	\$998,997	9.6%	\$284,443	2.7%
9/30/2025	\$511,587	4.9%	\$852,134	7.9%
10/31/2025	\$951,676	9.1%	\$954,835	8.9%
11/30/2025		0.0%		0.0%
12/31/2025		0.0%		0.0%
1/31/2026		0.0%		0.0%
2/28/2026		0.0%		0.0%
3/31/2026		0.0%		0.0%
4/30/2026		0.0%		0.0%
5/31/2026		0.0%		0.0%
6/30/2026		0.0%		0.0%
Total YTD	<u>\$2,523,003</u>	<u>24.2%</u>	<u>\$2,509,364</u>	<u>23.39%</u>

* subject to change pending year end adjustments



BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534

Referendum Construction Cash Balance

10/31/2025

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Home Town Bank	ISD #2534	Referendum Checking	1607	4.07%	(\$856,581.79)
Home Town Bank	Independent School Dist 2534	Referendum IntraFi Sweep	607	4.00%	\$1,107,847.75
UMB	Independent School Dist 2534	Construction CDARS	22941	5.05%	\$18,620,694.66

Construction Balance \$18,871,960.62

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	10/30/2025	\$332.50	97628	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	10/30/2025	\$787.54	97635	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	10/30/2025	\$818.34	97631	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	10/30/2025	\$450.05	97631	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	10/30/2025	\$2,845.90	97627	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	10/30/2025	\$908.39	97648	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	10/30/2025	\$116.68	97632	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	10/30/2025	\$41.67	97630	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	10/30/2025	\$304.17	97630	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	10/30/2025	\$32,273.36	97633	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	10/30/2025	\$12,222.07	97634	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	10/30/2025	\$9,020.52	97645	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	10/30/2025	\$7,189.27	97647	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	10/30/2025	\$27,627.76	97649	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	11/14/2025	\$332.50	97690	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	11/14/2025	\$687.54	97697	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	11/14/2025	\$904.18	97693	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	11/14/2025	\$479.21	97693	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	11/14/2025	\$2,845.90	97689	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	11/14/2025	\$908.39	97710	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	11/14/2025	\$116.68	97694	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	11/14/2025	\$41.67	97692	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	11/14/2025	\$304.17	97692	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	11/14/2025	\$30,508.72	97695	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	11/14/2025	\$11,536.48	97696	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	11/14/2025	\$8,317.76	97707	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	11/14/2025	\$6,634.86	97709	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	11/14/2025	\$26,866.02	97711	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	3683	Amazon	10/31/2025	\$117.70	97819	E 01 005 110 000 000 401	labels for new textbooks
HOME		NX	1	3683	Amazon	10/31/2025	\$158.99	97820	E 01 015 258 990 000 430	Mobile Standing Desk, Height Adjustable R
HOME		NX	1	3683	Amazon	10/31/2025	\$52.34	97821	E 01 005 110 000 000 401	Labels for new textbooks
HOME		NX	1	3683	Amazon	10/31/2025	\$649.81	97822	E 01 005 630 257 302 555	Soundbar, Mounts, Cables for install
HOME		NX	1	3683	Amazon	10/31/2025	\$139.23	97823	E 01 020 810 000 000 401	Custodial supplies, bracket mount
HOME		NX	1	3683	Amazon	10/31/2025	\$277.08	97824	E 01 005 110 000 000 401	Ethernet switch, wifi dongles for district o

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	3683	Amazon	10/31/2025	\$20.77	97825	E 01 020 810 000 000 401	Cleaning supplies for custodial
HOME		NX	1	3683	Amazon	10/31/2025	\$232.69	97826	E 01 005 630 257 302 555	Anti Static vacuum (server room)
HOME		NX	1	3683	Amazon	10/31/2025	\$127.35	97817	E 01 005 630 257 302 555	6 inch phone charge cables
HOME		NX	1	3683	Amazon	10/31/2025	\$437.99	97817	E 01 005 630 257 302 555	110 pc multi charging station
HOME		NX	1	3683	Amazon	10/31/2025	\$47.98	97818	E 01 005 640 000 316 401	Back to school staff development
HOME		NX	1	00064	BREMER BANK, NA10	10/31/2025	\$103.30	97832	E 01 005 110 000 000 305	ACH Billing
HOME		NX	1	1772	XCEL ENERGY	10/31/2025	\$2,183.83	97834	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	1772	XCEL ENERGY	10/31/2025	\$298.07	97829	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	1772	XCEL ENERGY	10/31/2025	\$982.84	97828	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	2390	CENTERPOINT ENERGY	10/31/2025	\$231.68	97835	E 01 020 810 000 000 331	Fuel for Buildings
HOME		NX	1	2390	CENTERPOINT ENERGY	10/31/2025	\$602.10	97827	E 01 020 810 000 000 331	Fuel for Buildings
HOME		NX	1	2812	HOMETOWN BANK	10/31/2025	\$44.95	97831	E 01 005 110 000 000 305	Merch Bank Billing
HOME		NX	1	4671	DELTA DENTAL MINNESOTA	10/31/2025	\$1,544.62	97830	B 01 215 032	Dental Ins
HOME		NX	1	5933	CENTURYLINK	10/31/2025	\$250.96	97833	E 01 020 810 000 000 320	Communications/Phone
HOME		NX	1	4419	TASC	10/31/2025	\$377.68	97836	E 01 005 160 000 000 305	Admin fees
HOME		NX	1	4419	TASC	10/31/2025	\$377.68	97837	E 01 005 160 000 000 305	Admin fees
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$26.00	97840	E 01 005 640 000 316 366	RRM Legal Seminar
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$170.00	97841	E 01 020 810 000 000 350	Service call prepayment new tires
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$15.00	97842	E 01 020 640 000 316 366	SWWC FCS Staff Dev
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$50.00	97843	E 01 020 640 000 316 366	MN DOL Staff Dev
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$200.00	97844	E 01 020 640 000 316 366	SWWC CPI Training Staff Dev
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$280.00	97845	E 01 020 640 000 316 366	SWWC CPI Training Staff Dev
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$111.04	97846	E 02 005 770 000 701 490	Food for FS
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$34.54	97847	E 02 005 770 000 701 490	Food for FS
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$207.65	97848	E 01 020 298 964 000 401	9/3 T Shirt Advisor
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$180.00	97848	E 01 020 298 964 000 401	9/4 One Less Thing
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$11.98	97848	E 01 020 298 964 000 401	9/5 Caseys - Ice
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$548.60	97848	E 01 020 298 964 000 401	9/12 Custom Ink
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$17.17	97848	E 01 020 298 964 000 401	9/12 Caseys - Ice
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$1,857.63	97848	E 01 020 298 964 000 305	9/18 Airbnb - Conv Lodgin
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$11.98	97848	E 01 020 298 964 000 401	9/23 Caseys - Ice
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$33.75	97848	E 01 020 298 964 000 401	9/25 DQ - Travel meals
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$149.00	97838	E 01 005 110 000 000 380	SMORE (Fireplace, Inc.) Educator Pro Ac

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	2	3614	HARRIS MASTERCARD	10/31/2025	\$549.00	97839	E 01 005 640 000 316 366	MASA Staff Dev

Check Total: \$199,135.28

Bank HOME Total:

Report Total:

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53288	CH	1	6260	North Central International, LLC	10/28/2025	\$3,083.10	97624	E 01 005 760 000 720 360	Cameras for Bus	
Check Total:							\$3,083.10				
HOME	53289	CH	1	00063	AFLAC	10/30/2025	\$1,148.32	97625	B 01 215 031	AFLAC, Mn Mut, NCPERS, HoraceMannLif	
Check Total:							\$1,148.32				
HOME	53290	CH	1	01474	BOLD EDUCATION ASSOCIATION	10/30/2025	\$2,473.80	97629	B 01 215 040	B.O.L.D. Ed Asso Dues	
Check Total:							\$2,473.80				
HOME	53291	CH	1	4924	F&M BANK MINNESOTA	10/30/2025	\$30.00	97644	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$30.00				
HOME	53292	CH	1	5552	Greater Community Credit Union	10/30/2025	\$100.00	97637	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$100.00				
HOME	53293	CH	1	2812	HOMETOWN BANK	10/30/2025	\$1,121.17	97636	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$1,121.17				
HOME	53294	CH	1	4158	KENSINGTON BANK	10/30/2025	\$75.00	97641	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$75.00				
HOME	53295	CH	1	5963	Magnifi Financial	10/30/2025	\$75.00	97640	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$75.00				
HOME	53296	CH	1	5581	Mid Country Bank	10/30/2025	\$210.00	97639	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$210.00				
HOME	53297	CH	1	02290	MN COUNCIL 65 AFSCME	10/30/2025	\$577.51	97626	B 01 215 044	Union Dues	
Check Total:							\$577.51				
HOME	53298	CH	1	5894	Rodenburg Law Firm	10/30/2025	\$242.68	97646	B 01 215 079	Garnish 1	
Check Total:							\$242.68				
HOME	53299	CH	1	6247	UMB HSA	10/30/2025	\$518.75	97643	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$518.75				
HOME	53300	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	10/30/2025	\$15.00	97650	B 01 215 000	Payroll Deductions	
Check Total:							\$15.00				
HOME	53301	CH	1	6246	US Bank	10/30/2025	\$214.97	97642	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$214.97				
HOME	53302	CH	1	5559	WELLS FARGO-Willmar	10/30/2025	\$62.50	97638	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$62.50				
HOME	53303	CH	1	3615	BSN SPORTS, LLC	11/06/2025	\$8,675.00	97657	E 01 020 298 964 000 530	Weight Room Instillation	
Check Total:							\$8,675.00				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53304	CH	1	00435	CITY OF OLIVIA	11/06/2025	\$98.00	97686	E 04 005 505 000 321 305	Armory Rental - Comm Ed	
Check Total:								\$98.00			
HOME	53305	CH	1	6170	Ervin Drilling & Pump	11/06/2025	\$375.00	97665	E 01 005 865 000 382 350	Blew out lines on the football field. Charge	
Check Total:								\$375.00			
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$69.00	97681	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$165.00	97669	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$386.25	97670	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$3,850.88	97677	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$133.55	97672	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$2,490.12	97673	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$154.84	97674	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$132.72	97675	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$3,280.51	97671	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$386.25	97676	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$386.25	97678	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$36.90	97679	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$106.89	97668	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$156.35	97680	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$44.45	97666	E 02 005 770 000 701 490	SY - Lunch	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$210.41	97682	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$827.61	97683	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$179.94	97667	E 02 005 770 000 705 490	SY - Breakfast	
HOME	53306	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/06/2025	\$95.25	97684	E 02 005 770 000 701 401	SY - SUPPLIES	
Check Total:								\$13,093.17			
HOME	53307	CH	1	00453	J. W. PEPPER & SON, INC	11/06/2025	\$65.00	97656	E 01 015 258 233 000 430	11572073E - Winter Adventure - Band Set	
HOME	53307	CH	1	00453	J. W. PEPPER & SON, INC	11/06/2025	\$45.00	97656	E 01 015 258 233 000 430	11202996E - Arctic Wars - Band Set and S	
Check Total:								\$110.00			
HOME	53308	CH	1	5214	MAC'S HARDWARE	11/06/2025	\$20.00	97653	E 01 020 810 000 000 401	904000 duct tape	
HOME	53308	CH	1	5214	MAC'S HARDWARE	11/06/2025	\$8.69	97654	E 01 020 810 000 000 401	904036 fuses	
HOME	53308	CH	1	5214	MAC'S HARDWARE	11/06/2025	\$39.15	97655	E 01 020 810 000 000 350	904039 drill bits, door stops, misc.	
Check Total:								\$67.84			
HOME	53309	CH	1	01326	MESPA	11/06/2025	\$500.00	97651	E 01 020 640 000 316 366	MESPA Institute 2026 Feb 4-6	
Check Total:								\$500.00			

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53310	CH	1	5089	OLIVIA APPLIANCE	11/06/2025	\$181.85	97652	E 01 020 810 000 000 350	washing machine maintenance	
Check Total:							\$181.85				
HOME	53311	CH	1	3836	REGION 2A	11/06/2025	\$1,820.00	97685	R 01 020 296 978 000 060	Admission/Gate	
Check Total:							\$1,820.00				
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$1,948.00	97664	E 01 005 110 000 000 305	Time Tracker FY26	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$31.19	97658	E 01 005 630 257 000 305	Meter Fiber Cable	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$10,000.00	97660	E 01 005 110 000 000 305	Business Management - Payroll/Finance	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$312.00	97659	E 01 005 630 257 000 305	SDN Communications Fiber MOve	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$10,090.75	97661	E 01 005 210 000 514 304	Technology Support	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$586.65	97661	E 01 005 630 257 302 305	Cybersecurity Service	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$568.64	97662	E 01 005 404 000 740 396	Summer Occupational Therapy - L Neubau	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$193.34	97662	E 01 005 404 000 740 397	Summer Occupational Therapy - L Neubau	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$129.75	97662	E 01 005 404 000 740 366	Summer Occupational Therapy - L Neubau	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$569.24	97662	E 01 005 404 000 740 396	Summer Physical Therapy - E Flann	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$193.54	97662	E 01 005 404 000 740 397	Summer Physical Therapy - E Flann	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$105.47	97662	E 01 005 404 000 740 366	Summer Physical Therapy - E Flann	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$218.04	97662	E 01 005 401 000 740 396	Summer SLP - L Buckley	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$74.13	97662	E 01 005 401 000 740 397	Summer SLP - L Buckley	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$37.56	97662	E 01 005 401 000 740 366	Summer SLP - L Buckley	
HOME	53312	CH	1	00113	SW/WC SERVICE COOP	11/06/2025	\$6,786.00	97663	E 01 005 850 000 389 335	1/4 of 25-26 SWWC Lease Allocation	
Check Total:							\$31,844.30				
HOME	53313	CH	1	01894	VALLEY ELECTRIC OF OLIVIA,INC.	11/06/2025	\$540.00	97687	E 05 005 120 000 000 350	Bad breaker service calls	
Check Total:							\$540.00				
HOME	53314	CH	1	01474	BOLD EDUCATION ASSOCIATION	11/14/2025	\$2,473.80	97691	B 01 215 040	B.O.L.D. Ed Asso Dues	
Check Total:							\$2,473.80				
HOME	53315	CH	1	4924	F&M BANK MINNESOTA	11/14/2025	\$30.00	97706	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$30.00				
HOME	53316	CH	1	5552	Greater Community Credit Union	11/14/2025	\$100.00	97699	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$100.00				
HOME	53317	CH	1	2812	HOMETOWN BANK	11/14/2025	\$1,121.17	97698	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$1,121.17				
HOME	53318	CH	1	4158	KENSINGTON BANK	11/14/2025	\$75.00	97703	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$75.00				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	53319	CH	1	5963	Magnifi Financial	11/14/2025	\$75.00	97702	B 01 215 028	Payroll Deductions - HSA
Check Total:								\$75.00		
HOME	53320	CH	1	5581	Mid Country Bank	11/14/2025	\$210.00	97701	B 01 215 028	Payroll Deductions - HSA
Check Total:								\$210.00		
HOME	53321	CH	1	02290	MN COUNCIL 65 AFSCME	11/14/2025	\$543.82	97688	B 01 215 044	Union Dues
Check Total:								\$543.82		
HOME	53322	CH	1	5894	Rodenburg Law Firm	11/14/2025	\$135.39	97708	B 01 215 079	Garnish 1
Check Total:								\$135.39		
HOME	53323	CH	1	6247	UMB HSA	11/14/2025	\$518.75	97705	B 01 215 028	Payroll Deductions - HSA
Check Total:								\$518.75		
HOME	53324	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	11/14/2025	\$15.00	97712	B 01 215 000	Payroll Deductions
Check Total:								\$15.00		
HOME	53325	CH	1	6246	US Bank	11/14/2025	\$214.97	97704	B 01 215 028	Payroll Deductions - HSA
Check Total:								\$214.97		
HOME	53326	CH	1	5559	WELLS FARGO-Willmar	11/14/2025	\$62.50	97700	B 01 215 028	Payroll Deductions - HSA
Check Total:								\$62.50		
HOME	53327	CH	1	5657	B&H PHOTO-VIDEO, INC.	11/12/2025	\$1,800.00	97714	E 01 005 630 257 000 465	Crown CDI-2000 Amplifier 70v/1000w
HOME	53327	CH	1	5657	B&H PHOTO-VIDEO, INC.	11/12/2025	\$0.00	97714	E 01 005 630 257 000 465	misc
Check Total:								\$1,800.00		
HOME	53328	CH	1	00061	CHAPPELL CENTRAL	11/12/2025	\$432.00	97754	E 01 020 810 000 000 350	126200 Installed back up pump for water i
HOME	53328	CH	1	00061	CHAPPELL CENTRAL	11/12/2025	\$324.00	97753	E 01 020 810 000 000 350	Clean calcium deposits from steamer valve
HOME	53328	CH	1	00061	CHAPPELL CENTRAL	11/12/2025	\$1,485.00	97755	E 01 020 810 000 000 350	126378 Maintenance
Check Total:								\$2,241.00		
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$88.05	97776	E 02 005 770 000 701 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$1,673.02	97776	E 01 020 810 000 000 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$5.41	97775	E 02 005 770 000 701 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$102.83	97775	E 01 020 810 000 000 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$478.66	97777	E 02 005 770 000 701 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$9,094.61	97777	E 01 020 810 000 000 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$15.85	97778	E 02 005 770 000 701 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$301.10	97778	E 01 020 810 000 000 330	utilities
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$178.56	97779	E 02 005 770 000 701 330	utilities

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53329	CH	1	00435	CITY OF OLIVIA	11/12/2025	\$3,392.70	97779	E 01 020 810 000 000 330	utilities	
Check Total:							\$15,330.79				
HOME	53330	CH	1	5874	ECKROTH MUSIC CO.	11/12/2025	\$190.00	97716	E 01 020 258 233 000 350	Jupiter Baritone Saxophone Repair - Play C	
HOME	53330	CH	1	5874	ECKROTH MUSIC CO.	11/12/2025	\$122.00	97717	E 01 020 258 233 000 350	Trombone 233314 Repair	
HOME	53330	CH	1	5874	ECKROTH MUSIC CO.	11/12/2025	\$205.00	97718	E 01 020 258 233 000 350	Euphonium 0618841 Repair	
Check Total:							\$517.00				
HOME	53331	CH	1	4477	EDUCATORS BENEFIT CONSULTANTS, L	11/12/2025	\$68.20	97782	E 01 005 160 000 000 305	ACS TPA Monthly Fee	
Check Total:							\$68.20				
HOME	53332	CH	1	5686	EKON-O-PAC LLC	11/12/2025	\$129.00	97774	E 02 005 770 000 701 401	Bags	
Check Total:							\$129.00				
HOME	53333	CH	1	6167	FORD METRO , Inc.	11/12/2025	\$1,820.95	97735	E 01 005 865 000 369 305	Replace broken exit devive on exterior doc	
Check Total:							\$1,820.95				
HOME	53334	CH	1	6262	GAME ONE	11/12/2025	\$488.51	97720	E 01 020 211 920 000 401	Senior Tshirts	
Check Total:							\$488.51				
HOME	53335	CH	1	5798	Gophermods, LLC	11/12/2025	\$1,137.00	97727	E 01 005 630 257 000 352	MacBook repairs	
Check Total:							\$1,137.00				
HOME	53336	CH	1	6061	Granite Telecommunications, LLC	11/12/2025	\$224.98	97785	E 01 020 810 000 000 320	communications	
Check Total:							\$224.98				
HOME	53337	CH	1	6240	Groves Learning Organization	11/12/2025	\$480.00	97734	E 04 001 590 000 351 460	Knowledge-Based Comprehension Books	
Check Total:							\$480.00				
HOME	53338	CH	1	00653	H & L PRINTING	11/12/2025	\$24.95	97721	E 01 005 010 000 000 401	Name Plate for Board Member	
Check Total:							\$24.95				
HOME	53339	CH	1	02203	HILLYARD / HUTCHINSON	11/12/2025	\$905.19	97772	E 01 020 810 000 000 401	Sanitizer, Detergent, Rinse Aid	
HOME	53339	CH	1	02203	HILLYARD / HUTCHINSON	11/12/2025	\$79.32	97773	E 02 005 770 000 701 401	Broom and dust pan	
Check Total:							\$984.51				
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$76.60	97728	E 05 005 120 000 000 350	3/8 Injector Check Valve	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$24.92	97728	E 05 005 120 000 000 350	Shipping and Handling	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$96.78	97729	E 05 005 120 000 000 350	Testing Supplies	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$24.92	97729	E 05 005 120 000 000 350	Shipping and Handling	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$210.14	97730	E 05 005 120 000 000 350	Turbo Shock - Hypochlorite	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$204.93	97730	E 05 005 120 000 000 350	Accu-Tab Hypochlorite	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$95.28	97730	E 05 005 120 000 000 350	Bicarbonate	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	\$85.00	97730	E 05 005 120 000 000 350	Shipping and Hand	
HOME	53340	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	11/12/2025	(\$82.50)	97730	E 05 005 120 000 000 350	15 GL Container Return	
Check Total:								\$736.07			
HOME	53341	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/12/2025	\$614.72	97759	E 02 005 770 000 705 490	SY - Breakfast	
HOME	53341	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/12/2025	\$247.79	97760	E 02 005 770 000 705 490	SY - Breakfast	
HOME	53341	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/12/2025	\$69.85	97761	E 02 005 770 000 701 490	SY - Lunch	
HOME	53341	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/12/2025	\$552.25	97762	E 02 005 770 000 701 490	SY - Lunch	
HOME	53341	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/12/2025	\$47.95	97763	E 02 005 770 000 701 490	SY - Lunch	
HOME	53341	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/12/2025	\$2,310.84	97764	E 02 005 770 000 701 490	SY - Lunch	
HOME	53341	CH	1	5470	Indianhead Foodservice Distributor, Inc.	11/12/2025	\$281.43	97765	E 02 005 770 000 701 401	SY - SUPPLIES	
Check Total:								\$4,124.83			
HOME	53342	CH	1	00453	J. W. PEPPER & SON, INC	11/12/2025	\$49.50	97732	E 01 020 258 233 000 430	10044840 - Model 3502 Instrumental Folde	
HOME	53342	CH	1	00453	J. W. PEPPER & SON, INC	11/12/2025	\$9.00	97732	E 01 020 258 233 000 430	Folder Imprinting - Middle Line	
HOME	53342	CH	1	00453	J. W. PEPPER & SON, INC	11/12/2025	\$9.99	97732	E 01 020 258 233 000 430	Shipping	
Check Total:								\$68.49			
HOME	53343	CH	1	00090	JAHNKE WATER INC	11/12/2025	\$766.00	97781	E 01 020 810 000 000 401	salt, bottled water, cooler rental	
Check Total:								\$766.00			
HOME	53344	CH	1	3573	JOSEPH SULLIVAN	11/12/2025	\$165.00	97789	R 04 005 582 000 344 050	November Tuition Reimbursement	
Check Total:								\$165.00			
HOME	53345	CH	1	4055	LAKE COUNTRY SCALE WORKS	11/12/2025	\$959.38	97788	E 01 020 294 975 000 305	Wrestling scale	
Check Total:								\$959.38			
HOME	53346	CH	1	6109	LAKELAND MEDIA	11/12/2025	\$227.70	97713	E 01 005 110 000 000 380	advertising	
Check Total:								\$227.70			
HOME	53347	CH	1	4192	LOUISE SCHWEISS ANDERSON	11/12/2025	\$332.00	97768	E 02 005 770 000 701 490	Olivia-Lunch-Food	
HOME	53347	CH	1	4192	LOUISE SCHWEISS ANDERSON	11/12/2025	\$303.14	97767	E 02 005 770 000 701 490	Olivia-Lunch-Food	
HOME	53347	CH	1	4192	LOUISE SCHWEISS ANDERSON	11/12/2025	\$325.06	97766	E 02 005 770 000 701 490	Olivia-Lunch-Food	
Check Total:								\$960.20			
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$72.00	97745	E 01 020 301 000 830 433	904018 socket holder trays	
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$84.99	97751	E 01 020 810 000 000 350	904162 LED lantern	
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$21.98	97752	E 01 005 110 000 000 401	904161 gorilla tape, glass spry	
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$51.82	97739	E 01 020 810 000 000 401	904095 drill bits, 90 elbow, fastners	
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$4.99	97740	E 01 020 810 000 000 401	904101 couplings	
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$39.67	97741	E 01 020 810 000 000 401	904093 coupler kit	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$64.52	97742	E 01 020 810 000 000 401	903995 safety hasp, pdlock, swivel chain
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$22.74	97744	E 01 020 301 000 830 433	904043 galv. bushings
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	(\$0.30)	97744	E 01 020 301 000 830 433	904044 credit
HOME	53348	CH	1	5214	MAC'S HARDWARE	11/12/2025	\$25.89	97743	E 01 020 810 000 000 401	904005 quick link
Check Total:								\$388.30		
HOME	53349	CH	1	1883	MARCO TECHNOLOGIES, LLC	11/12/2025	\$57.50	97780	E 01 005 110 000 000 305	shred service
Check Total:								\$57.50		
HOME	53350	CH	1	6206	Mary Kavan	11/12/2025	\$375.00	97719	E 01 020 258 231 000 350	Piano Tuning
Check Total:								\$375.00		
HOME	53351	CH	1	6154	Minnesota West Community and Technica	11/12/2025	\$6,000.00	97722	E 01 020 211 020 000 305	Intro to Ed, US History
Check Total:								\$6,000.00		
HOME	53352	CH	1	00101	MN DEPT. OF LABOR & INDUSTRY	11/12/2025	\$100.00	97725	E 01 005 865 000 382 350	1300159 Elem. Pressure vessel, Boiler
HOME	53352	CH	1	00101	MN DEPT. OF LABOR & INDUSTRY	11/12/2025	\$125.00	97726	E 01 005 865 000 382 350	112640 HS Pressure vessel, Boiler
Check Total:								\$225.00		
HOME	53353	CH	1	5554	MN Public Employees Insurance Program	11/12/2025	\$47,490.46	97786	B 01 215 030	BCBS-Payroll Deductions
Check Total:								\$47,490.46		
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$372.19	97748	E 01 020 810 000 000 401	788971 filter regulator, filter drier
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$1,206.42	97749	E 01 020 810 000 000 401	788956 multi funtional retractable Ai
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$122.04	97731	E 01 020 301 000 000 430	Oil
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$5.49	97731	E 01 020 301 000 000 430	Elect Connect
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$21.99	97731	E 01 020 301 000 000 430	Oil filter wrench
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$189.99	97736	E 01 020 810 000 000 350	battery for Kubota
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$7.98	97746	E 01 020 810 000 000 401	789196 fittings
HOME	53354	CH	1	5835	NAPA Auto Parts	11/12/2025	\$91.26	97747	E 01 020 810 000 000 401	789268 air regulator
Check Total:								\$2,017.36		
HOME	53355	CH	1	4185	NISSEN'S DAIRY DELIVERY	11/12/2025	\$1,156.80	97770	E 02 005 770 000 701 495	Olivia-Lunch-Milk
HOME	53355	CH	1	4185	NISSEN'S DAIRY DELIVERY	11/12/2025	\$1,392.06	97769	E 02 005 770 000 701 495	Olivia-Lunch-Milk
HOME	53355	CH	1	4185	NISSEN'S DAIRY DELIVERY	11/12/2025	\$1,278.25	97771	E 02 005 770 000 701 495	Olivia-Lunch-Milk
Check Total:								\$3,827.11		
HOME	53356	CH	1	3179	NWEA	11/12/2025	\$1,430.00	97733	E 04 001 590 000 351 460	NWEA Map Growth K-12
Check Total:								\$1,430.00		
HOME	53357	CH	1	00439	OLIVIA MACHINE SHOP	11/12/2025	\$1,021.44	97750	E 01 020 810 000 000 401	sheet metal 384" 3.99 sqft 8 qnty
HOME	53357	CH	1	00439	OLIVIA MACHINE SHOP	11/12/2025	\$403.20	97750	E 01 020 810 000 000 401	square tubing 288" 1.40 sqr ft 12 qnty

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53357	CH	1	00439	OLIVIA MACHINE SHOP	11/12/2025	\$40.00	97750	E 01 020 810 000 000 401	labor	
Check Total:							\$1,464.64				
HOME	53358	CH	1	00765	PAN-0-GOLD BAKING CO	11/12/2025	\$184.08	97756	E 02 005 770 000 701 490	Bread	
HOME	53358	CH	1	00765	PAN-0-GOLD BAKING CO	11/12/2025	\$124.20	97758	E 02 005 770 000 701 490	Bread	
HOME	53358	CH	1	00765	PAN-0-GOLD BAKING CO	11/12/2025	\$240.96	97757	E 02 005 770 000 701 490	Bread	
Check Total:							\$549.24				
HOME	53359	CH	1	6147	Scripps National Spelling Bee, Inc.	11/12/2025	\$206.50	97723	E 01 015 206 000 433 430	Enrollment	
Check Total:							\$206.50				
HOME	53360	CH	1	3446	SHELDON'S PIT STOP	11/12/2025	\$59.42	97738	E 01 005 850 000 000 530	vehicle maintenance	
Check Total:							\$59.42				
HOME	53361	CH	1	5800	Sleepy Eye St. Marys Catholic School	11/12/2025	\$100.00	97787	E 01 020 296 974 000 369	11/21-22 GBB Tournament Entry Fee	
Check Total:							\$100.00				
HOME	53362	CH	1	4721	SQUIRES, WALDSPURGER, & MACE, PA.	11/12/2025	\$1,933.50	97724	E 01 005 150 000 000 305	Legal Correspondence	
Check Total:							\$1,933.50				
HOME	53363	CH	1	6209	TJ Petals	11/12/2025	\$40.00	97737	E 21 020 298 901 301 401	Homecoming	
Check Total:							\$40.00				
HOME	53364	CH	1	00905	VISION SYSTEMS	11/12/2025	\$96.00	97715	E 01 020 301 000 830 433	Computer repair	
Check Total:							\$96.00				
HOME	53365	CH	1	02546	WEST CENTRAL SANITATION	11/12/2025	\$614.39	97783	E 01 015 810 000 000 332	sanitation services BI	
HOME	53365	CH	1	02546	WEST CENTRAL SANITATION	11/12/2025	\$738.80	97784	E 01 015 810 000 000 332	sanitation services BI	
Check Total:							\$1,353.19				
HOME	53366	CH	1	4502	Apple Store	11/19/2025	\$1,499.00	97814	E 01 005 630 257 302 555	MW2U3LL/A14-inch MacBook Pro: Apple	
HOME	53366	CH	1	4502	Apple Store	11/19/2025	\$1,798.00	97815	E 01 005 630 257 302 555	MW0W3LL/A13-inch MacBook Air: Apple	
Check Total:							\$3,297.00				
HOME	53367	CH	1	6074	Baker Tilly Muncpal Advisors, LLC	11/19/2025	\$5,775.00	97812	E 06 005 870 000 000 305	BOLD Monitoring Bond- Project Monitoring	
Check Total:							\$5,775.00				
HOME	53368	CH	1	4471	CMF TREE SERVICE	11/19/2025	\$502.51	97811	E 01 020 810 000 000 332	20 yd roll off, landfill fee	
Check Total:							\$502.51				
HOME	53369	CH	1	4809	COREY GLUESING	11/19/2025	\$6,300.00	97807	E 21 020 292 921 301 369	Robotics Reimbursement	
Check Total:							\$6,300.00				
HOME	53370	CH	1	6191	Denny Spielmann	11/19/2025	\$1,500.00	97806	E 01 020 810 000 000 350	License Fee	
Check Total:							\$1,500.00				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	53371	CH	1	02203	HILLYARD / HUTCHINSON	11/19/2025	\$1,817.74	97809	E 01 020 810 000 000 401	589 vacuum backpack/battery	
HOME	53371	CH	1	02203	HILLYARD / HUTCHINSON	11/19/2025	\$1,817.74	97808	E 01 020 810 000 000 401	588 vacuum backpack/battery	
Check Total:							\$3,635.48				
HOME	53372	CH	1	00439	OLIVIA MACHINE SHOP	11/19/2025	\$780.00	97813	E 01 020 810 000 000 401	benchtops for welding booths	
Check Total:							\$780.00				
HOME	53373	CH	1	2196	RENCO PUBLISHING, INC.	11/19/2025	\$287.93	97810	E 01 005 110 000 000 380	advertising	
Check Total:							\$287.93				
HOME	53374	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	11/19/2025	\$105,463.25	97816	E 01 005 760 000 720 360	Nov Routes	
HOME	53374	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	11/19/2025	\$2,511.85	97816	E 01 005 760 000 720 360	Oct/Nov Extra Curricular	
HOME	53374	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	11/19/2025	\$0.00	97816	E 01 005 760 000 720 441	Oct Fuel - Gas	
HOME	53374	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	11/19/2025	\$173.91	97816	E 01 005 760 000 720 441	Oct Fuel - Diesel	
Check Total:							\$108,149.01				
Bank HOME Total:							\$303,923.07				
REFC	5239	CH	1	3611	JOHNSON CONTROLS, INC	10/29/2025	\$159,648.30	97280	E 06 005 870 000 000 530	App 1 7/1/2025-7/31/2025 BOLD BP02 O	
REFC	5239	CH	1	3611	JOHNSON CONTROLS, INC	10/29/2025	\$32,599.65	97281	E 06 005 870 000 000 530	App 2 8/1/2025-8/31/2025 BOLD BP02 O	
Check Total:							\$192,247.95				
REFC	5240	CH	1	6188	Evenson Concrete Systems	11/13/2025	\$13,775.00	97284	E 06 005 870 000 000 305	(6)BOLD BP02 Olivia Bird Island Additions	
REFC	5240	CH	1	6188	Evenson Concrete Systems	11/13/2025	\$13,400.70	97299	E 06 005 870 000 000 305	(8)BOLD BP02 Olivia Bird Island Additions	
Check Total:							\$27,175.70				
REFC	5241	CH	1	00061	CHAPPELL CENTRAL	11/19/2025	\$26,086.04	97792	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
Check Total:							\$26,086.04				
REFC	5242	CH	1	6193	Commercial Drywall, Inc.	11/19/2025	\$1,057.43	97802	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Additon	
Check Total:							\$1,057.43				
REFC	5243	CH	1	5463	DUININCK INC. - MN	11/19/2025	\$160,339.19	97798	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
Check Total:							\$160,339.19				
REFC	5244	CH	1	6188	Evenson Concrete Systems	11/19/2025	\$21,636.25	97803	E 06 005 870 000 000 305	BOLD BP02 Olivia Bird Island Additions ar	
Check Total:							\$21,636.25				
REFC	5245	CH	1	6179	Grazzini Brothers & Company	11/19/2025	\$15,057.50	97799	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
Check Total:							\$15,057.50				
REFC	5246	CH	1	6158	Masters Plumbing, Heating & Cooling LLC	11/19/2025	\$97,821.50	97794	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior	
Check Total:							\$97,821.50				

Bird Island - Olivia - Lake Lillian District #2534

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Check Number: 0-2147483647 Payment Date: 10/24/2025-11/20/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
REFC	5247	CH	1	5040	MCDOWALL COMPANY	11/19/2025	\$40,950.06	97793	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior
Check Total:							\$40,950.06			
REFC	5248	CH	1	6194	Multiple Concepts Interiors (MCI)	11/19/2025	\$35,687.56	97790	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior
Check Total:							\$35,687.56			
REFC	5249	CH	1	6054	Nexus Solutions LLc	11/19/2025	\$169,892.70	97796	E 06 005 870 000 000 305	Project Development, Program Managemer
Check Total:							\$169,892.70			
REFC	5250	CH	1	5801	RICKWAY CARPET	11/19/2025	\$11,429.00	97805	E 06 005 870 000 000 305	Proposal BOLD School Gym Stage
Check Total:							\$11,429.00			
REFC	5251	CH	1	6118	Robert W. Carlstrom Co., Inc	11/19/2025	\$424,722.35	97804	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior
Check Total:							\$424,722.35			
REFC	5252	CH	1	6231	Schwab Vollhaber Lubratt	11/19/2025	\$34,442.25	97801	E 06 005 870 000 000 305	254281, BOLD BP02 Olivia and Bird Islan
REFC	5252	CH	1	6231	Schwab Vollhaber Lubratt	11/19/2025	\$93,347.00	97800	E 06 005 870 000 000 305	254112, BOLD BP02 Olivia and Bird Islan
Check Total:							\$127,789.25			
REFC	5253	CH	1	6223	St. Cloud Acoustics	11/19/2025	\$15,694.00	97791	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior
Check Total:							\$15,694.00			
REFC	5254	CH	1	6189	UHL Company	11/19/2025	\$40,324.65	97795	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additio
Check Total:							\$40,324.65			
REFC	5255	CH	1	6166	WILLMAR ELECTRIC	11/19/2025	\$133,000.00	97797	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additior
Check Total:							\$133,000.00			
Bank REFC Total:							\$1,540,911.13			
Report Total:							\$1,844,834.20			

Superintendent Board Report
BOLD Public Schools
November 24, 2025

- **Gratitude:**
 - Professionalism of staff and Nexus during the meeting

- **General Updates:**
 - MSBA Conference Jan. 15-16
 - Board members: email me if you want to be registered
 - Railing installation 12/1
 - Cost 13k
 - 7k from Jim Wagemaker
 - 6k from an anonymous donor

- **Legislative Updates:**
 - Minnesota Paid Leave starts January 1, 2026
 - [Quick Facts Link](#)

- **Facilities Updates:**
 - Construction
 - See attached documents
 - Construction progress
 - expenditures/balance

- **Community Engagement**
 - Little Shop of Horrors

- **Working on**
 - Negotiating teacher and district office staff contracts
 - Handrails for the balcony in the North Olivia Gym
 - Jim Wagemaker will help pay for it
 - RW Carlstrom sent us an estimate for the job at 13K

Superintendent Board Report
BOLD Public Schools
October 27, 2025

- **Gratitude:**
 - Admin team

- **General Updates:**
 - Health and Wellness Committee Meeting
 - Robotics fundraiser
 - MSBA Conference Jan. 15-16
 - Most cameras are working in Olivia Building

- **Legislative Updates:**
 - Minnesota Paid Leave starts January 1, 2026
 - [Quick Facts Link](#)
 - [Comparison Spreadsheet](#)

- **Facilities Updates:**
 - Construction
 - See attached documents
 - Construction progress
 - expenditures/balance
 - Video cameras
 - Railing for balcony aisles on the balcony in the Olivia gym
 - Stage lights working
 - BI building bathrooms will be working by showtime

- **Community Engagement**
 - Renville Register
 - Adventures with Sherri B.
 - BOLD Varsity Volleyball
 - Quarterly Newsletter

- **Working on**
 - Negotiating teacher and district office staff contracts
 - Identifying inefficiencies in our current insurance coverage
 - Working with North Risk Partners
 - MN Paid Leave
 - Theft coverage is \$250,000

- Have spent around \$30k on forensic audit so far, will be spending more as Eide Baily continues to work with OPD
 - Hand rails for the balcony in the North Olivia Gym
 - Jim Wagemaker will help pay for it
 - RW Carlstrom sent us an estimate for the job at 13K
 - Health and Wellness Committee Oct. 23 @ 4pm
 - Academics Committee
 - Strategic Plan Committee
 - MSBA
 - \$9,500 over 5 years
 - \$1,900 per year
 - \$3 per student per year
 - Internal/external surveys
 - Listening sessions
 - Students, staff, board, core admin, community
 - School board self-evaluation-start now
 - Strategic Planning-start in spring

**Superintendent Board Report
BOLD Public Schools
September 22, 2025**

- **Gratitude:**
 - Teachers
 - Kinder: Nichole Baumgartner/Susan Henriksen, 1st: Trisha Neubauer/Angela Klein, 4th Rhonda Schmieg/Tami Steffel, 7th, hs sped, paras
 - OPD
 - Superior bus drivers
- **General Updates:**
 - Health and Wellness Committee
 - Secondary Sparsity Revenue

- BOLD \$18K (602 ADM)
 - RCW \$140 K (503 ADM)
 - BLHS \$180K (419 ADM)

- **Legislative Updates:**
 - Minnesota Paid Leave starts January 1, 2026
 - [Quick Facts Link](#)

- **Facilities Updates:**
 - Construction
 - See attached documents
 - Construction progress
 - expenditures/balance
 - Fire Alarm

- **Community Engagement**
 - FM Bank
 - Renville Register
 - BLHS Superintendent
 - Community Ed. Board meeting
 - BOLD Varsity Volleyball
 - FM Bank Mixer

- **Working on**
 - Will be negotiating teacher and district office staff contracts
 - EMC Insurance Claim/missed deadline
 - Working with Paul Johannes and Eide Bailly, our forensic auditor
 - No charges filed yet/still investigating
 - Health and Wellness Committee Oct. 9 @ 4pm
 - Academics Committee
 - Strategic Plan Committee

Superintendent Board Report
BOLD Public Schools
August 25, 2025

- **Gratitude:**
 - BOLD staff

- **General Updates:**
 - We will be ready to roll on Sept. 2nd

- **Legislative Updates:**
 - Met with Bob from MREA who made me aware of monthly calls I can join to receive legislative updates
 - Bob also encouraged the board and me to attend the MREA conference in January

- **Facilities Updates:**
 - Construction
 - See attached documents
 - Construction progress
 - expenditures/balance
 - Abatement bid
 - Titan Environmental won the bid
 - School readiness
 - Gerry got projectors/tvs in rooms
 - Custodians got pallets delivered to classrooms
 - Teachers got rooms set up
 - Principals were running around supporting everyone
 - Admin assist duantlessly worked in the sauna to assist with registrations, communications, etc.
 - Flooding
 - Parking

- **Community Engagement**
 - Hometown Bank former student Parker wants to start a chess club at BOLD
 - Paraguayan conversations with Just Coffee folk
 - Moved to Bird Island
 - Cultural Center
 - Farmer's Market
 - Olivia Hospital and Clinic tour

- **Working on**

- Will be negotiating teacher and district office staff contracts
- EMC Insurance Claim
 - Working with Paul Johannes and Eide Bailly, our forensic auditor
 - No charges filed yet/still investigating
- Nexus meetings/walk throughs
- Building superintendent network
- SWWC training
- Back to school planning
- Meeting staff
- Identifying communication gaps
 - Nexus and Facilities Committee
- Will be working with Baker Tilly and Nicole V. on budget analysis and forecasting
- Learning from staff

**Superintendent Board Report
BOLD Public Schools
July 28, 2025**

- **Gratitude:**
 - Board members
 - District Office staff/Admin.
 - Custodial staff
 - Cooking staff
 - Migrant program staff
 - Nexus project management and crews
 - BOLD community
- **General Updates:**
 - Proposing to start school on Sept. 2nd
 - Staff need more time to prepare for students
 - Staff will still come in on the regularly scheduled date
- **Legislative Updates:**
 - [Letter to House and Senate](#)
 - **Title I, Part C – Migrant Education State Grants**

- **Title II, Part A – Supporting Effective Instruction State Grants**
 - **Title III, Part A – English Language Acquisition Grants**
 - **Title IV, Part A – Student Support and Academic Enrichment Grants**
 - **Title IV, Part B – 21st Century Community Learning Centers**
- **Facilities Updates:**
 - Construction
 - Staff ideas for walls in BI building
 - [Data Sheet](#)
 - See attached photos
 - Progress Update:
 - [Notes](#)
- **Community Engagement**
 - Met librarians from the 3 public libraries of BOLD
 - Met the good people of East Side Casey's
 - Met the good people of West Side Casey's
 - Met the wise old guys or old wise guys at the gas station in Lake Lillian
 - Very concerned about cell phones in schools
 - Met with the morning patrons of the Chatterbox
 - Met with morning patrons of the Shell Station in Bird Island
 - Met some guys at the Cenex station in Olivia
 - Participated in Kris Krafka's book club at Nester Park on July 16th
 - We are reading *The Anxious Generation*, by Jonathan Haidt
 - Attended the Hometown Bank Luau
 - Attended the dinner theatre
 - Attended the Corn Capital Days parade (with t shirt!)
 - Introduced myself to people at
 - B &D Market
 - ACTS thrift store
 - Hometown Bank
- **Working on**
 - Negotiated contract agreements to be sent to legal for language check
 - Paras
 - Food service
 - Admin. Asst.
 - Custodians
 - EMC Insurance Claim

- Working with Paul Johannes and Eide Bailly, our forensic auditor
 - Nexus meetings/walk throughs
 - Building superintendent network
 - SWWC training
 - Back to school planning
 - Meeting staff
 - Learning the ropes
 - Identifying communication gaps
 - Learning from staff



BOLD Public Schools

CONSTRUCTION UPDATE | November 24, 2025

An architectural rendering of a school building. The main building is made of light-colored brick. A prominent feature is a red, cantilevered canopy structure supported by three dark wooden posts. The words "BOLD SCHOOL" are written in white, bold, sans-serif capital letters on the red canopy. To the left, there are two doorways with dark frames. To the right, there are large windows with dark frames. The ground in front is a light-colored, textured surface, possibly gravel or concrete. The sky is a clear, light blue.

BOLD SCHOOL

nexus
SOLUTIONS®



CONSTRUCTION UPDATE | November 24, 2025

Bird Island Renovations



LOCKER ROOM & DANCE GYM

Ongoing Work

- › Locker Installation 100%
- › Roof Top Units Startups Complete
- › Bench Install 100%
- › ACT Grid 100%
- › ACT Tile 100%
- › Lighting 100%

Up Next

- › Punch List
- › Phase 3



CONSTRUCTION UPDATE | November 24, 2025

Bird Island Renovations

N CORRIDOR & SOUTH BUILDING

Ongoing Work

- › Unit Startup Complete
- › Climate Control 100%

Up Next

- › Punch List
- › Building Turnover





CONSTRUCTION UPDATE | November 24, 2025

Olivia Renovations

FRONT ENTRANCE

AREA E - Ongoing Work

- › Backfill 100%
- › Uncovered Unforeseen Storm Water Utilities
Required Foundations Redesign
- › Footings, Foundations 100%
- › Steel Erection 80%

AREA E - Up Next

- › Underground Plumbing
- › Slab on Grade





CONSTRUCTION UPDATE | November 24, 2025

Olivia Renovations

1922 Building Demo & Addition

AREA D - Ongoing Work

- › Soil correction 85%
Soils down to footing bottoms
- › Footings Excavated



BOLD Elementary School Board Reports

[BOLD Public School Strategic Plan 2022-2025](#)

Mission Statement

"The mission of the BOLD School District is to: Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

Vision Statement

The BOLD School District: United to achieve excellence and expecting the best – Be BOLD.

November 2025

ACHIEVEMENT & OPPORTUNITY

GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.

Highlights from the classrooms: Kindergarten Morning Message



2nd Grade Read Aloud



Fun in Phy Ed (Gr. 5/6)



Chess Club & 4H after-school activities

Fall Conferences for Gr. K-6

- Tuesday, Nov. 25 & Wednesday, Nov. 26

5-8 Band/Choir Concert

- Monday, December 8 at 7:00

RECRUITMENT & RETENTION

GOAL: Build an environment in which our employees thrive. Hire, train, and retain high-quality staff.

Behavior Data: Incident Count

	September	October	November
school bus	1	1	2
restroom	4	0	1
hallway	5	4	3
other indoor	3	4	5
outdoor (on campus)	9	4	7
classroom	21	17	11

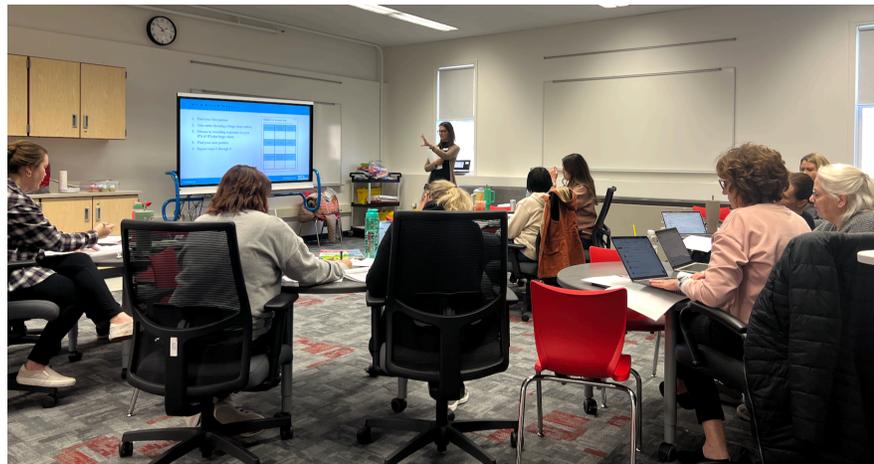
Biggest success: Classrooms—strong downward trend.

Emerging concern: Other indoor areas—consistent increases.

Keep an eye on: Outdoor areas and school bus—small increases in November.

Improvement shown: Hallway and restroom behaviors improving overall.

Professional Learning - After Hours:



Halloween Dress-Up:



SAFETY & WELLNESS

GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.

Fill-the-Bucket

- We are already close to another schoolwide reward
- Students are voting on the next reward: ice cream party, movie, or snack & drink

Sheriff's Department Food Drive



ENROLLMENT

Grade	AUG	SEPT	OCT	NOV
K	42	40	41	40
1	51	49	49	50
2	32	31	31	31
3	49	47	49	48
4	52	55	55	55
5	35	34	35	35
6	37	36	34	33
ELEM TOTAL	298	292	294	292

BOLD High School Board Report

[BOLD Public School Strategic Plan 2022-2025](#)

Mission Statement

"The mission of the BOLD School District is to:

Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

Vision Statement

The BOLD School District: United to achieve excellence and expecting the best – Be BOLD.

BOLD Pillars of Engagement

Engaged BOLD students are: problem solvers, feel respected and respect others, are empathetic human beings, and engaged BOLD students want to learn, they are responsible and take ownership of their learning.

November 2025 Report

<p>ACHIEVEMENT & OPPORTUNITY</p> <p>GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.</p>	<ul style="list-style-type: none"> ❖ 📊 25-26 Attendance and Behaviors ❖ 76% of students made the Quarter 1 Honor Roll ❖ PSAT was held at the end of October ❖ The musical was fabulous! ❖ Minnesota Student Survey results are available, but not yet public. (Minnesota Student Survey) ❖ Students have been getting out of the building for learning opportunities ❖ The shop is jam-packed with projects!
<p>RECRUITMENT & RETENTION</p> <p>GOAL: Build an environment in which our employees thrive. Hire, train, and retain high-quality staff.</p>	<ul style="list-style-type: none"> ❖ The Climate & Culture Committee has met twice ❖ PLC presentations in December ❖ Attended a school law conference ❖ North Collaborative Principals' meeting (ACGC, KMS, BLHS, MACCRAY, Lester Prairie)
<p>SAFETY & WELLNESS</p> <p>GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.</p>	<ul style="list-style-type: none"> ❖ Mr. Correa has been presenting to students ❖ PACT SHARE Survey to be administered to grades 5, 7, 9, and 11 (student well-being, school connection, safety, mental health, and related factors). Parent Opt Out was sent.
<p>FACILITIES & MAINTENANCE</p> <p>GOAL: Build a facilities plan to help maintain and enhance our educational and technological infrastructure.</p>	<ul style="list-style-type: none"> ❖ Walkway and office access from the HS side in January

High School Enrollment Report [📊 K-12 Enrollment by Month](#) [📊 7-12 Enrollment by Month](#)

Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
--------------	------------	-------------	------------	------------	------------	------------	------------	------------	------------	------------

7		64	66	66						
8		52	58	58						
9		45	46	46						
10		56	55	54						
11		47	47	47						
12		50	50	51						
Total	300	314	322	322*						

*From the period of 10/16-11/15, we had four migrant students who returned home, and three other students transferred from 7th grade. We have/had not received records requests yet, so several students still show up in our system. We have word that another family is moving at the end of this month, so I expect next month's enrollment to show a drop of 9-10 students. We do track where students are going and the reasons for leaving.

BOLD ACTIVITIES REPORT – 11/24/25

1. THANK YOU TO BRIAN & CRAIG BOEN, MATT JAHNKE, & ERIN FLANN!

A. Thank you to Brian, Craig, Matt & Erin for the time they volunteered to cover our events as trainers this fall. At over 25 events this fall, both home and away, this group helped in many ways to offer the best care possible to BOLD athletes. Our athletes are very well taken care of due to the time and energy volunteered by a few capable people in our midst. Please thank these people, when you see them, for what they provide to BOLD Athletics!

2. LITTLE SHOP OF HORRORS

A. The musical was presented on the weekend of November 14-16. We have over 950 people see the show this year in total. The largest crowd was Friday night with over 330 people in attendance. The cast and crew did a wonderful job once again this year.

3. FALL SPORT SURVEYS

- A. The surveys for fall sports participants were sent out after the conclusion of each sport. The number of respondents was not as high as I hoped it would be, but we are giving the opportunity for feedback. I will work on ways to improve the percentages that are taking the survey in the future.
- B. [BOLD Student-Athlete Participant Survey](#). All the statements are positive statements, so a positive response indicates that we are serving the student-athlete well in their opinion.
- C. FOOTBALL (26 Responses) - All underclassmen indicated an intent to play football next season.
- i. We had 16/26 respondents that gave 100% positive feedback on the season.
 - ii. An additional 7/26 respondents gave at least 88% positive responses. This means that from 17 questions asked, they were dissatisfied with 1-2 questions, or 1-2 aspects of the program.
 - iii. I would classify 3/26, or 11.5%, of the respondents as dissatisfied with the program. This group was dissatisfied with over 25% of the questions posed in the survey.
 - iv. The two areas that had the highest rate of dissatisfaction were:
 1. My coach is patient and understanding.
 - a. There were 5/26 responses that disagreed with this statement. While the football staff wants to maintain high expectations for what happens on the field, we want all our coaches to be approachable and understanding regarding what happens in the lives of our players. There will be an effort made next year to be clear on fair expectations, and to teach with the burden of learning balanced between players and coaches
 2. Our team is well-prepared for competing in or at contests.
 - a. This response appeared at all levels of the program, from junior high to junior varsity to varsity. With coaching changes taking place at two of the three levels within the program, we hope that continuity will help to resolve this last year. There were also changes made schematically this year that could have contributed to this. Next season,

the staff will address the expectations for player preparation, and reinstitute our leadership council to stay on top of this issue.

- D. VOLLEYBALL (26 Responses) - 3 underclassmen indicated they were undecided on playing next year - their surveys were very critical of the program. 1 indicated she does not intend to play next year, but gave all positive responses - this indicates it is not related to her feelings about the program, but possibly that she intends to make another decision on how to spend her time.
- i. At the Junior High level of the program, we had very positive responses. There were 4 total negative responses out of 153 total responses (2.6%).
 - ii. At the c-squad level, we received 0 negative responses from the 4 players that took the survey!
 - iii. At the JV level, we had 2/4 respondents that gave 100% negative feedback, and 2/4 respondents that gave 100% positive feedback. 100% positive feedback is much more common and would indicate a player is generally satisfied with how the season went. A respondent giving 100% negative feedback shows a generally unsatisfied student-athlete, but the responses seem to come from a place of anger, more than constructive feedback. It is difficult to believe that nothing was done right all year, so while these will be logged, it is difficult to use these surveys to help improve the program.
 - iv. At the varsity level, there were concerns that were concentrated in a few areas related to effective communication, conflict resolution, character development, and creating a positive environment at practice. I am aware of the root cause of many of these issues and have discussed this with Coach Kingery. He is working to address this moving forward. We will continue to monitor this in the future to make sure that we are creating a positive environment where the girls can be successful.
- E. CROSS COUNTRY (6 Responses) - 1 underclassmen indicated that he/she does not plan to participate next year. All of his/her responses were positive regarding the program, so this is an athlete choosing to opt out of the sport due to other reasons.
- i. It is harder to draw conclusions from this data due to the smaller sample size. There was one respondent that offered 4 negative responses. The five other respondents gave all positive feedback. There are no trends or patterns to address from this feedback.

Community Ed - Board Report

November 2025

Parent's Night Out:

Our first Parent's Night Out in October was a great success with 54 students participating. The next event is scheduled for Saturday, January 31st, in partnership with the City of Olivia to coincide with the Winter Warm-Up Tasting Event at Max's Grill.

Women's Volleyball:

Women's Volleyball started Nov. 2nd. Each player pays \$10 per month, and the program is led by Missy Maertens and Brittany Gay, who generously volunteer their time.

Men's Basketball:

Men's Basketball began the week of November 17th. Participants also pay \$10 per month, and the program is run by Trench Athmann, who volunteers his time.

Indoor Pickleball & Walking:

Indoor Pickleball and Walking began on November 18th. Due to popular demand, we added a Wednesday evening session (6:30–8:00 p.m.) for those unable to attend during the day. No experience is necessary to participate. The program is coordinated by Bonnie Beckler and Pete Caspers, who volunteer their time.

Women's Introduction to Weight Training:

Starting December 1st, we will launch a new Women's Introduction to Weight Training class on Monday and Wednesday evenings from 5:30–7:00 p.m. The class fee is \$25 per month, and it will be taught by Liz Fischer. All 12 available spots filled within just a few days of opening registration, showing strong community interest in this program.

Upcoming Youth Programs:

In the first week of December, a flyer will be sent home with students promoting our K–3 Youth Basketball Camps and Grades 2–6 Dance Clinic, both of which will begin in January.

BOLD Community Pool Update – November, 2025

We wanted to share some exciting updates and important information about what's happening at the BOLD Community Pool:

Facility Updates

- **Construction is still underway**, but the list is getting shorter.

Programs & Events

- **AM Water Exercise Class** Is scheduled to start on Monday, December 1st. Deadline approaching.
- **A Lifeguarding Course** is being planned for Winter Break. The deadline is in December.
- We continue to have good to great numbers for our ongoing regular programming.
- Monthly Flyers are being made and posted throughout the area

Ongoing Programming – November

- **Adult Lap Swim (AM):** Mondays, Wednesdays, and Fridays
- **Water Exercise & Evening Lap Swim:** Mondays and Wednesdays
- **Orcas Swim Team** practices are Tuesday and Thursday and started in September
- **Shared Locker Rooms:** Please note that locker room sharing with other sporting events has continued from September through winter.

Upcoming Plans

- A **Lifeguarding Course** another course planned for the spring .
- **Open Swim during Winter Break** in December waiting to hear about a grant.
- **Open Swim** will return in January and February waiting to hear about a grant.
- Planning has started for the **5th and 6th Grade Swimming Unit**.
- A **WSI (Water Safety Instructor) Course** is also being planned, with sessions starting in March— on Weekends.

Stay Connected

Information about programs, events, and updates can be found on:

- **City of Olivia website**
- **BOLD School website**
- **Facebook**
- **Remind App**
...and other communication channels.

Please don't hesitate to reach out with any questions!

Tracey Johnson Pool Coordinator, BOLD Community Pool

 Tracey.johnson@bold.k12.mn.us

 320-523-1031 ext. 3152

Facilities board report (11/18/2025)

Struggles/concerns:

- Boiler number one keeps going in default mode, Ryan from chappell is helping me resolve this issue.
- Bus loop lighting only has one light that works, nexus is supposed to be looking into this as it was a building demo issue.
- Snow removal on the open walkway by the library. Concerned its going to be an issue trying to remove snow from the area, especially when its game nights.

Accomplishments:

- Got the plow on the truck and all the machines ready to go for winter.
- Got all the masonite off the BI gym floor and bleachers put away for basketball
- Got the floors over at BI sealed/waxed
- Safely removed a bat from the cafeteria
- Shades were installed
- Weekly meetings going good, feeling it's bringing everyone together more
- Winterized the irrigation system for the football field, concession stand, and pump house
- Work schedules for upcoming games/events

Working on

- Installing new soap and paper towel dispensers.
- Learning the new HVAC system so I can adjust set points and run the system
- Cleaning out the shop and garage at BI so robotics can use that space

Property:

- Do you have a Statement of Values for BOLD's properties?
 - The Statement of Values provides a clearer understanding of how each building is covered and gives a true value of the properties.
- Does BOLD have Builders Risk insurance for the remodel that Nexus is doing?
 - Nexus likely purchased this for the project, but needs to be confirmed.
- 1% Wind/Hail Deductible.
 - Based on the current value of the Real Property, BOLD's Wind/Hail deductible would be \$725,990.52.
 - North Risk would look for Wind/Hail Deductible Buy Down options that can greatly decrease the deductible, and provide it as a flat rate rather than percentage-based.
- Ordinance or Law Coverage: \$500,000
 - Includes demolition costs should part of the building be damaged.
 - Includes increased cost of construction due to changes in code.
 - \$500,000 likely not enough given the age of the buildings.
- Debris Removal: \$250,000
 - In the event of substantial damage, \$250,000 is likely not enough to cover debris removal expenses.
- Pollution Clean Up: \$100,000
 - Insufficient in the event of a spill or seepage from underground pipes or fuel oil into the soil.

Sexual Misconduct Liability:

- Retroactive Date: 7/1/2023
 - This is problematic and a high priority to determine why the retroactive date only goes back two years. BOLD, through its agent, needs to determine why this is the case.
 - Depending on the circumstances, could exclude coverage for an incident prior to 7/1/2023.

Active Shooter Policy/Violent Event Coverage:

- The \$300,000 aggregate limit is low relative to standalone policy
- The \$25,000 per person limit falls short of standalone policy
- Beyond the limits, the coverage is limited in how it supports the school after a Violent Event, for example, post-crisis counseling.

Employee Benefits Liability:

- Retroactive Date: 7/1/2024
 - Limits coverage for mismanagement of health benefits prior to 7/1/2024

Workers Compensation:

- Policy was not in place for 2+ months with no confirmation.
- While we didn't get a chance to review the policy, you asked if BOLD is able to rescind its workers comp claim that was filed with AmTrust. It's unlikely you can rescind the claim, but you can call and ask to close the claim without taking any further action. This will ensure that the claim is filed with the carrier, while there won't be any payout. The injured worker may need to write and sign a document stating her choice to close the claim, but AmTrust should be able to walk you through how to do that. Their claims team number is 888-239-3909.

Umbrella:

- Umbrella coverage is low relative to standard. Adding an additional \$1M or \$2M would not be overly expensive and would be more in line with standard school policies
- Does your Workers Compensation fall under the Umbrella now? When reviewing the policies, Workers Comp was not on the Umbrella policy.
 - This should have been noticed during the policy review and would have been further confirmation whether BOLD had Workers Comp.

Crime:

- Employee Theft – Per Loss is only \$250,000.
- Forgery or Alteration only \$100,000.

Cyber:

- \$10,000 deductible for very limited coverage.
- Only have \$25,000 coverage for Cyber Extortion (Ransomware attack)
- Only \$25,000 coverage for Misdirect Payment Fraud (Funds Transfer Fraud)
- BOLD needs to obtain a standalone Cyber policy that addresses the gaps in coverage as well as the low limits. Standard limits for Cyber are \$1M, with higher sublimits for Ransomware and Cyber Crime.
- Sharing BOLD's work in fortifying its cyber security would be beneficial in getting a favorable rate from carriers. Utilizing Multi Factor Authentication, firewalls, and having Data Backups demonstrate best practices.

North Risk's goal in working with BOLD would be to advocate on your behalf and service your account in a responsive manner that ensures the district's needs are met. With a dedicated team of school experts who work with over 170 schools, we appreciate the chance to partner with BOLD as it right sizes its program. Our team is ready to begin work immediately with BOLD, should you choose to work with us.



COVERAGE ANALYSIS & RECOMMENDATIONS		
Coverage	COMMENTS	Priority
Property	<ul style="list-style-type: none"> • Real Property: \$72,599,052 • Personal Property: \$11,134,727 • Business Income: \$500,000 – low relative to industry standard • 1% wind/hail deductible (\$725,990.52) • Debris Removal: \$250,000 – low relative to industry standard • Ordinance or Law: \$500,000 – low relative to industry standard • Interruption of Computer Operations due to a Cyber Incident: \$25,000 – low • Water Damage Deductible: \$50,000 each location • Pollution Clean Up: \$100,000 	<p>High</p> <p>High</p> <p>Mid</p> <p>High</p> <p>Mid</p> <p>High</p> <p>High</p> <p>High</p> <p>Mid</p>
General Liability	<ul style="list-style-type: none"> • \$1M/\$2M – standard limits • \$5,000 Medical Expense Limit – seems low relative to industry standard 	High
Sexual Misconduct Liability	<ul style="list-style-type: none"> • \$1M / \$1M Limit ; \$10,000 Deductible • Retro Date: 7/1/2023 	High High
Active Shooter Policy	<ul style="list-style-type: none"> • Only Violent Event Coverage Add-on embedded in General Liability • \$300,000 Aggregate Limit • \$25,000 each person limit • \$15,000 Death Benefit Limit • Post-crisis counseling only available for 90 days and only if the person was a “hostage” or incurred “serious bodily injury” 	High High High High High
E&O / EPLI	<ul style="list-style-type: none"> • \$1M Each Wrongful Act / \$1M Aggregate Limit • \$100,000 Aggregate Defense Expense Amount – Non-Monetary: low relative to industry • Retro Date: 7/1/2003 	High Mid High
Employee Benefits Liability	<ul style="list-style-type: none"> • \$1M/\$1M Limits; \$1,000 Deductible per employee • Retro Date: 7/1/2024 	Mid High
Fiduciary Liability	<ul style="list-style-type: none"> • Does not appear in policies. Likely no coverage 	Mid
Crime	<ul style="list-style-type: none"> • Employee Theft – Per Loss: \$250,000 <ul style="list-style-type: none"> ◦ Suggested at least \$1M • Forgery or Alteration: \$100,000 <ul style="list-style-type: none"> ◦ Suggested at least \$500,000 • No Money Orders Fraud Coverage • No Fraudulent Impersonation Coverage 	High High Mid High
Business Auto	<ul style="list-style-type: none"> • Only 3 vehicles – Is this accurate? Do you outsource buses? • Comp and Collision on all vehicles – Could add symbol 2 instead of 7 (any owned auto vs scheduled) • Deductible is \$2,500 – Could likely be lower for minimal cost 	High Mid Low
Umbrella	<ul style="list-style-type: none"> • \$2M/\$2M limit – seems low relative to industry standard • No Workers Comp under Umbrella 	Mid Mid
Work Comp	<ul style="list-style-type: none"> • In place with AmTrust as of September 2025. Not reviewed. 	Mid
Cyber	<ul style="list-style-type: none"> • Cyber Suite Endorsement - charging \$5,000 premium for an endorsement policy • Deductible: \$10,000 • First Party Annual Aggregate Limit: \$500,000 – low relative to industry standard <ul style="list-style-type: none"> ◦ Cyber Extortion: \$25,000 sublimit ◦ Misdirected Payment Fraud: \$25,000 sublimit ◦ Computer fraud: \$25,000 sublimit • Third Party Defense Annual Aggregate Limit: \$250,000 – low • Third Party Liability Annual Aggregate Limit: \$250,000 – low 	High High High High High High High

2025-2026 WINTER SPORTS COACHES		Approved	Enclosure 2.5	
POSITION	NAME	FTE	LEVEL	
Head Dance Team Coach	Raquel Anderson	1	A	\$5,200
Assistant Dance Team Coach	Melissa Honzay	1	B	\$4,100
Assistant Dance Team Coach	Emily Poppel	1	B	\$4,100
Volunteer Coach	Karen Smith	-	-	
Volunteer Coach	Abby Stovern	-	-	
Volunteer Coach	Kendra Nolting	-	-	
Head Boys Basketball Coach	Alex Smothers	1	A	\$5,200
Assistant Boys Basketball Coach	Michael Landquist	1	B	\$4,100
Assistant Boys Basketball Coach	Alex Smothers	0.5	B	\$2,050
Assistant Boys Basketball Coach	Michael Landquist	0.5	B	\$2,050
JH Boys Basketball Coach	Daren Sagedahl	1	C	\$3,050
JH Boys Basketball Coach	Jake Brustuen	1	C	\$3,050
Head Wrestling Coach	Dan Kiecker	0.5	A	\$2,600
Assistant Wrestling Coach	Dan Kiecker	0.5	B	\$2,050
Head Wrestling Coach	Matt Jahnke	0.5	A	\$2,600
Assistant Wrestling Coach	Matt Jahnke	0.5	B	\$2,050
JH Wrestling Coach	Nathan Kubesh	1	C	\$3,050
Volunteer Coach	Justin Martinson	-	-	
Volunteer Coach	Jeremy Sondrol	-	-	
Volunteer Coach	Austin Kiecker	-	-	
Volunteer Coach	Brady Kiecker	-	-	
Volunteer Coach	Pete Caspers	-	-	
Volunteer Coach	Dustin Fischer	-	-	
Volunteer Coach	Braydon Ortloff	-	-	
Volunteer Coach	Perry Jahnke	-	-	
Volunteer Coach	Les Plumley	-	-	
Volunteer Coach	Tom Gruhlke	-	-	
Volunteer Coach	Jamie Wagner	-	-	
Head Girls Basketball Coach	Brian Kingery	1	A	\$5,200
Assistant Girls Basketball Coach	Cathy Helin	1	B	\$4,100
Assistant Girls Basketball Coach	Brian Kingery	0.5	B	\$2,050
Assistant Girls Basketball Coach	Cathy Helin	0.5	B	\$2,050
JH Girls Basketball Coach	Madyson Herdina	1	C	\$3,050
JH Girls Basketball Coach	OPEN	1	C	\$3,050

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

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

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than **twenty four (24)** hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three **(3)** years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.

- F “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in his or her care;
 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
 6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision. 6, clause (5);
 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response, or cognition that is not within the normal range for the child’s age and stage of development, with due regard to the child’s culture.

Neglect does not occur solely because the child’s parent, guardian, or other person responsible for the child’s care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G “Nonmaltreatment mistake” occurs when: (1) at the time of the incident, the individual was performing duties identified in the center’s child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven (7) years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements

relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.

H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

I. "Physical abuse" means any physical injury, mental injury (under [Minnesota Statutes, section 260E.03](#), subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three (3); (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one (1) on the face or head; (8) striking a child who is at least age one but under age four (4) on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.

K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.

- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, Subd. 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction; (2) been found to be palpably unfit under Minnesota Statutes, section 260C.301, subdivision 1, paragraph (b) clause 3, or a similar law of another jurisdiction; (3) committed an act that resulted in an involuntary termination of parental rights **under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction; or**; (4) or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise., The oral report shall be followed by a written report within **seventy-two (72)** hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall

- include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than **twenty-four (24)** hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
 - D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
 - E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks. All staff will be required to annually sign off that they have received, read, and understand the personnel handbook(s).
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.301 (Termination of Parental Rights)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Resources: Minnesota Department of Education, [Confidential Student Maltreatment Reporting Form](#) (accessed 10/25/25)



Confidential Student Maltreatment Reporting Form

Date submitted: _____ SMP File # _____ (MDE staff use only)

REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: _____ Title: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Mandated Reporter: Yes No

SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: _____ School District: _____ School/ Program Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Principal/Director: _____ Phone: _____

Email: _____

Transportation Company Contact: _____ Phone: _____

Email: _____

ALLEGED VICTIM

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Male Female DOB: _____ Grade: _____ Race/Ethnicity: _____

Receives Special Education Services: Yes No Primary Disability Category: _____

Alleged Victim is over the age of 18: Yes No (If over 18, please provide the following contact information)

Alleged Victim Phone: _____ Alleged Victim Email: _____

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/Guardian 2: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Minnesota Department of Education
Student Maltreatment Program
1500 Highway 36 West, Roseville, MN 55113-4266
Reporting Line: 651-582-8546
Fax: 651-797-1601
Email: mde.student-maltreatment@state.mn.us

ALLEGED OFFENDER

Name: _____ Position: _____ DOB: _____ Male Female

Home Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Race/Ethnicity: _____ Phone: _____ Alternate Phone: _____

Licensed: Yes No

If licensed, name of licensing board(s): _____ License/Folder # _____

INCIDENT

Date: _____ Time: _____ Setting (i.e. Bus, Classroom): _____

Location and Address (if different than enrolled school): _____

Witness _____ Phone: _____

Witness _____ Phone: _____

Police Notified: Yes No Police Department: _____

Police Contact: _____ Phone: _____ Case #: _____

Alleged Maltreatment: Physical Abuse Sexual Abuse Neglect Unknown

Injury: Yes No

Description of Incident and Injury: (please attach additional documentation, if needed)

416 DRUG, ALCOHOL, AND CANNABIS TESTING

[NOTE: Drug, alcohol, and cannabis testing of school bus drivers and driver applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Drug and alcohol testing of other employees or drug and alcohol testing of school bus drivers beyond that mandated by federal law is optional and can be done under state law only if a policy containing provisions, such as the provisions of Part IV. of this policy, is adopted. Cannabis testing of school employees and school bus drivers shall conform to federal and Minnesota law. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo cannabis testing or drug and/or alcohol testing or to require bus drivers to submit to testing that is not federally mandated, a school district should adopt Part IV. as part of its drug and alcohol testing policy.]

I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school

district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.

- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.
- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
 - 1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
 - 2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
 - 3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by Minnesota Statutes, section 181.952; or
 - 4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, cannabis (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

- 1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.

2. “Alcohol Screening Device” (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. “Commercial Motor Vehicle” (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “Direct Observation” means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. “Licensed Medical Practitioner” means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
12. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver:
 - (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
 - (b) fails to remain at the testing site until the testing process is complete;
 - (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
 - (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test;
 - (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists;
 - (f) fails or declines to take an additional test as directed by the school district or the collector;
 - (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER;
 - (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms);
 - (i) fails to

follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

[NOTE: Federal regulations require that school districts provide materials to bus drivers explaining the school district's policies and procedures and the federal requirements with respect to the mandatory drug and alcohol testing of bus drivers (49 Code of Federal Regulations, section 382.601). Most of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of Section C.]

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of

Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

[NOTE: The federal regulations require a school district to obtain a signed statement from each driver certifying that he or she received a copy of these materials (49 Code of Federal Regulations, section 382.601(d)). The original signed certificate must be maintained by the school district and a copy may be provided to the driver.]

D. Alcohol and Controlled Substances Testing Program Manager

[NOTE: School districts are required by federal regulations to designate a person to answer driver questions about the policy and the education materials described in Section C. above and to notify the drivers of the designation (49 Code of Federal Regulations, section 382.601(b)(1)).]

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

[NOTE: The specific prohibitions for drivers are contained, in large part, in 49 Code of Federal Regulations, sections 382.201-382.215.]

1. Alcohol Concentration

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.

2. Alcohol Possession

No driver shall be on duty or operate a CMV while the driver possesses alcohol.

3. On-Duty Use

No driver shall use alcohol while performing safety-sensitive functions.

4. Pre-Duty Use

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

5. Use Following an Accident

No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

6. Refusal to Submit to a Required Test

No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.

7. Use of Controlled Substances

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when

the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance

No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.

9. General Prohibition

Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

[NOTE: Consequences for drivers engaging in alcohol-related conduct are described in the federal regulations (49 Code of Federal Regulations, section 382.505).]

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

[NOTE: School districts must utilize the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") to conduct pre-employment queries, annual queries, and reports regarding CDL holders who operate CMVs on public roads (including school bus drivers) and who are covered by the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Testing Program. In addition to utilizing the Clearinghouse, school districts must continue to comply with the alcohol and controlled substance testing required under Title 49 of the Federal Regulations.]

1. Pre-Employment Testing

[NOTE: 49 Code of Federal Regulations, section 382.301 details the requirements for pre-employment testing.]

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
[NOTE: A school district is permitted, but not required, to conduct pre-employment testing for the use of alcohol. If a school district elects to require pre-employment testing for alcohol, it should include the bracketed text in Subparagraph a., above, and test all applicants uniformly.]
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.
[NOTE: Federal regulations require school districts to inquire about, obtain, and review alcohol and controlled substances information from prior employers pursuant to a driver's written authorization, prior to the time a driver performs safety-sensitive functions, if feasible (49 Code of Federal Regulations, section 382.413, and 49 Code of Federal Regulations, section 40.25). If not feasible, school districts must not permit the employee to perform safety-sensitive functions for more than thirty (30) days from the date a safety-sensitive function was performed unless the school districts make good faith efforts to obtain the information and to make a record of those efforts to be retained in the driver's qualification file.]
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query (see Attachment C to this policy). The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

[NOTE: 49 Code of Federal Regulations, section 382.303, governs post-accident testing of drivers.]

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

3. Random Testing

[NOTE: 49 Code of Federal Regulations, section 382.305 governs random testing of drivers.]

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
[NOTE: The Federal Highway Administration (FHWA) set the random alcohol selection and testing rate at 10% of the average number of driver positions and evaluates this minimum percentage each year. School districts can elect to stay at the 1998 level of 25% (or a higher percentage) if they do not want to monitor the minimum annual percentage rate set by the FHWA. The random controlled substances selection and testing rate has remained at 50% each year and has not been lowered to 25% as is possible under the regulations.]
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.

- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

4. Reasonable Suspicion Testing

[NOTE: 49 Code of Federal Regulations, section 382.307 governs reasonable suspicion testing of drivers.]

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
- d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

[NOTE: 49 Code of Federal Regulations, sections 382.309, 40.23(d), and 40.305 govern return-to-duty testing.]

5. Return-To-Duty Testing

A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.

[NOTE: 49 Code of Federal Regulations, sections 382.311, 40.307, and 40.309 govern follow-up testing.]

6. Follow-Up Testing

When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

[NOTE: Consequences for refusals to submit to required drug and alcohol tests are addressed generally in 49 Code of Federal Regulations, sections 40.191, 40.261, and 382.211. They are more specifically addressed in 49 Code of Federal Regulations, sections 382.501-382.507 and in 49 United States Code, section 521(b).]

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code, section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment D to this policy.

I. Testing Procedures

1. Drug Testing

[NOTE: The Federal Drug Testing Custody and Control Form (CCF) must be used to document every urine collection required by the DOT drug testing program (49 Code of Federal Regulations, section 40.45).]

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide

a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.

- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - (1) The donor expressly declines the opportunity to discuss the test results;
 - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
 - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

[NOTE: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 Code of Federal Regulations, section 40.225.]

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.

- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test.
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver’s or driver applicant’s expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.

[NOTE: The limitation on discharge in Paragraph 2., below, is contained solely in Minnesota law. State law is preempted by federal laws and regulations as it relates to drivers of commercial motor vehicles (such as bus drivers). See Minnesota Statutes, section 221.031, subdivision 10. Nevertheless, school districts may decide to comply with the state law requirements for various reasons (such as to treat all school district employees equally since employees subject to testing only under state law are accorded these additional rights). Consultation with the school district’s legal counsel is recommended.]

- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee’s own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be Olivia Hospital & Clinic, 100 Healthy Way, Olivia, MN 56277, 800-916-1836, which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

[NOTE: The federal recordkeeping requirements for school districts are detailed in the federal regulations, 49 Code of Federal Regulations, sections 382.401 et seq. and 40.331. The DOT publishes a guide to the recordkeeping requirements of mandatory drug and alcohol testing for persons with a commercial driver's license as part of its Alcohol & Drugs: DOT Compliance Manual.]

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
"Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.	
Information obtained from previous employers	3 years
Alcohol and controlled substance collection procedures	2 years
Negative and cancelled controlled substance tests	1 year
Alcohol tests with less than 0.02 concentration	1 year
Education and training records	indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
 - (1) Any on-duty alcohol use;
 - (2) Any pre-duty alcohol use;
 - (3) Any alcohol use following an accident; and
 - (4) Any controlled substance use.
- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;

- g. Any negative return-to-duty test; and
- h. Any employer's report of completion of follow-up testing.

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal

The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.

[NOTE: Subparagraphs b. and c., below, are based on the provisions of 49 Code of Federal Regulations, section 40.289.]

- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.

[NOTE: School districts are not required to comply with state law governing drug and alcohol testing when the individuals are subject to the federal laws and regulations (i.e., bus drivers). If a school district, after consultation with legal counsel, chooses to comply voluntarily with these requirements, Subparagraph b., above, can be modified as follows:

b. The school district will offer a driver an opportunity to return to a DOT safety-sensitive duty following an employee's first positive test result on a confirmatory test if no reasons independent of the first test result for discharge exist. Otherwise, the school district may choose, but is not required, to provide an SAP evaluation or any subsequent recommended education or treatment.]

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform

safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

[NOTE: When the testing of drivers complies with federal testing requirements and procedures, school districts clearly are exempt from the state drug and alcohol testing requirements in Minnesota Statutes, sections 181.950-181.957. See Minnesota Statutes, section 221.031, subdivision 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed

the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations, section 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing or cannabis testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. "Drug" means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.

4. “Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
7. “Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the school district’s drug and alcohol testing policy relating to school bus drivers (Section III).
8. “Oral fluid test” means analysis of a saliva sample for the purpose of measuring the presence of the same substances as drug and alcohol testing and cannabis testing that:
 - a. can detect drugs, alcohol, cannabis, or their metabolites in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1; and
 - b. does not require the services of a testing laboratory under section 181.953, subdivision 1.

[NOTE: The 2024 Minnesota legislature added oral fluid tests.]

9. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the district’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”
10. “Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
11. “Random Selection Basis” means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and

- b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
 - 12. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
 - 13. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.
- B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required: Exceptions

1. General Limitations

- a. The school district may not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and either (1) is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1; or (2) complies with the oral fluid test procedures under section 181.953, subdivision 5a.

[NOTE: The 2024 Minnesota legislature amended this provision.]

- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.

2. Cannabis Testing Exceptions

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
- b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
- c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
- d. a position of employment funded by a federal grant; or
- e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant’s passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the

event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

4. Oral fluid testing

- a. When drug and alcohol testing or cannabis testing is otherwise authorized under Minnesota Statutes, section 181.951, the school district may request an employee or job applicant to undergo oral fluid testing according to the procedures under Minnesota Statutes, section 181.953, subdivision 5a as an alternative to using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1.
- b. The employee must be informed of the test result at the time of the oral fluid test. Within 48 hours of an oral fluid test that indicates a positive test result or that is inconclusive or invalid, the employee or job applicant may request drug or alcohol testing or cannabis testing at no cost to the employee or job applicant using the services of a testing laboratory under Minnesota Statutes, section 181.953, subdivision 1, and according to the existing laboratory testing standards in subdivisions 1 to 5. The rights, notice, and limitations in Minnesota Statutes, section 181.953, subdivision 6, paragraph (b), and subdivisions 7 to 8 and 10 to 11 apply to an employee or job applicant and a laboratory test conducted pursuant to this paragraph.
- c. If the laboratory test under paragraph (b) above indicates a positive result, any subsequent confirmatory retest, if requested by the employee or job applicant, must be conducted following the retest procedures provided in Minnesota Statutes, section 181.953, subdivision 6, paragraph (c), and subdivision 9 at the employee's or job applicant's own expense.
- d. Nothing in this subdivision is intended to modify the existing requirements for drug and alcohol testing or cannabis testing in the workplace under Minnesota Statutes, sections 181.950 to 181.957, unless stated otherwise.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

5. Random Testing

The school district may request or require “other employees” to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

6. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drugs, or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

7. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

8. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of

this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing
Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information (see Attachment G to this policy).
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in

addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments F and G to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district

after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and

- b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and

4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment H to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 43A (State Personnel Management)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 152.32 (Protections for Registry Program Participation)
Minn. Stat. § 176.011, Subd. 16 (Definitions; Personal Injury)
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. § 221.031 (Motor Carrier Rules)
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol
Test Results of Commercial Motor Vehicle Operators)
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
49 C.F.R. Parts 40 (Department of Transportation Rules Implementing Omnibus
Transportation Employee Testing Act of 1991)
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

Cross-References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School
District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)



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Kristine Flohrs Krafka, K-6 Principal
Melissa Hoffman Bodin, 7-12 Principal
Derek Flann, Dean of Students/Activities Director

ATTACHMENTS TO DRUG, ALCOHOL, AND CANNABIS TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of school bus drivers and driver applicants.

- Attachment A is a "**Driver Acknowledgment-Drug and Alcohol Testing Policy Materials**" form that should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a "**Bus Driver or Driver Applicant-Authorization to Release Information**" form. It is referred to in Article III., Section H., Paragraph 1. of the policy
- Attachment C is a "**Consent to Clearinghouse Full Query**" form. It is referred to in Article III, Section H, Paragraph e of the policy.
- Attachment D is a "**Bus Driver or Driver Applicant-Refusal to Submit to Testing**" form. It is referred to in Article III., Section H., Paragraph 8. of the policy.

Attachments E through H are to be used in conjunction with drug, cannabis, and alcohol testing of non-bus drivers and applicants.

- Attachment E is a "**Pretest Notice**" that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment F is a "**Notice of Test Results and Various Rights**" which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment G is an "**Explanation of Positive Test Result**" form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment H, entitled "**Acknowledgment-Drug Alcohol, and Cannabis Testing Policy,**" to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the



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**— DRIVER ACKNOWLEDGMENT —
DRUG AND ALCOHOL TESTING POLICY AND MATERIALS
ATTACHMENT A**

I have received a copy of the Drug, Alcohol, and Cannabis Testing Policy of Independent School District No. 2534-01, Bird Island-Olivia-Lake Lillian Public School District, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Federally Mandated Drug and Alcohol Testing for School Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver’s license.

The District’s policy was provided to me:

- Upon adoption of the policy (employee).
- Upon my hire (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is the **Superintendent** and that any questions I may have concerning the Policy should be directed to the Program Manager.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name



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**— BUS DRIVER OR DRIVER APPLICANT —
AUTHORIZATION TO RELEASE INFORMATION
ATTACHMENT B**

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: _____

Employee SS or ID Number: _____

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: _____ Date: _____

Section I-A.

School District Name: _____

Address: _____

Phone #: _____ Fax #: _____

Designated Employer Representative: _____

Section I-B.

Previous Employer Name: _____

Address: _____

Phone #: _____

Designated Employer Representative (if known): _____



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Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES ___ NO ___
2. Did the employee have verified positive drug tests? YES ___ NO ___
3. Did the employee refuse to be tested? YES ___ NO ___
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES ___ NO ___
5. Did a previous employer report a drug and alcohol rule violation to you? YES ___ NO ___
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A ___ YES ___ NO ___

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II B.

Name of person providing information in SectionII-A: _____

Title: _____

Phone #: _____

Date: _____



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— BUS DRIVER OR DRIVER APPLICANT —
CONSENT TO SCHOOL DISTRICT CONDUCT OF CLEARINGHOUSE FULL QUERY
ATTACHMENT C

Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver’s License (CDL) Drug and Alcohol Clearinghouse (“Clearinghouse”) to obtain information about whether the driver

- (1) has a verified positive, adulterated, or substituted controlled substances test result;
- (2) has an alcohol confirmation test with a concentration of 0.04 or higher;
- (3) has refused to submit to a test in violation of federal law; or
- (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law.

The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

I consent to the school district’s conduct of a Clearinghouse full query.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name



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**— BUS DRIVER OR DRIVER APPLICANT —
REFUSAL TO SUBMIT TO TESTING
ATTACHMENT D**

I hereby refuse to submit to drug/alcohol testing by doing the following (check all that apply):

- Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form;
- Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- Having a verified adulterated or substituted test as reported by the MRO.

[NOTE: An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]



BOLD

**Bird Island-Olivia-Lake
Lillian School District**
ISD 2534-01

701 S. 9th Street
Olivia, MN 56277
Ph.# 320-523-1031 Fax: 320-523-2399
Tim Tydlacka, Superintendent
Kristine Flohrs Krafka, K-6 Principal
Melissa Hoffman Bodin, 7-12 Principal
Derek Flann, Dean of Students/Activities Director

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

Date: _____

Time: _____

Signature of Employee/Applicant

Supervisor: _____

Typed or Printed Name

Supervisor's Signature

Comments: _____

Employee refusal to sign

Supervisor's Initials: _____



BOLD

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— **PRETEST NOTICE** —
ATTACHMENT E

I, the undersigned employee/job applicant of Independent School District No. 2534-01, Bird Island-Olivia-Lake Lillian Public School District, Minnesota (“School District”) do hereby acknowledge that I have been provided a copy of the School District’s Drug, Alcohol, and Cannabis Testing Policy.

Date: _____

Signature of Employee/Applicant

Typed or Printed Name



BOLD

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— NOTICE OF TEST RESULTS AND VARIOUS RIGHTS —
ATTACHMENT F

Employee Name: _____

Employee Address: _____

RE: Drug, Alcohol, and/or Cannabis Test

Date of Testing: _____

NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

Test Results:

Independent School District No. 2534-01, Bird Island-Olivia-Lake Lillian Public School District, Minnesota has received the test result report from the testing laboratory:

- Your initial screening test result was negative.
- Your confirmatory test result was negative.
- Your confirmatory test result was positive.

Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test or cannabis test.

Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled “Explanation of Positive Test Result” for this purpose.

Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are



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followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.



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-
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
 5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.
- B. **Withdrawal of Applicant's Job Offer**
- If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug, alcohol, and/or cannabis testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.



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— EXPLANATION OF POSITIVE TEST RESULT —
ATTACHMENT G

I, the undersigned employee/job applicant of Independent School District No. 2534-01, Bird Island-Olivia-Lake Lillian Public School District, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

Date: _____

Signature of Employee/Applicant

Typed or Printed Name



BOLD

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— ACKNOWLEDGMENT —
DRUG, ALCOHOL, AND CANNABIS TESTING POLICY
ATTACHMENT H

I have received a copy of the Drug, Alcohol, and Cannabis Testing Policy of Independent School District No. 2534-01, Bird Island-Olivia-Lake Lillian Public School District, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy (employee)
- Upon my hire (job applicant/new employee)
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug, alcohol, and cannabis testing as applicable. (job applicant)

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

612.1 DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

[NOTE: This policy reflects recent federal statutory changes **made by the Every Student Succeeds Act (ESSA)** which require school districts and schools to meet with parents and jointly develop parent and family engagement policies at both a district wide and school building level. This policy lists the required components of the **parental parent and family engagement involvement** policies described herein and serves as a framework for their development. The policies and these components are mandatory in order for the school district to receive federal funds under this program.]

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is~~ The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the **engagement involvement** of parents and families in its Title I programs.
- B. ~~It is~~ The policy of the school district is to fully comply with 20 United States Code, section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written **parental parent and family involvement** engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board ~~will~~ **directs** the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written **parental parent and family engagement involvement** policy that will be incorporated into the school district's Title I plan. ~~This~~ policy ~~will~~ **establishes** the expectations for meaningful **parental parent** and family involvement and describe how the school district will:

- A. Involve parents **and family members** in the joint development of the school district's Title I plan and the ~~process of school review and improvement~~ **development of support and improvement plans;**

- B. Provide the coordination, technical assistance, and other support necessary to assist ~~and build the capacity of all participating schools within the school district~~ in planning and implementing effective ~~parental~~ parent and family involvement activities to improve student academic achievement and school performance, ~~which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;~~
- C. ~~Build the schools' and parents' capacity for strong parental involvement.~~ Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. ~~Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs.~~ Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design ~~evidence-based~~ strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and ~~parental involvement~~ family engagement policies; and
- F. Involve parents in the activities of the schools, ~~which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.~~

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents ~~and family members~~ of participating children a written ~~parental~~ parent and family ~~involvement~~ engagement policy, agreed upon by such parents ~~and families~~, that shall describe the means for carrying out the federal requirements of parent and family ~~involvement~~ engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, ~~such as meetings in the morning or evening, and may provide with Title I funds~~ transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the ~~school-parental involvement policy~~ ~~planning, review, and improvement of the school parent and family engagement policy~~ and the joint development of the school-wide program plan, ~~except that if the~~ a school ~~has in place a process~~ for involving parents in the joint planning and design of ~~its~~ the school's programs, ~~the school may use that process, if such process includes an adequate representation of that would adequately involve~~ parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; ~~a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards;~~ if requested by parents, opportunities for regular meetings to formulate suggestions ~~share experiences with other parents~~ and to participate, as appropriate, in decisions relating to the ~~their child's~~ education of their children, and to respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by ~~monitoring school attendance and homework completion, monitoring television watching,~~ volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.

3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.

- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
 1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, ~~including coordinating necessary~~ such as literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 4. Coordinate and integrate parental involvement programs and activities with ~~Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs and other programs~~ other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent ~~home to the parents of participating children~~ in a format and, to the extent practicable, in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.

- D. The policy will also describe the process to be taken if the school district and school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
 4. Train parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or ~~have~~ conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;
 7. Develop appropriate roles for community-based organizations and business in parental involvement ~~in Title I programs activities; and~~
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of ~~parental involvement~~ **parent and family engagement**, the school district and schools, ~~to the extent practicable~~, will provide opportunities for the **informed** participation of parents and **family members (including parents and family members with who have limited English proficiency, or parents and family members with disabilities, and parents and family members of migratory children)**, including providing information and school ~~profiles reports in a format and, to the extent practicable~~, in a language that is understandable by the parents.
- F. The school district and each school shall **assist** **inform** parents and parent organizations of the existence of ~~such centers~~ **family engagement in education programs**.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (~~Parental Involvement~~ **Parent and Family Engagement**)

Cross References: None

Resources: [U.S. Department of Education: Parent and Family Engagement Non-Regulatory Guidance \(January 2025\)](#)

425 STAFF DEVELOPMENT AND MENTORING

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

I. PURPOSE

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

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

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

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

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

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

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.*

B. The Staff Development Plan must contain the following elements:

1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;

[NOTE: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;

3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
 - a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;

- d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- [NOTE: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, Subdivisions. 7 and 7a, or Minnesota Statutes, section 122A.41, subdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]**
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff

development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

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

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.

- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
 1. additional stipends as incentives to mentors of color or who are American Indian;
 2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
 3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
 4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

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

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.

- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).
 - 3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V. D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

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

Cross References: None.

* This time period may be changed to accommodate individual school district needs.

Adopted: December 22, 2025

BOLD Policy 614

Orig1999

Revised: November 14, 2024

Rev. ~~2017~~ 2024

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[NOTE: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the school district.]

A. Superintendent

1. Responsibilities before testing

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[NOTE: This form is ~~included in the 614 Form file of the Policy Reference Manual~~ available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- e. Establish a culture of academic integrity.

- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.

- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing

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

- (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - J. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s)
 - a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing
 - a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing

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

- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
 2. Responsibilities on testing day(s)
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 3. Responsibilities after testing
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.
- D. School Assessment Coordinator
 1. Responsibilities before testing
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how

secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

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

2. Responsibilities on testing day(s)

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.

- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[NOTE: This form is ~~included in the 614 Form file of the Policy Reference Manual~~ available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- F. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

- 1. Ensure that district is prepared for online test administration and provide technical support to district staff.
- 2. Acquire all necessary user identifications and passwords.

3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing

- a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- b. Attend trainings related to test administration and security.
- c. Complete required training course(s) for tests administering.
- d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
- e. Be knowledgeable regarding student accommodations.
- f. Remove or cover any instructional posters or visual materials in the testing room.

2. Responsibilities on testing day(s)

a. Before the test

- (1) Receive and maintain security of test materials.
- (2) Verify that all test materials are received.
- (3) Ensure proper number of computers/devices or paper accommodated test materials are present.

- (4) Verify student testing tickets and appropriate allowable materials.
- (5) Assign numbered test books to individual students.
- (6) Complete information as directed.
- (7) Record extra test materials.

b. During the test

- (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
- (2) Follow all directions and scripts exactly.
- (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
- (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

NOTE: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]

- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as possible.

c. After the test

(1) Follow directions and scripts exactly.

(2) Collect all materials and keep secure after each session. Upon completion, return to the school assessment coordinator.

(3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing

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

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s)

a. Before the test

(1) Maintain security of materials.

(2) Confirm appropriate MTAS materials are available and prepared for student.

b. During the test

(1) Administer each task to each student and record the score.

- (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
- (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (4) Document and report and unusual circumstances to district or school assessment coordinator.

c. After the test

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

H. MARSS Coordinator

1. Responsibilities before testing

- a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- B. Ensure English language and special education designations are current and correct for students testing based on those designations.
- c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing

- a. Ensure accurate enrollment of students in schools during the accountability windows.
- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

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

IV. TEST SECURITY

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

[NOTE: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]

- B. Students will be informed of the following:

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

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

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

- C. Staff will be informed of the following:

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

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

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

1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.

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

VI. RETALIATION PROHIBITED

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

[NOTE: The 2024 Minnesota legislature enacted this provision.]

Legal References: Minn. Stat. § 13.34 (Examination Data)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.36, Subd. 2 (~~Adequate Yearly Progress School Accountability~~)

~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards—Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art 2, 22)~~

~~Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards—written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~

Minn. Rules Parts ~~3501.0640-3501.0655~~ 3501.0660 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts ~~3501.0800-3501.0815-800-~~ 3501.0820 (Academic Standards for the Arts)

Minn. Rules Parts ~~3501.0900-3501.0955~~ 3501.0900-3501.0960 (Academic Standards in Science)

~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma)(repealed Minn. L. 2013, ch. 116, Art. 2, § 22~~

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Minnesota PearsonAccess Next Resources and Forms:

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

620 CREDIT FOR LEARNING

[NOTE: School districts statutorily are required to provide students with credit for approved postsecondary courses, as set forth in Section V.; and accelerated or advanced academic courses offered by a higher education institution or nonprofit public agency, as set forth in Section VII. Additionally, school districts are required by statute to identify whether the school district offers weighted grades and, if it does, identify the courses for which a student may earn a weighted grade (Section VIII). Optional provisions related to awarding credit to students transferring from out-of-state, private, or home schools and the issuance of student grades for purposes of awarding certain honors, as set forth in Section IV., are not required by statute. Therefore, the language contained in Section IV. is suggested language, and a school district may or may not include this section or may modify this section at its discretion.]

I. PURPOSE

This policy recognizes student achievement which occurs in postsecondary enrollment options and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes, section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.

- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least *six (6)* credits from the school district.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least *six (6)* credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
3. A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes, section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.

1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 2. Seven quarter or four semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 3. When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 4. In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 6. When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- [NOTE: Because the 2024 Minnesota legislature amended the last two sentences, MSBA decided to add this language to this model policy.]**
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

[NOTE: School districts must identify in policy whether they offer courses with weighted grades. Therefore, school districts must include one of the following options in their policies. A school board must adopt an identical policy regarding weighted grade point averages for credits earned via postsecondary coursework as it gives to credits earned via concurrent enrollment coursework.]

- A. The school district does not offer weighted grades.

- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student’s parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student’s parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal’s decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student’s parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course, or advanced academic credit course, the student may appeal the school district’s decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 124D.094 (Online Instruction Act)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 624 (Online Instruction)

Adopted: ~~January 24, 2022~~ December 22, 2025

BOLD Policy 760

Orig. 2021

Revised: October 27, 2025 ~~January 24, 2022~~

Rev. 2025

POLICY 760 CREDIT CARD USE

Introduction to Credit Card Policy

Use of the Bird Island-Olivia-Lake Lillian Public School District 2534-01 Credit Card is an opportunity to expedite the purchasing process at the department level and reduce Bird Island-Olivia-Lake Lillian Public School District 2534-01 expenses.

It is important to use good judgement and act within your authorized budget when using the school credit card. The District Credit Card is provided for your use to purchase school commodities. You must maintain simple but accurate records and receipts for auditing purposes.

Record keeping will be essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Lastly, remember you are spending District/Public Funds each time you use the District Credit Card.

Acceptable Credit Card Purchases

Any purchases using the credit card must be within Bird Island-Olivia-Lake Lillian Public School District 2534-01 expenditure policies, procedures, practices and Minnesota Statute 123B.02 Subd. 23. The following information provides examples of purchases that are appropriate for the Bird Island-Olivia-Lake Lillian Public School District 2534-01 Credit Card:

- Fuel (Bird Island-Olivia-Lake Lillian Public School District 2534-01 owned vehicles only)

- Approved supplies for Bird Island-Olivia-Lake Lillian Public School District 2534-01 programs

- Conferences/Seminar registrations

- Travel/Conference expenses (Employee Only)

- On-Line Purchases

Unacceptable Credit Card Purchases

- Personal purchases (i.e. including spouse/family costs for attending a conference such as room costs, meals, etc.)

- Alcoholic Beverages/Tobacco

- Lottery Tickets

- Cash Advances or ATM's

- Fuel for personal use ~~or~~ of vehicle

This list is not to be all-inclusive. If you have specific questions, please call the District Office for assistance.

Program Restrictions

The School Credit Card has been assigned a credit limit.

All card purchases must be pre-approved. In some cases, this may include pre-approval or a certain dollar amount rather than a particular item to be purchased.

Reconciliation and payment

The Bird Island-Olivia-Lake Lillian Public School District 2534-01 School Credit Card carries corporate, not individual, liability. The invoice will be paid each month by the accounting department.

To meet State and District payment policies, it is required that you submit all original receipts with the monthly statement for all purchases made using the credit card. If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible you must obtain a packing slip when the shipment is received to document the purchase.

Misuse of the School Credit Card includes:

- **Using the School Credit Card for personal purchases**
- **Purchase of unauthorized items**
- **Use of the School Credit Card by someone other than the cardholder**
- **Fraudulent or inaccurate record keeping**
- **Or diverting legitimate school purchases to personal use**

In the case of misuse, the individual responsible will pay all transaction fees and forfeit further use of the credit card.

Sales Tax

Purchases of items by public schools for their own use are generally exempt from sales tax. The exemption applies to the public schools, not to the individual.

It is the employee's responsibility to notify the merchant that Bird Island-Olivia-Lake Lillian Public School District 2534-01 is tax exempt. The state tax exempt number and form are available from the District Office. Should you have any questions, please contact the District Office for assistance.

Legal Reference(s): Minn. Stat. § 123B.02 (General Powers of Independent School Districts) Subd. 23 (Credit cards)

Cross References: MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School
District Employees)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of controlled substances, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, and ~~alcohol~~ **controlled substances** before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, non-intoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.

- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method, ~~excluding smoking~~ approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be

toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

- J. "Use" means to sell, buy, manufacture, distribute, dispense, ~~use~~, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program **or a Tribal medical cannabis program** as a pupil solely because the patient or person is enrolled in the registry program **or a Tribal medical cannabis program**, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least fourteen (14) days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

~~[NOTE: The 2024 Minnesota legislature amended this law to add this protection.]~~

[NOTE: The 2025 Minnesota legislature amended this law.]

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code, section 8103; 34 Code of Federal Regulations, Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, **or mixtures containing fentanyl**; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance

use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

[NOTE: MDE information on this requirement is provided in the Resources section of this model policy.]

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this

policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, ~~or discharge~~ as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (~~Sale of Toxic Substances to Children~~; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Resources: To support the requirements for school districts and charter schools outlined in [Minnesota Statute 2024, section 120B.215, subdivision 2](#), and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a [List of Model Cannabis Education Programs for School District and Charter School Consideration](#). Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process. Please visit [MDE's Health Education webpage](#) for more information.



BOLD

**Bird Island-Olivia-Lake
Lillian School District**
ISD 2534-01

701 S. 9th Street
Olivia, MN 56277
Ph.# 320-523-1031 Fax: 320-523-2399
Tim Tydlacka, Superintendent
Kristine Flohrs Krafka, K-6 Principal
Melissa Hoffman Bodin, 7-12 Principal
Derek Flann, Dean of Students/Activities Director

**— ACKNOWLEDGMENT —
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY**

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy 418 of Independent School District No. 2534-01, Bird Island-Olivia-Lake Lillian Public School District, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 - 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[NOTE: Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[NOTE: School districts are required by Minnesota Rules 3525.2340, subpart 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

[NOTE: Minnesota Statutes section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, **such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology**, the organizational structure, selection of personnel, and direction of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota ~~Board of Teaching~~ Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

B. Direct Services

"Direct services" means special education services provided by a special education teacher **or a related service professional** when the services are related to instruction, including cooperative teaching.

C. Indirect Services

"Indirect services" means special education services provided by a special education teacher **or a related service professional** which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.

D. Workload

"Workload" means a special education teacher's total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of ~~Direct Services~~, ~~Indirect Services~~, ~~Teacher~~, and ~~Workload~~)
Minn. Rule 3525.2340, Subps. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: *MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)*
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

705 INVESTMENTS

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

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statutes chapter 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

- A. The Superintendent of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the “prudent person standard.” Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security’s performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district’s investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district’s independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minnesota Statutes sections 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minnesota Statutes section 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minnesota Statutes chapter 118A or Minnesota Statutes section 356A.06, subdivision 7. Investment of funds in an OPEB trust account under Minnesota Statutes section 356A.06, subdivision 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
 - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
 - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
 - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally, all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minnesota Statutes section 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minnesota Statutes section 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The

annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minnesota Statutes section 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statutes section 471.38.

Legal References: Minn. Stat. § 118A.01 (Definitions)
Minn. Stat. § 118A.02 (Depositories; Investing; Sales, Proceeds, Immunity)
Minn. Stat. § 118A.03 (When and What Collateral Required)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Safekeeping; Acknowledgements)
Minn. Stat. § 356A.06, Subd. 7 (Investments; Additional Duties)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
Minnesota Legal Compliance Audit Guide for School Districts Prepared by the
Office of the State Auditor

709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

7. The school district may provide kindergarten students with school bus safety training before the first day of school.
 8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
 9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.
- C. Active Transportation Safety Training
1. Training Required
 - a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
 - b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.
 2. Instruction
 - a. The school district may provide active transportation safety training through distance learning.
 - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (grades K-6)

1st offense	warning
2nd offense	three (3) school-day suspension from riding the bus
3rd offense	five (5) school-day suspension from riding the bus
4th offense	ten (10) school-day suspension from riding the bus/meeting with parent
Further offenses	individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (grades 7-12)

1st offense	warning
2nd offense	five (5) school-day suspension from riding the bus
3rd offense	ten (10) school-day suspension from riding the bus
4th offense	twenty (20) school-day suspension from riding the bus/meeting with parent
5th offense	suspended from riding the bus for the remainder of the school year

[Note: When any student goes sixty (60) transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five (5) minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver’s license with a school bus endorsement. A person possessing a valid driver’s license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver’s license, without a school bus endorsement, may operate a “type A-I” school bus as set forth in Paragraph VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:
 - 1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;
 - 2. reckless driving;
 - 3. improper or erratic traffic lane changes;
 - 4. following the vehicle ahead too closely;
 - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 - 6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession;
 - 7. driving a commercial vehicle without the proper class of commercial driver’s license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 - 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 - 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension,

revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The *Minnesota Model School Bus Driver Training Program* is available online through the Minnesota Department of Public Safety State Patrol web page listed under Resources below.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The school district may use alternative assessments rather than those set forth in the *Minnesota Model School Bus Driver Training Program* for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight (8) hours of

school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Model School Bus Driver Training Program.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[NOTE: A school district is not required to comply with Subparagraph VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.

5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher
A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit
A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

- C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement
1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pre-trip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with Paragraph V. F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.
 - c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any

law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.

- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement
1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.

- e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's Guideline for the Safe Transportation of Pre-school Age Children in School Buses, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

- Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources: Minnesota Department of Public Safety: [School Bus Resources](#) (accessed 10/12/25)
National Highway Traffic Safety Administration: [Guideline for the Safe Transportation of Pre-school Age Children in School Buses](#) (Feb. 1999) (accessed 10/12/25)

**Notification to Employer
Of
Suspension, Revocation, Cancellation or Disqualification**

Commercial Drivers License
49 CFR 383.31
Minnesota Statute 171.168

The holder of a Minnesota Commercial Driver License shall notify their employer(s) in writing of any suspension, revocation, cancellation, loss of privilege or disqualification, before the end of the business day following the day the driver (employee) received notice of the suspension, revocation, cancellation, loss of privilege or disqualification.

DRIVER NAME (First Name, MI, Last Name)		STATE
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE OF CONVICTION		
LOCATION OF OFFENSE	CITY	STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:		DATE
SIGNATURE OF DRIVER		

**Type III School Bus Driver
Notification to Employer
Of
Violation**

Alcohol Related Offense (Minnesota Statute 169A)
Disqualifying Offense (Minnesota Statute 171.3215 sub 1)
Moving Violation (Minnesota Statute 169)

Minnesota Statute 171.02 sub 2b

An operator who sustains a conviction as described in 171.02 sub 2b paragraph (h), (i) or (j) while employed by the entity that owns, leases, or contracts for the school bus shall report the conviction to the employer(s) in writing within 10 days of such conviction.

DRIVER NAME (First Name, MI, Last Name)		STATE
COMMERCIAL DRIVER'S LICENSE NUMBER	DID THE VIOLATION HAPPEN IN A CMV? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE OF CONVICTION		
LOCATION OF OFFENSE	CITY	STATE
DETAILS ABOUT THE OFFENSE, INCLUDING ANY RESULTING SUSPENSION, REVOCATION, OR CANCELLATION OF DRIVING PRIVILEGES:		DATE
SIGNATURE OF DRIVER		

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and moved its adoption:

WHEREAS **BOLD Warrior Basketball Association** has generously donated **\$3,510.96** to **Community Education Basketball Camps for new Jr.High Boys and Girls Basketball Jerseys and Pinnies;**

WHEREAS **BOLD Warrior Basketball Association** has generously donated **\$1,854.80** to **Both Boys and Girls Basketball Teams for the Purchase of 10 New Basketballs Per Team;**

WHEREAS **BOLD Warrior Basketball Association** has generously donated **\$3885.00** for **Two New Backboards and Rims to replace the Game Hoops in Bird Island;**

The motion for adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof;

And the following against the same:

And the following was absent:

The foregoing resolution was approved this 24th day of November, 2025.

Greg Peppel, School Board Clerk

Resolution for Acceptance of Gifts

Member Clouse introduced the following resolution and moved its adoption:

WHEREAS **BOLD Warrior Basketball Association** has generously donated **\$3,510.96** to **Community Education Basketball Camps for new Jr.High Boys and Girls Basketball Jerseys and Pinnies;**

WHEREAS **BOLD Warrior Basketball Association** has generously donated **\$1,854.80** to **Both Boys and Girls Basketball Teams for the Purchase of 10 New Basketballs Per Team;**

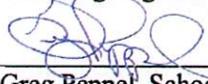
WHEREAS **BOLD Warrior Basketball Association** has generously donated **\$3885.00** for **Two New Backboards and Rims to replace the Game Hoops in Bird Island;**

The motion for adoption of the foregoing resolution was duly seconded by Member Aaseth, and upon vote being taken thereon, the following voted in favor thereof:

And the following against the same: Zimmerman, Aaseth, Peppel, Benson, Clouse, Sheehan, and Frank.

And the following was absent: None

The foregoing resolution was approved this 24th day of November, 2025.



Greg Peppel, School Board Clerk