

MEMO TO: Board of Education
TOPIC: Regular School Board Meeting
FROM: Dr. Erich Heise, Superintendent
DATE: August 15, 2019

A Regular School Board Meeting of the Board of Education will be held August 19, 2019 at 7:30 PM in the High School Room 101.

Agenda

1. CALL TO ORDER

A. Pledge

2. PREVIEW OF AGENDA

During this time any board member may pull any item(s) from the Consent Agenda

3. ADDITIONS TO THE AGENDA

4. CONSENT AGENDA

A. Minutes - July 15 & July 24	4
B. Invoices - August 2019 - \$301,192.56 - Ck# 60202-60276	8
C. Handpayables - July 2019 - \$139,001.27 - Ck# 33131-33149	26
D. Statement of Cash Balances - July 2019 - \$3,617,056.41	29
E. Budget Comparison	30
F. Wires Payments - July 2019 - \$171,394.23	31
G. Auxiliary Accounts	33
H. SFM Worker Comp Insurance - \$70,538.00 Increase of \$9,326 from 2018-2019 SY	

5. COMMUNICATIONS

6. STUDENT INPUT AND RECOGNITION

A. Student Council Update	
B. Student Council Homecoming Fundraiser Request	35

7. PUBLIC AGENDA ITEM

8. INFORMATION ITEMS

A. BES Principal Report	37
B. BHS Principal Report	39

C. Community Education	
D. Superintendent Report	
E. Committee Reports	
1) Athletics	
2) District Advisory	
3) Meet and Confer	
4) Negotiations	
5) Security	
6) Transportation	
7) Wellness	
8) Other	
F. Policy First Reading & Comments	
1) Policy 618 - Assessment of Student Achievement - Revised	41
2) Policy 620 - Credit for Learning - Revised	48
3) Policy 624 Online Learning - NEW	54
4) Policy 713 - Student Activity Accounting - NEW	60
5) Policy 721 - Uniform Grant Guidance - No changes	64
6) Policy 802 Obsolete Equipment - NEW	79
7) Policy 416 - Drug and Alcohol Testing - Revised	83
9. SCHOOL BOARD ACTION ITEMS	
A. Resolution Regarding Board Control of Extracurricular Activities	100
B. BES Staff Handbook	101
C. Policy Second Reading & Adoption	
1) Policy 534 - Unpaid Meal Charges - Revised	143
2) Policy 419 - Tobacco-Free Environment - Revised	145
3) Policy 532 - Use of Peace Officers - Revised	149
4) Policy 603 - Curriculum Development - Revised	155
5) Policy 611 - Home Schooling - Revised	158
6) Policy 616 - School District System Accountability - Revised	162
D. Purchase of Service Agreement for the Transportation of Children and Youth in Foster Care Placement	168
The School Board will adopt agreement including any slight changes made by the Clearwater County Board.	

E. Scissors Lift Replacement	174
<p>Recommendation to accept Star Equipment, Inc. quote in the amount of \$13,510. Herc-U-Lift quote did not include the installation. LTFM money will be used for this purchase.</p>	
F. Ratification of the MSEA 2019-2021 Work Agreement	177
G. Verizon NASPO Contract for Cell Phones and Services - Brenda Dukek	179
H. Staffing	
1) Hire - Sadie Kortan, paraeducator	
Contingent upon receipt of a satisfactory background check and meets MDE paraprofessional requirements.	
2) Hire - Emily Fultz, as a physical education teacher	
Contingent upon receipt of an appropriate teaching license and a satisfactory background check	
3) Hire - Aricka Marsh as a DCD teacher.	
Contingent upon receipt of an appropriate teaching license and a satisfactory background check	
4) Hire - Jennifer Mathison, as a highly qualified paraeducator.	
Contingent upon receipt of a satisfactory background check and meets MDE paraprofessional requirements.	
5) Hire - Cassandra Loy, highly qualified paraeducator	
Contingent upon receipt of an satisfactory background check and meets MDE paraprofessional requirements.	
6) Hire - Cole Kortan as a route driver	
7) Resignation - Ashley Mayer, paraeducator	
8) Resignation - Brittany Natrass, paraeducator	

10. NEXT MEETINGS AGENDA ITEMS

11. FUTURE MEETINGS

School Board Meeting - **Tuesday**, September 3, 2019, at 7:30 p.m. in High School Room
101

12. ADJOURNMENT

**BAGLEY PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
JULY 15, 2019
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on July 15, 2019, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Amy Fontaine, Wendy Fultz, Renee Benson, Jeremy Davies, and Superintendent Heise. Members absent: Jamie Grover and Don Nordlund.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve the following consent agenda items:
 - A. July 1 Minutes – Regular Board Meeting
 - B. July 2019 Invoices - \$626,914.81 – Ck #60104-60201
 - C. June 2019 Hand Payables - \$42,778.88 – Ck #33105-33130
 - D. June 2019 Statement of Cash Balances – \$6,084,039.08
 - E. June 2019 Budget Comparison
 - F. June 2019 Wires Payments - \$704,397.98
 - G. Elementary & High School Auxiliary Account
 - H. Twin Pines Golf Course – Annual School Rental \$4,000
MP 5-0.
2. Principal Moritz apprised the Board of the BES July happenings.
3. Chairman Broden apprised the Board that the Board Negotiators are wrapping up negotiations with MSEA and are continuing to negotiate with BEA.
4. Congratulations to Bagley Elementary Principal, Kristi Moritz on receiving the Bemidji Area Best Principal recognition. This award was done by a nomination and voting process this spring.
5. First reading and comments of the following policy was held:
 - A. Policy 534 – Unpaid Meal Charges
 - B. Policy 419 – Tobacco-Free Environment
 - C. Policy 532 – Use of Peace Officers and Crisis Teams
 - D. Policy 603 – Curriculum Development
 - E. Policy 611 – Home Schooling
 - F. Policy 616 – School District System Accountability
6. A motion was made by Jeremy Davies to adopt the following resolution:

**RESOLUTION APPROVING SCHOOL DISTRICT NO. 162
LONG-TERM FACILITY MAINTENANCE TEN YEAR PLAN**

BE IT RESOLVED by the School Board of District No. 162, State of Minnesota, as follows:

1. The School Board of School District 162 has approved the Long-Term Facility Maintenance Ten Year Plan for its facilities for 2019-2029. The various components of this plan are attached.

The motion for the adoption of the foregoing resolution was duly seconded by Wendy Fultz and, upon vote being taken thereon, the following voted in favor thereof: Jeremy Davies, Renee Benson, Wendy Fultz, Amy Fontaine, and Adam Broden

And the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted.

7. A motion was made by Amy Fontaine, seconded by Renee Benson to adopt resolution accepting gifts/donations to Bagley Public Schools:

WHEREAS the following; therefore, **BE IT RESOLVED** by the School Board of Independent School District #162 – Bagley School Board does hereby accepts the following donations:

- * \$3,500.00 from Doris Rae Gallagher for Supplies \$3,000 and Scholarship \$500
- * \$350.00 from Clearwater Polk - Operation Roundup for BES Library
- * \$500.00 from Clearwater Polk - Operation Roundup for Summer Rec
- * \$112.00 from Clearwater Polk - Operation Roundup for BES Special Education
- * \$7,500.00 from Sanford Health for Scoreboard
- * \$1,000.00 from Sanford for Summer Rec.
- * \$250.00 from Clearwater Polk - Operation Roundup for ECI
- * \$500.00 from Clearwater Polk - Operation Roundup for Kindergarten
- * \$200.00 from Clearwater Polk - Operation Roundup for BES Math Night
MP 5-0.

8. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve the 2019-2020 Annual Federal Impact Aid Notification to Parents and Survey. Motion passed 5-0.
9. A motion was made by Jeremy Davies, seconded by Renee Benson to accept the escalator pricing of Dean Foods/Land O Lake for dairy products for the 2019-2020 school year. Motion passed 5-0.
10. A motion was made by Amy Fontaine, seconded by Wendy Fultz to accept the Bimbo Bakeries USA bread bid for bakery products for the 2019-2020 school year. Motion passed 5-0.
11. A motion was made by Jeremy Davies, seconded by Renee Benson to approve the following 2019-2020 meal prices:

Breakfast:

High School and Elementary: \$1.50

Adult - \$1.90

Lunches:

High School - \$2.70

Elementary - \$2.55

Adult - \$3.90

Milk - \$0.35

Soy Milk - \$0.75

A La Carte Items (must follow the Smart Snack in the School Guidelines) – Prices will vary

12. A motion was made by Amy Fontaine, seconded by Wendy Fultz to hire Adam Knochenmus as a physical education teacher contingent upon receipt of an appropriate teaching license and a satisfactory background check. Motion passed 5-0.

13. A motion was made by Renee Benson, seconded by Amy Fontaine to accept the resignation/retirement of Allen Nankivel effective January 11, 2020. Motion passed 5-0.
14. A motion was made by Amy Fontaine, seconded by Renee Benson to approve the BHS Athletic Statement. Motion passed 5-0.
15. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve the following 2019-2020 Athletic Participation Fees and Activity Passes:

Participation Fees:

Athletics - \$65

Fine Arts - \$20

Activity Passes:

Family Pass - \$75

Individual Pass - \$50

Senior Citizen Pass (65 or older) - \$20

Staff Member Family Pass - \$50

BHS Student/Recent Alumni (graduate from BHS within 2 years) - \$25

**Bagley School District staff are admitted free with ID badge

**Bagley School District Staff receive a \$25 reduction in their fee if they choose to purchase a family pass

Adults – Individual Game Admission - \$6

Student – Individual Game Admission - \$4

Senior Citizen (65 or older) – Individual Game Admission - \$2

Grade 2 and under are free.

16. A motion was made by Jeremy Davies, seconded by Renee Benson to authorize Angela Gerbracht, Business Manager, as Caretaker/Manager of the Bagley Petty Cash and Bagley Petty Cash Travel Funds and to remove David Decker from the accounts. Jennifer Hecht and Nichole Ritterman are authorized to sign checks on the accounts. Motion passed 5-0.
17. Items for the Next Agenda:
 - A. Policy Updates
 - B. Staffing
18. Future Meetings:
 - A. Special School Board Meeting – July 24, 2019, at 4:00 p.m. in BHS Room 101
 - B. School Board Meeting – August 5, 2019 – CANCELLED
 - C. School Board Meeting – August 19, 2019, at 7:30 p.m. in BHS Room 101
19. Motion by Fontaine to adjourn the meeting at 8:20 p.m. MP 5-0.

Adam Broden, Chairman
School Board
Ind. School District #162

Jamie Grover, Clerk
School Board
Ind. School District #162

**BAGLEY PUBLIC SCHOOLS
SPECIAL SCHOOL BOARD MEETING
JULY 24, 2019
MINUTES**

The special meeting of the School Board, Independent School District #162 was held on July 24, 2019, at 4:00 p.m. at High School Room 101. Members present: Adam Broden, Jamie Grover, Amy Fontaine, Renee Benson, Wendy Fultz, Don Nordlund and Superintendent Erich Heise. Members absent: Jeremy Davies.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Amy Fontaine, seconded Jamie Grover to hire Jessica Anderson as an elementary teacher contingent upon receipt of an appropriate teaching license and a satisfactory background check. Motion passed 6-0.
2. A motion was made by Wendy Fultz, seconded by Renee Benson to hire Amanda Everhart as an elementary teacher contingent upon receipt of an appropriate teaching license and a satisfactory background check. Motion passed 6-0.
3. A motion was made by Wendy Fultz, seconded by Don Nordlund to accept the resignation of Casey Dahl, effective August 26, 2019. Motion passed 6-0.
4. A motion was made by Jamie Grover, seconded by Amy Fontaine to hire Casey Dahl as EBD teacher effective August 27, 2019, contingent upon receipt of an appropriate teaching license. Motion passed 6-0.
5. A motion was made by Wendy Fultz, seconded by Renee Benson to hire Danielle Zittel as an ASD teacher contingent upon receipt of an appropriate teaching license and a satisfactory background check. Motion passed 6-0.
6. Sandy Gundlach, MSBA Consultant, provided a post superintendent hiring, goal-setting and mutual expectations workshop for the board and superintendent.
7. The Board reviewed the Clearwater County Fair Board lease proposal. The Board requested that the Superintendent send a letter to the Clearwater County Fair Board requesting to be placed on their November annual meeting agenda.
8. A motion was made by Amy Fontaine to adjourn the meeting at 6:44 p.m. Motion passed 6-0.

Adam Broden, Chairman
School Board
Ind. School District #162

Jamie Grover, Clerk
School Board
Ind. School District #162

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60202	00566		AIM ELECTRONICS		Check		
				E 01	005 865 369 401 000	General Supplies		\$18,176.00	
				E 01	300 211 302 530 000	Equipment-High School		\$4,253.40	
	PO#:	Voucher #:	71363	Invoice	Invoice No: 41900		8/19/2019	Paid Amt:	\$22,429.40
								Check Amount:	\$22,429.40
0162	FNB	60203	1118		AMAZON CAPITAL SERVICES		Check		
				E 01	005 810 000 555 000	PLEASE SEE ATTACHED		\$777.75	
				E 01	005 810 000 555 000	PLEASE SEE ATTACHED		\$278.95	
	PO#: 68167	Voucher #:	71559	Invoice	Invoice No: 1RT3-MDY4-M1W3		8/19/2019	Paid Amt:	\$1,056.70
				E 01	005 810 000 555 000	PLEASE SEE ATTACHED		\$39.90	
	PO#: 68167	Voucher #:	71560	Invoice	Invoice No: 17QM-X36W-RPVV		8/19/2019	Paid Amt:	\$39.90
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$86.39	
	PO#: 68196	Voucher #:	71561	Invoice	Invoice No: 1FQV-YDXD-RWMF		8/19/2019	Paid Amt:	\$86.39
				E 04	005 586 332 401 100	TACHIKARA VOLLEY - LITE		\$158.94	
	PO#: 68213	Voucher #:	71562	Invoice	Invoice No: 13L6-7YJX-6GPM		8/19/2019	Paid Amt:	\$158.94
				E 01	005 810 000 401 181	HP LAPTOPS		\$1,343.94	
	PO#: 68206	Voucher #:	71563	Invoice	Invoice No: 1T7N-JCDV-1K7V		8/19/2019	Paid Amt:	\$1,343.94
								Check Amount:	\$2,685.87
0162	FNB	60204	01725		AMERIPRIDE LINEN, INC.		Check		
				E 01	005 760 720 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$45.48	
	PO#: 68098	Voucher #:	71556	Invoice	Invoice No: 350358038		8/19/2019	Paid Amt:	\$45.48
								Check Amount:	\$45.48
0162	FNB	60205	02343		AMSTERDAM PRINITNG AND LITHO		Check		
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED QUOTE #D983655		\$404.09	
				E 01	100 050 000 401 000	COLOR: PURPLE (100) FREE MASCOT #101		\$0.00	
				E 01	100 050 000 401 000	SILVER IMPRINT		\$0.00	
				E 01	100 050 000 401 000	2019-2020 BAGLEY ELEMENTARY SCHOOL		\$0.00	
	PO#: 67788	Voucher #:	71361	Invoice	Invoice No: 6317703		8/19/2019	Paid Amt:	\$404.09
								Check Amount:	\$404.09
0162	FNB	60206	02893		ARAMARK CO.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$207.94	
	PO#:	Voucher #:	71372	Invoice	Invoice No: 21742256		8/19/2019	Paid Amt:	\$207.94
								Check Amount:	\$207.94
0162	FNB	60207	05750		BAGLEY YOUTH HOCKEY ASSN.		Check		
				E 01	300 294 000 820 209	Dues,Memberships,Lic, Fees-Hockey		\$5,000.00	
	PO#:	Voucher #:	71568	Invoice	Invoice No: FY2020 LEASE		8/19/2019	Paid Amt:	\$5,000.00
								Check Amount:	\$5,000.00

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60208	08280		BEMIDJI REGIONAL INTERDISTRICT		Check		
				E 01	100 401 740 396 000	Speech Salary- Purchased		\$8,050.38	
				E 01	100 401 740 397 000	Speech Fringe - Purchased		\$1,680.05	
PO#:	Voucher #:	71364	Invoice		Invoice No: JULY 31, 2019	8/19/2019	Paid Amt:	\$9,730.43	
				E 01	005 400 372 305 000	Consulting/Fees For Services		\$1,250.24	
PO#:	Voucher #:	71370	Invoice		Invoice No: MA FEES 18-19	8/19/2019	Paid Amt:	\$1,250.24	
				E 01	100 402 740 396 000	MM- Cognitive Dis. Salary - Purchased		\$2,219.28	
				E 01	100 402 740 397 000	MM Cognitive Dis. Fringe - Purchased		\$336.22	
				E 01	100 420 740 396 000	Special Ed Salary - Purchased		\$1,285.86	
				E 01	100 420 740 397 000	Special Ed Fringe - Purchased		\$194.81	
				E 01	100 412 740 396 000	ECSE Salary - Purchased		\$741.27	
				E 01	100 412 740 397 000	ECSE Fringe - Purchased		\$112.30	
PO#:	Voucher #:	71566	Invoice		Invoice No: SUMMER SCHOOL FY19	8/19/2019	Paid Amt:	\$4,889.74	
							Check Amount:	\$15,870.41	
0162	FNB	60209	08625		BEMIDJI WELDERS SUPPLY		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$85.50	
PO#:	Voucher #:	71373	Invoice		Invoice No: 30005571	8/19/2019	Paid Amt:	\$85.50	
							Check Amount:	\$85.50	
0162	FNB	60210	1090		BJORKLUND COMPENSATION CONSULTING, LLC		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$145.00	
PO#:	Voucher #:	71565	Invoice		Invoice No: 4064	8/19/2019	Paid Amt:	\$145.00	
							Check Amount:	\$145.00	
0162	FNB	60211	12219		BSN SPORTS		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$775.15	
PO#:	Voucher #:	71365	Invoice		Invoice No: 905645704	8/19/2019	Paid Amt:	\$775.15	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$447.10	
PO#:	Voucher #:	71366	Invoice		Invoice No: 905465517	8/19/2019	Paid Amt:	\$447.10	
				E 01	300 292 302 530 295	Equipment		\$19,941.24	
PO#:	Voucher #:	71367	Invoice		Invoice No: 905513923	8/19/2019	Paid Amt:	\$19,941.24	
				E 01	300 292 000 401 295	Equipment-Athletic		\$3,561.07	
PO#:	Voucher #:	71368	Invoice		Invoice No: 905513916	8/19/2019	Paid Amt:	\$3,561.07	
				E 01	300 292 000 401 295	Equipment-Athletic		\$2,494.65	
PO#:	Voucher #:	71369	Invoice		Invoice No: 905513913	8/19/2019	Paid Amt:	\$2,494.65	
							Check Amount:	\$27,219.21	
0162	FNB	60212	1661		CARLSON PARTS STORE		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$223.37	

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60212	1661		CARLSON PARTS STORE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$162.33	
	PO#:	Voucher #:	71375	Invoice	Invoice No: 07/31/2019			8/19/2019	
							Paid Amt:	\$385.70	
							Check Amount:	\$385.70	
0162	FNB	60213	1717		CHRISTIANSEN CONSTRUCTION CO., INC		Check		
				E 01	310 810 000 305 138	Consulting/Fees For Services-Safety Grant		\$4,668.00	
	PO#:	Voucher #:	71377	Invoice	Invoice No: 3.82			8/19/2019	
							Paid Amt:	\$4,668.00	
							Check Amount:	\$4,668.00	
0162	FNB	60214	16215		CITY OF FOSSTON		Check		
				E 04	005 586 332 369 132	Travel - S. Rec.		\$424.93	
	PO#:	Voucher #:	71394	Invoice	Invoice No: FOSSTON SUMMER REC			8/19/2019	
							Paid Amt:	\$424.93	
							Check Amount:	\$424.93	
0162	FNB	60215	16443		CLEARBROOK-GONVICK ISD # 2311		Check		
				E 04	005 586 332 369 132	Travel - S. Rec.		\$1,032.00	
	PO#:	Voucher #:	71357	Invoice	Invoice No: 07/31/2019			8/19/2019	
							Paid Amt:	\$1,032.00	
							Check Amount:	\$1,032.00	
0162	FNB	60216	16717		CLEARWATER CO ENVIRONMENTAL SERVICE		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$30.00	
	PO#:	Voucher #:	71379	Invoice	Invoice No: JULY 12, 2019			8/19/2019	
							Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
0162	FNB	60217	17509		COLE PAPERS INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$177.78	
	PO#:	Voucher #:	71381	Invoice	Invoice No: 9563763			8/19/2019	
							Paid Amt:	\$177.78	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,122.15	
	PO#:	Voucher #:	71382	Invoice	Invoice No: 9563764			8/19/2019	
							Paid Amt:	\$1,122.15	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$86.74	
	PO#:	Voucher #:	71383	Invoice	Invoice No: 9566196			8/19/2019	
							Paid Amt:	\$86.74	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,890.47	
	PO#:	Voucher #:	71384	Invoice	Invoice No: 9567735			8/19/2019	
							Paid Amt:	\$2,890.47	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$21.25	
	PO#:	Voucher #:	71385	Invoice	Invoice No: 9570839			8/19/2019	
							Paid Amt:	\$21.25	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,411.18	
	PO#:	Voucher #:	71386	Invoice	Invoice No: 9570841			8/19/2019	
							Paid Amt:	\$2,411.18	
							Check Amount:	\$6,709.57	
0162	FNB	60218	17691		COMFORT POINT, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$77.12	

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60218	17691		COMFORT POINT, INC.		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$2,513.04	
	PO#:	Voucher #:	71376	Invoice	Invoice No: 544	8/19/2019	Paid Amt:	\$2,590.16	
							Check Amount:	\$2,590.16	
0162	FNB	60219	1245		CONSTRUCTIVE PLAYTHINGS		Check		
				E 01	100 200 000 401 000	MVY-4 JUMBO PAPER PUNCHES		\$29.99	
				E 01	100 200 000 401 000	Freight		\$9.95	
	PO#: 68171	Voucher #:	71378	Invoice	Invoice No: 5167342500	8/19/2019	Paid Amt:	\$39.94	
							Check Amount:	\$39.94	
0162	FNB	60220	18899		COOLE SCHOOL		Check		
				E 01	100 203 000 430 000	PRIMARY PLANNER 1-3		\$622.50	
				E 01	100 203 000 430 000	ELEMENTARY PLANNER 4-6		\$684.75	
				E 01	100 203 000 430 000	SHIPPING		\$231.00	
				E 01	100 203 000 430 000	PLEASE SEE ATTACHED QUOTE		\$0.00	
	PO#: 67912	Voucher #:	71380	Invoice	Invoice No: 191757-191758	8/19/2019	Paid Amt:	\$1,538.25	
							Check Amount:	\$1,538.25	
0162	FNB	60221	1170		DEAN FOODS NC		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$43.70	
	PO#:	Voucher #:	71390	Invoice	Invoice No: 17715339	8/19/2019	Paid Amt:	\$43.70	
							Check Amount:	\$43.70	
0162	FNB	60222	21783		DISCOUNT SCHOOL SUPPLY		Check		
				E 04	005 580 325 401 000	COLORATIONS EASY SHAKE GLITTER - CH		\$28.22	
				E 04	005 582 344 401 000	CHRIS HAGAN		\$28.22	
				E 04	005 582 344 401 000	LILTEX LIQUID WATERCOLOR LITTLE TEXA		\$9.00	
				E 04	005 580 325 401 000	LILTEX LIQUID WATERCOLOR LITTLE TEXA		\$9.00	
				E 04	005 580 325 401 000	PLEASE SEE ATTACHED FOR STEPHANIE ,		\$539.17	
	PO#: 68193	Voucher #:	71387	Invoice	Invoice No: W38355400101	8/19/2019	Paid Amt:	\$613.61	
				E 04	005 580 325 401 000	PLEASE SEE ATTACHED		\$131.99	
				E 04	005 582 344 401 000	PLEASE SEE ATTACHED		\$131.99	
	PO#: 68187	Voucher #:	71388	Invoice	Invoice No: W38300050101	8/19/2019	Paid Amt:	\$263.98	
				E 04	005 580 325 401 000	PLEASE SEE ATTACHED		\$219.42	
				E 04	005 582 344 401 000	PLEASE SEE ATTACHED		\$219.41	
	PO#: 68188	Voucher #:	71389	Invoice	Invoice No: W38300150101	8/19/2019	Paid Amt:	\$438.83	
							Check Amount:	\$1,316.42	
0162	FNB	60223	1740		EXPLORELEARNING		Check		
				E 01	100 203 000 406 000	PLEASE SEE ATTACHED PROPOSAL		\$2,965.50	
	PO#: 67934	Voucher #:	71555	Invoice	Invoice No: 2118083	8/19/2019	Paid Amt:	\$2,965.50	
							Check Amount:	\$2,965.50	

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60224	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 01	100 050 000 401 000	MILK TICKETS - 500		\$130.88	
				E 01	100 050 000 401 000	#10 ENVELOPES - BES RETURN ADDRESS		\$137.56	
				E 01	100 050 000 401 000	REPORT CARD		\$110.97	
PO#:	67926	Voucher #:	71391	Invoice	Invoice No: 52937-52939	8/19/2019	Paid Amt:	\$379.41	
				E 01	300 211 000 401 000	"A" HONOR ROLL CERTIFICATE - QTY 500		\$142.00	
				E 01	300 211 000 401 000	"B" HONOR ROLL CERTIFICATE - QTY 500		\$142.00	
PO#:	67810	Voucher #:	71392	Invoice	Invoice No: 52931, 52936	8/19/2019	Paid Amt:	\$284.00	
				E 01	005 110 000 401 000	General Supplies-Business Office		\$251.19	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$476.83	
PO#:		Voucher #:	71393	Invoice	Invoice No: 07/31/2019	8/19/2019	Paid Amt:	\$728.02	
							Check Amount:	\$1,391.43	
0162	FNB	60225	28775		FOSSTON CIVIC CENTER		Check		
				E 04	005 586 332 369 132	SWIMMING LESSIONS		\$5,088.80	
PO#:	67910	Voucher #:	71395	Invoice	Invoice No: JULY 17, 2019	8/19/2019	Paid Amt:	\$5,088.80	
							Check Amount:	\$5,088.80	
0162	FNB	60226	29841		FUN EXPRESS		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$81.61	
PO#:	68148	Voucher #:	71396	Invoice	Invoice No: 697165108-01	8/19/2019	Paid Amt:	\$81.61	
				E 01	100 203 000 401 000	13806468 SLIME MONSTER TOY		\$7.99	
				E 01	100 203 000 401 000	12/2603 MONSTER CHARACTER STRESS E		\$12.55	
				E 01	100 203 000 401 000	13613242 FROG SPLAT BALLS		\$7.99	
				E 01	100 203 000 401 000	13812526 GLITTER NOISE PUTTY		\$7.91	
				E 01	100 203 000 401 000	SHIPPING		\$9.95	
PO#:	68163	Voucher #:	71397	Invoice	Invoice No: 697166108-01	8/19/2019	Paid Amt:	\$46.39	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$88.32	
PO#:	68151	Voucher #:	71398	Invoice	Invoice No: 697165331-01	8/19/2019	Paid Amt:	\$88.32	
							Check Amount:	\$216.32	
0162	FNB	60227	30521		GALEN'S SUPERMARKET		Check		
				E 04	005 586 332 490 132	OPEN PO FOR SUMMER REC CONCESSION		\$979.41	
PO#:	67897	Voucher #:	71402	Invoice	Invoice No: JULY 2019 RECEIPTS	8/19/2019	Paid Amt:	\$979.41	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$11.38	
				E 01	005 010 000 401 000	General Supplies-School Board		\$11.97	
				E 02	005 770 709 490 000	Food- Summer Food Service		\$37.04	
				E 04	005 582 344 401 000	General Supplies-School Readiness		\$4.95	
PO#:		Voucher #:	71403	Invoice	Invoice No: JULY RECEIPTS	8/19/2019	Paid Amt:	\$65.34	

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60227	30521		GALEN'S SUPERMARKET		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$219.72	
	PO#:	Voucher #:	71553	Invoice	Invoice No: 7-1-2019			8/19/2019	
								Paid Amt:	\$219.72
								Check Amount:	\$1,264.47
0162	FNB	60228	30590		GALLI FURNITURE, INC.		Check		
				E 01	005 865 379 401 000	General Supplies		\$12,664.00	
	PO#:	Voucher #:	71554	Invoice	Invoice No: 8/9/2019			8/19/2019	
								Paid Amt:	\$12,664.00
								Check Amount:	\$12,664.00
0162	FNB	60229	30935		GARDEN VALLEY TELEPHONE		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$1,580.00	
	PO#:	Voucher #:	71399	Invoice	Invoice No: INV-14215			8/19/2019	
								Paid Amt:	\$1,580.00
				E 04	005 580 325 320 000	Telephone -ECFE		\$40.53	
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$43.52	
				E 01	310 810 000 320 000	Telephone-Maintenance		\$3,654.94	
	PO#:	Voucher #:	71400	Invoice	Invoice No: 200827070			8/19/2019	
								Paid Amt:	\$3,738.99
								Check Amount:	\$5,318.99
0162	FNB	60230	31981		GILLUND ENTERPRISES		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$316.56	
	PO#:	Voucher #:	71401	Invoice	Invoice No: 860380			8/19/2019	
								Paid Amt:	\$316.56
								Check Amount:	\$316.56
0162	FNB	60231	33291		GRAINGER		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$270.00	
	PO#: 68066	Voucher #:	71547	Invoice	Invoice No: 9246525373			8/19/2019	
								Paid Amt:	\$270.00
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$40.74	
	PO#: 68066	Voucher #:	71548	Invoice	Invoice No: 9243823110			8/19/2019	
								Paid Amt:	\$40.74
								Check Amount:	\$310.74
0162	FNB	60232	36839		HILL RIVER ELECTRIC, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$120.61	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$937.50	
	PO#:	Voucher #:	71406	Invoice	Invoice No: 4954			8/19/2019	
								Paid Amt:	\$1,058.11
								Check Amount:	\$1,058.11
0162	FNB	60233	37835		HOUGHTON MIFFLIN CO.		Check		
				E 01	100 203 000 460 000	PLEASE SEE ATTACHED		\$560.40	
	PO#: 68166	Voucher #:	71405	Invoice	Invoice No: 710155455			8/19/2019	
								Paid Amt:	\$560.40
				E 01	100 422 740 433 000	PLEASE SEE ATTACHED		\$16,019.50	
				E 01	100 203 000 460 000	Special Supplies-Students w/o Disabil		\$952.78	
	PO#: 68166	Voucher #:	71407	Invoice	Invoice No: 710156301			8/19/2019	
								Paid Amt:	\$16,972.28
								Check Amount:	\$17,532.68

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60234	40833		JAG BODY SHOP		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$215.00	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$420.00	
	PO#:	Voucher #:	71408	Invoice	Invoice No: 6169	8/19/2019	Paid Amt:	\$635.00	
								Check Amount:	\$635.00
0162	FNB	60235	41616		JOHN R. GREEN		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$112.74	
	PO#: 67997	Voucher #:	71409	Invoice	Invoice No: 49374	8/19/2019	Paid Amt:	\$112.74	
				E 01	100 258 000 401 000	PLEASE SEE ATTACHED SHEETS		\$268.55	
	PO#: 67947	Voucher #:	71410	Invoice	Invoice No: 39600	8/19/2019	Paid Amt:	\$268.55	
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED SHEET		\$350.84	
				E 01	100 201 000 401 000	General Supplies		(\$6.02)	
	PO#: 67950	Voucher #:	71411	Invoice	Invoice No: 39601	8/19/2019	Paid Amt:	\$344.82	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$237.45	
				E 01	100 203 000 401 000	General Supplies-Elem		(\$2.79)	
	PO#: 67985	Voucher #:	71412	Invoice	Invoice No: 48189	8/19/2019	Paid Amt:	\$234.66	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$235.83	
				E 01	100 203 000 401 000	General Supplies-Elem		(\$8.78)	
	PO#: 68001	Voucher #:	71413	Invoice	Invoice No: 49372	8/19/2019	Paid Amt:	\$227.05	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$193.11	
				E 01	100 203 000 401 000	General Supplies-Elem		(\$6.50)	
	PO#: 68133	Voucher #:	71414	Invoice	Invoice No: 49369	8/19/2019	Paid Amt:	\$186.61	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEET		\$138.51	
				E 01	100 203 000 401 000	General Supplies-Elem		\$0.01	
	PO#: 68137	Voucher #:	71415	Invoice	Invoice No: 49367	8/19/2019	Paid Amt:	\$138.52	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$350.26	
				E 01	100 203 000 401 000	General Supplies-Elem		(\$16.09)	
	PO#: 68000	Voucher #:	71416	Invoice	Invoice No: 49373	8/19/2019	Paid Amt:	\$334.17	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$226.23	
				E 01	100 203 000 401 000	General Supplies-Elem		(\$7.09)	
	PO#: 67988	Voucher #:	71417	Invoice	Invoice No: 48190	8/19/2019	Paid Amt:	\$219.14	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$279.89	
	PO#: 67986	Voucher #:	71418	Invoice	Invoice No: 48191	8/19/2019	Paid Amt:	\$279.89	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$336.87	
	PO#: 68003	Voucher #:	71419	Invoice	Invoice No: 49371	8/19/2019	Paid Amt:	\$336.87	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$179.59	
				E 01	100 203 000 401 000	General Supplies-Elem		(\$10.94)	
	PO#: 68007	Voucher #:	71420	Invoice	Invoice No: 49370	8/19/2019	Paid Amt:	\$168.65	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$347.85	

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Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60235	41616		JOHN R. GREEN		Check		
				E 01	100 203 000 401 000	General Supplies-Elem		(\$0.46)	
	PO#: 68146	Voucher #:	71421	Invoice	Invoice No: 51257	8/19/2019	Paid Amt:	\$347.39	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$121.50	
				E 01	100 203 000 401 000	General Supplies-Elem		\$0.01	
	PO#: 68149	Voucher #:	71422	Invoice	Invoice No: 51258	8/19/2019	Paid Amt:	\$121.51	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$123.99	
				E 01	100 203 000 401 000	General Supplies-Elem		\$0.01	
	PO#: 68150	Voucher #:	71423	Invoice	Invoice No: 51259	8/19/2019	Paid Amt:	\$124.00	
				E 01	100 216 401 401 000	PLEASE SEE ATTACHED		\$170.60	
				E 01	100 216 401 401 000	General Supplies-Title I		(\$20.90)	
	PO#: 68158	Voucher #:	71424	Invoice	Invoice No: 51260	8/19/2019	Paid Amt:	\$149.70	
								Check Amount:	\$3,594.27
0162	FNB	60236	42665		KAPLAN SCHOOL SUPPLY		Check		
				E 01	100 200 000 401 000	19-63188 SCHOOL READINESS MATH TOOL		\$149.95	
				E 01	100 200 000 401 000	19-91034 BEARS AND BOWLS		\$19.95	
				E 01	100 200 000 401 000	Freight		\$25.48	
01	PO#: 68169	Voucher #:	71426	Invoice	Invoice No: 0005162960	8/19/2019	Paid Amt:	\$195.38	
								Check Amount:	\$195.38
0162	FNB	60237	43077		KENNEDY & GRAVEN, CHARTERED		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$822.05	
	PO#:	Voucher #:	71425	Invoice	Invoice No: 149410, 149411	8/19/2019	Paid Amt:	\$822.05	
								Check Amount:	\$822.05
0162	FNB	60238	05598		KUBIAK'S FAMILY FOODS		Check		
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$18.68	
	PO#:	Voucher #:	71427	Invoice	Invoice No: 00145278	8/19/2019	Paid Amt:	\$18.68	
								Check Amount:	\$18.68
0162	FNB	60239	44218		LAKESHORE LEARNING MATERIALS		Check		
				E 04	005 580 325 401 000	PLEASE SEE ATTACHED		\$301.11	
				E 04	005 582 344 401 000	PLEASE SEE ATTACHED		\$301.11	
	PO#: 68174	Voucher #:	71428	Invoice	Invoice No: 4372480719	8/19/2019	Paid Amt:	\$602.22	
				E 01	100 201 000 401 000	CLASS SET BUILDING BRICKS		\$47.49	
				E 01	100 201 000 401 000	BOOK BINS - SET OF 6		\$132.96	
	PO#: 68123	Voucher #:	71429	Invoice	Invoice No: 4067160719	8/19/2019	Paid Amt:	\$180.45	
								Check Amount:	\$782.67

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60240	46136		LISTROM'S DISPOSAL, INC.		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$665.59	
PO#:	Voucher #:	71430	Invoice		Invoice No: 07/31/2019		8/19/2019	Paid Amt:	\$665.59
								Check Amount:	\$665.59
0162	FNB	60241	46808		MACKIN EDUCATIONAL RESOURCES		Check		
				E 01	100 620 000 470 000	PLEASE SEE ATTACHED		\$2,309.89	
PO#: 67797	Voucher #:	71442	Invoice		Invoice No: 589893		8/19/2019	Paid Amt:	\$2,309.89
			E 01	300 620 000 470 000	PLEASE SEE ATTACHED ORDER		\$1,706.36		
			E 01	300 620 000 470 000	3M THEFT DETECTION (X2178)		\$39.78		
PO#: 67805	Voucher #:	71443	Invoice		Invoice No: 591817		8/19/2019	Paid Amt:	\$1,746.14
			E 01	100 620 000 470 000	PLEASE SEE ATTACHED		\$1,290.19		
			E 01	100 620 000 470 000	FREE SHIPPING, PROCESSING & MARC RE		\$0.00		
PO#: 67797	Voucher #:	71551	Invoice		Invoice No: 593710		8/19/2019	Paid Amt:	\$1,290.19
			E 01	100 620 000 470 000	PLEASE SEE ATTACHED		\$154.99		
PO#: 67982	Voucher #:	71558	Invoice		Invoice No: 593490		8/19/2019	Paid Amt:	\$154.99
								Check Amount:	\$5,501.21
0162	FNB	60242	49273		MEDTOX LABORATORIES		Check		
				E 01	005 110 000 305 160	Fees For Services-Drug Testing		\$55.00	
PO#:	Voucher #:	71436	Invoice		Invoice No: 07201966597		8/19/2019	Paid Amt:	\$55.00
								Check Amount:	\$55.00
0162	FNB	60243	48402		MENARDS-BEMIDJI		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$37.91	
PO#:	Voucher #:	71439	Invoice		Invoice No: 77674		8/19/2019	Paid Amt:	\$37.91
			E 01	310 810 000 401 000	General Supplies-Maintenance		\$224.99		
PO#:	Voucher #:	71440	Invoice		Invoice No: 77297		8/19/2019	Paid Amt:	\$224.99
			E 01	310 810 000 401 000	General Supplies-Maintenance		\$184.06		
PO#:	Voucher #:	71441	Invoice		Invoice No: 78162		8/19/2019	Paid Amt:	\$184.06
			E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$163.76		
PO#: 68073	Voucher #:	71552	Invoice		Invoice No: 79421		8/19/2019	Paid Amt:	\$163.76
								Check Amount:	\$610.72
0162	FNB	60244	50656		MIDWEST BUS PARTS, INC		Check		
				E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$38.87	
PO#: 68109	Voucher #:	71549	Invoice		Invoice No: 124198		8/19/2019	Paid Amt:	\$38.87
			E 01	005 760 720 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$287.45		
PO#: 68109	Voucher #:	71550	Invoice		Invoice No: 124154		8/19/2019	Paid Amt:	\$287.45
								Check Amount:	\$326.32

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60245	52325		MINNESOTA ST H.S. LEAGUE		Check		
				E 01	300 292 000 820 295	Dues,Memberships,Lic, Fees		\$2,200.00	
	PO#:	Voucher #:	71435	Invoice	Invoice No: 34804	8/19/2019	Paid Amt:	\$2,200.00	
							Check Amount:	\$2,200.00	
0162	FNB	60246	55660		NAYLOR'S HEATING AND REFRIGERATION, LLC.		Check		
				E 02	005 770 701 350 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$634.16	
	PO#: 68077	Voucher #:	71452	Invoice	Invoice No: 133284	8/19/2019	Paid Amt:	\$634.16	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$92.16	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$335.00	
	PO#: 68077	Voucher #:	71453	Invoice	Invoice No: 133444	8/19/2019	Paid Amt:	\$427.16	
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$435.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$67.76	
	PO#: 68077	Voucher #:	71454	Invoice	Invoice No: 133535	8/19/2019	Paid Amt:	\$502.76	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$185.50	
	PO#: 68077	Voucher #:	71455	Invoice	Invoice No: 133561	8/19/2019	Paid Amt:	\$185.50	
				E 01	310 810 000 305 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$550.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$121.64	
17	PO#: 68077	Voucher #:	71456	Invoice	Invoice No: 133599	8/19/2019	Paid Amt:	\$671.64	
							Check Amount:	\$2,421.22	
0162	FNB	60247	57413		NORCOSTCO		Check		
				E 01	300 790 000 530 521	SCRIM CURTAIN REPLACEMENT - PLEASE		\$2,043.45	
	PO#: 67977	Voucher #:	71446	Invoice	Invoice No: 175925	8/19/2019	Paid Amt:	\$2,043.45	
							Check Amount:	\$2,043.45	
0162	FNB	60248	1152		NORTHLAND TRUST SERVICES		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,850.00	
	PO#:	Voucher #:	71447	Invoice	Invoice No: 5753	8/19/2019	Paid Amt:	\$1,850.00	
							Check Amount:	\$1,850.00	
0162	FNB	60249	58420		NORTHWEST SERVICE COOPERATIVE		Check		
				E 01	005 110 000 820 000	Dues and Membership-Business Office		\$1,200.00	
	PO#:	Voucher #:	71444	Invoice	Invoice No: 3323	8/19/2019	Paid Amt:	\$1,200.00	
				E 01	310 810 000 366 000	Travel-Custodial/Maintenance		\$150.00	
	PO#:	Voucher #:	71445	Invoice	Invoice No: 3370	8/19/2019	Paid Amt:	\$150.00	
							Check Amount:	\$1,350.00	
0162	FNB	60250	59060		OFFICE DEPOT, INC.		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$199.17	
	PO#: 68164	Voucher #:	71457	Invoice	Invoice No: 341171136001,4380001	8/19/2019	Paid Amt:	\$199.17	

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60250	59060		OFFICE DEPOT, INC.		Check		
				E 01	005 110 000 401 000	PLEASE SEE ATTACHED		\$378.68	
		PO#: 68172	Voucher #: 71458	Invoice	Invoice No: 344269770001 8239900	8/19/2019	Paid Amt:	\$378.68	
							Check Amount:	\$577.85	
0162	FNB	60251	60899		PEARSON EDUCATION		Check		
				E 01	100 203 000 460 000	PLEASE SEE ATTACHED		\$4,162.56	
		PO#: 67943	Voucher #: 71459	Invoice	Invoice No: 4025838457	8/19/2019	Paid Amt:	\$4,162.56	
							Check Amount:	\$4,162.56	
0162	FNB	60252	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$16,115.24	
		PO#:	Voucher #: 71371	Invoice	Invoice No: 07/29/2019	8/19/2019	Paid Amt:	\$16,115.24	
							Check Amount:	\$16,115.24	
0162	FNB	60253	63365		QUILL CORPORATION		Check		
				E 01	005 760 720 401 000	PLEASE SEE ATTACHED		\$84.02	
		PO#: 68191	Voucher #: 71461	Invoice	Invoice No: 9053800	8/19/2019	Paid Amt:	\$84.02	
							Check Amount:	\$84.02	
0162	FNB	60254	1745		R&R Rental		Check		
				E 01	310 810 000 370 000	GENIE LIFT RENTAL		\$164.12	
		PO#: 68189	Voucher #: 71466	Invoice	Invoice No: 91410-1	8/19/2019	Paid Amt:	\$164.12	
							Check Amount:	\$164.12	
0162	FNB	60255	64377		REALLY GOOD STUFF, LLC		Check		
				E 01	100 203 000 401 000	DURABLE BOOK & BINDER HOLDERS - OR		\$15.18	
		PO#: 68147	Voucher #: 71462	Invoice	Invoice No: 6943661	8/19/2019	Paid Amt:	\$15.18	
							Check Amount:	\$15.18	
0162	FNB	60256	64630		REGION I ESV		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$6,821.82	
		PO#:	Voucher #: 71464	Invoice	Invoice No: 8100	8/19/2019	Paid Amt:	\$6,821.82	
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$2,003.79	
		PO#:	Voucher #: 71465	Invoice	Invoice No: 8204	8/19/2019	Paid Amt:	\$2,003.79	
				E 01	005 110 000 305 000	ANNUAL SOFTWARE SUPPORT FOR TIMEC		\$160.00	
				E 01	005 110 000 305 000	MOBILE KIOSK		\$798.00	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$0.00	
		PO#: 68202	Voucher #: 71564	Invoice	Invoice No: 07/24/2019	8/19/2019	Paid Amt:	\$958.00	
							Check Amount:	\$9,783.61	
0162	FNB	60257	64379		RESOURCES FOR EDUCATORS		Check		
				E 02	005 770 701 401 000	NUTRITION NUGGETS FOR 2019-2020 SY		\$229.00	
		PO#: 67751	Voucher #: 71468	Invoice	Invoice No: 2696611	8/19/2019	Paid Amt:	\$229.00	
							Check Amount:	\$229.00	

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60258	1101		ROMA KAWA COFFEE ROASTERS, INC		Check		
				E 01	005 110 000 401 000	General Supplies-Business Office		\$73.76	
	PO#:	Voucher #:	71467	Invoice	Invoice No: 9915	8/19/2019	Paid Amt:	\$73.76	
							Check Amount:	\$73.76	
0162	FNB	60259	66925		SCHOLASTIC EQUIPMENT CO		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED QUOTE #BAGLEY		\$370.75	
	PO#: 67904	Voucher #:	71523	Invoice	Invoice No: 13024	8/19/2019	Paid Amt:	\$370.75	
							Check Amount:	\$370.75	
0162	FNB	60260	66930		SCHOLASTIC MAGAZINES		Check		
				E 01	300 220 000 460 000	SCOPE MAGAZINE		\$299.70	
				E 01	300 220 000 460 000	SHIPPING		\$29.97	
				E 01	300 220 000 460 000	Textbooks/Workbooks		(\$33.00)	
	PO#: 67833	Voucher #:	71520	Invoice	Invoice No: M6778785	8/19/2019	Paid Amt:	\$296.67	
				E 01	100 203 000 430 000	PLEASE SEE ATTACHED		\$1,753.75	
				E 01	100 203 000 430 000	SHIPPING		\$175.38	
	PO#: 67939	Voucher #:	71521	Invoice	Invoice No: M6778791	8/19/2019	Paid Amt:	\$1,929.13	
				E 01	300 270 000 430 000	SCHOLASTIC MAGAZINE		\$212.25	
				E 01	300 270 000 430 000	Instructional Supply-Social Studies		(\$6.27)	
	PO#: 67860	Voucher #:	71522	Invoice	Invoice No: M6778784	8/19/2019	Paid Amt:	\$205.98	
							Check Amount:	\$2,431.78	
0162	FNB	60261	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	300 050 000 401 000	PLEASE SEE ATTACHED		\$419.55	
	PO#: 67806	Voucher #:	71469	Invoice	Invoice No: 308103329221	8/19/2019	Paid Amt:	\$419.55	
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$655.40	
	PO#: 67813	Voucher #:	71470	Invoice	Invoice No: 308103325497	8/19/2019	Paid Amt:	\$655.40	
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$188.19	
	PO#: 67815	Voucher #:	71471	Invoice	Invoice No: 308103327533	8/19/2019	Paid Amt:	\$188.19	
				E 01	300 215 000 430 000	PLEASE SEE ATTACHED		\$104.88	
				E 01	300 215 000 401 000			\$150.00	
	PO#: 67827	Voucher #:	71472	Invoice	Invoice No: 308103329260	8/19/2019	Paid Amt:	\$254.88	
				E 01	300 220 000 401 000	PLEASE SEE ATTACHED		\$163.30	
	PO#: 67829	Voucher #:	71473	Invoice	Invoice No: 308103329261	8/19/2019	Paid Amt:	\$163.30	
				E 01	300 220 000 401 000	PLEASE SEE ATTACHED		\$155.56	
	PO#: 67830	Voucher #:	71474	Invoice	Invoice No: 208123120402	8/19/2019	Paid Amt:	\$155.56	
				E 01	300 220 000 401 000	PLEASE SEE ATTACHED		\$148.27	
	PO#: 67831	Voucher #:	71475	Invoice	Invoice No: 308103329262	8/19/2019	Paid Amt:	\$148.27	
				E 01	300 220 000 401 000	PLEASE SEE ATTACHED		\$44.75	
	PO#: 67832	Voucher #:	71476	Invoice	Invoice No: 208123120324	8/19/2019	Paid Amt:	\$44.75	
				E 01	300 230 000 430 000	PLEASE SEE ATTACHED		\$72.65	

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Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	60261	67160		SCHOOL SPECIALTY, INC.		Check
				E 01 300 230 000 401 000			\$100.00
		PO#: 67834	Voucher #:	71477	Invoice Invoice No: 308103329263	8/19/2019	Paid Amt: \$172.65
				E 01 300 241 000 430 000	PLEASE SEE ATTACHED		\$161.90
		PO#: 67837	Voucher #:	71478	Invoice Invoice No: 308103329264	8/19/2019	Paid Amt: \$161.90
				E 01 300 255 000 430 000	PLEASE SEE ATTACHED		\$243.19
		PO#: 67839	Voucher #:	71479	Invoice Invoice No: 308103325501	8/19/2019	Paid Amt: \$243.19
				E 01 300 255 000 430 000	PLEASE SEE ATTACHED		\$208.56
		PO#: 67842	Voucher #:	71480	Invoice Invoice No: 308103329265	8/19/2019	Paid Amt: \$208.56
				E 01 300 256 000 401 000	PLEASE SEE ATTACHED		\$331.72
		PO#: 67846	Voucher #:	71481	Invoice Invoice No: 308103329266	8/19/2019	Paid Amt: \$331.72
				E 01 300 256 000 401 000	PLEASE SEE ATTACHED		\$205.94
		PO#: 67849	Voucher #:	71482	Invoice Invoice No: 208123120373	8/19/2019	Paid Amt: \$205.94
				E 01 300 259 000 401 000	PLEASE SEE ATTACHED		\$136.21
		PO#: 67850	Voucher #:	71483	Invoice Invoice No: 308103325505	8/19/2019	Paid Amt: \$136.21
				E 01 300 260 000 401 000	PLEASE SEE ATTACHED		\$122.39
		PO#: 67851	Voucher #:	71484	Invoice Invoice No: 308103325506	8/19/2019	Paid Amt: \$122.39
				E 01 300 260 000 401 000	PLEASE SEE ATTACHED		\$253.22
		PO#: 67852	Voucher #:	71485	Invoice Invoice No: 308103338543	8/19/2019	Paid Amt: \$253.22
				E 01 300 260 000 430 000	PLEASE SEE ATTACHED		\$609.36
		PO#: 67853	Voucher #:	71486	Invoice Invoice No: 308103331561	8/19/2019	Paid Amt: \$609.36
				E 01 300 260 000 430 000	PLEASE SEE ATTACHED		\$159.10
		PO#: 67855	Voucher #:	71487	Invoice Invoice No: 308103331562	8/19/2019	Paid Amt: \$159.10
				E 01 300 270 000 401 000	PLEASE SEE ATTACHED		\$84.05
		PO#: 67856	Voucher #:	71488	Invoice Invoice No: 208123120405	8/19/2019	Paid Amt: \$84.05
				E 01 300 291 000 401 141	General Supplies-History Day		\$58.59
		PO#: 67857	Voucher #:	71489	Invoice Invoice No: 208123137241,152813	8/19/2019	Paid Amt: \$58.59
				E 01 300 270 000 401 000	PLEASE SEE ATTACHED		\$71.84
		PO#: 67858	Voucher #:	71490	Invoice Invoice No: 308103329268	8/19/2019	Paid Amt: \$71.84
				E 01 300 270 000 401 000	PLEASE SEE ATTACHED		\$156.06
				E 01 300 270 000 401 000	General Supplies		(\$1.34)
		PO#: 67859	Voucher #:	71491	Invoice Invoice No: 208123120303	8/19/2019	Paid Amt: \$154.72
				E 01 300 620 000 401 000	PLEASE SEE ATTACHED		\$164.36
		PO#: 67871	Voucher #:	71492	Invoice Invoice No: 308103341956	8/19/2019	Paid Amt: \$164.36
				E 01 300 710 000 401 000	PLEASE SEE ATTACHED		\$27.66
		PO#: 67872	Voucher #:	71493	Invoice Invoice No: 208123120572	8/19/2019	Paid Amt: \$27.66
				E 01 300 710 000 401 000	PLEASE SEE ATTACHED		\$30.47
		PO#: 67873	Voucher #:	71494	Invoice Invoice No: 208123120576	8/19/2019	Paid Amt: \$30.47

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	60261	67160		SCHOOL SPECIALTY, INC.		Check
				E 01 100 412 740 397 000	PLEASE SEE ATTACHED ORDER		\$478.72
	PO#: 67948	Voucher #:	71495	Invoice	Invoice No: 308103343633	8/19/2019	Paid Amt: \$478.72
				E 01 100 412 740 397 000	PLEASE SEE ATTACHED		\$240.30
	PO#: 67956	Voucher #:	71496	Invoice	Invoice No: 308103337078	8/19/2019	Paid Amt: \$240.30
				E 01 100 212 000 430 000	PLEASE SEE ATTACHED SHEET		\$948.51
	PO#: 67959	Voucher #:	71497	Invoice	Invoice No: 3081033355054	8/19/2019	Paid Amt: \$948.51
				E 01 300 605 320 401 000	General Supplies-AMI		\$480.18
	PO#:	Voucher #:	71498	Invoice	Invoice No: 208123365184,3340252	8/19/2019	Paid Amt: \$480.18
				E 01 300 212 000 430 000	PLEASE SEE ATTACHED		\$2,327.91
	PO#: 67989	Voucher #:	71499	Invoice	Invoice No: 208123184138	8/19/2019	Paid Amt: \$2,327.91
				E 01 300 050 000 401 000	General Supplies-HS Office		\$28.49
	PO#:	Voucher #:	71500	Invoice	Invoice No: 208123154281	8/19/2019	Paid Amt: \$28.49
				E 01 100 201 000 401 000	PLEASE SEE ATTACHED		\$145.03
	PO#: 68124	Voucher #:	71501	Invoice	Invoice No: 308103337736	8/19/2019	Paid Amt: \$145.03
				E 01 100 201 000 401 000	PLEASE SEE ATTACHED		\$36.47
	PO#: 68125	Voucher #:	71502	Invoice	Invoice No: 208123228991	8/19/2019	Paid Amt: \$36.47
				E 01 100 201 000 401 000	PLEASE SEE ATTACHED		\$135.06
	PO#: 68126	Voucher #:	71503	Invoice	Invoice No: 308103371801	8/19/2019	Paid Amt: \$135.06
				E 01 100 201 000 401 000	PLEASE SEE ATTACHED		\$333.90
	PO#: 68127	Voucher #:	71504	Invoice	Invoice No: 308103339395	8/19/2019	Paid Amt: \$333.90
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED		\$51.75
	PO#: 68129	Voucher #:	71505	Invoice	Invoice No: 208123203155	8/19/2019	Paid Amt: \$51.75
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$184.25
	PO#: 68130	Voucher #:	71506	Invoice	Invoice No: 308103336203	8/19/2019	Paid Amt: \$184.25
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$335.24
	PO#: 68131	Voucher #:	71507	Invoice	Invoice No: 308103337752	8/19/2019	Paid Amt: \$335.24
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED SHEETS		\$337.56
	PO#: 68132	Voucher #:	71508	Invoice	Invoice No: 308103336201	8/19/2019	Paid Amt: \$337.56
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED		\$157.03
	PO#: 68138	Voucher #:	71509	Invoice	Invoice No: 208123226832	8/19/2019	Paid Amt: \$157.03
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED		\$189.01
	PO#: 68141	Voucher #:	71510	Invoice	Invoice No: 208123226828	8/19/2019	Paid Amt: \$189.01
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED		\$102.94
	PO#: 68142	Voucher #:	71511	Invoice	Invoice No: 308103344442	8/19/2019	Paid Amt: \$102.94
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED		\$348.89
	PO#: 68143	Voucher #:	71512	Invoice	Invoice No: 208123226815	8/19/2019	Paid Amt: \$348.89
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED		\$64.12
	PO#: 68153	Voucher #:	71513	Invoice	Invoice No: 308103341200	8/19/2019	Paid Amt: \$64.12

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60261	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01 100 203 000 430 000	PLEASE SEE ATTACHED			\$495.00	
		PO#: 68155	Voucher #:	71514	Invoice	Invoice No: 208123226314	8/19/2019	Paid Amt:	\$495.00
				E 01 100 212 000 430 000	PLEASE SEE ATTACHED			\$998.95	
		PO#: 68156	Voucher #:	71515	Invoice	Invoice No: 308103361652	8/19/2019	Paid Amt:	\$998.95
				E 01 100 216 401 401 000	PLEASE SEE ATTACHED			\$98.92	
		PO#: 68157	Voucher #:	71516	Invoice	Invoice No: 208123227235	8/19/2019	Paid Amt:	\$98.92
				E 01 100 050 000 401 000	PLEASE SEE ATTACHED			\$113.67	
		PO#: 68161	Voucher #:	71517	Invoice	Invoice No: 208123227337	8/19/2019	Paid Amt:	\$113.67
				E 01 005 110 000 401 000	1514022 NAME PLATE FOR NICKY RITTERM			\$21.25	
		PO#: 68173	Voucher #:	71518	Invoice	Invoice No: 208123460824	8/19/2019	Paid Amt:	\$21.25
				E 01 300 211 000 401 000	PLEASE SEE ATTACHED			\$190.58	
		PO#: 68194	Voucher #:	71519	Invoice	Invoice No: 208123468060	8/19/2019	Paid Amt:	\$190.58
								Check Amount:	\$14,069.56
0162	FNB	60262	67878		SFM		Check		
				E 01 100 203 000 270 000	Worker's Compensation-Elem			\$35,269.00	
				E 01 300 211 000 270 000	Worker's Compensation-High School			\$35,269.00	
		PO#:	Voucher #:	71525	Invoice	Invoice No: 2163979	8/19/2019	Paid Amt:	\$70,538.00
								Check Amount:	\$70,538.00
0162	FNB	60263	69653		SPEEDSKIN		Check		
				E 01 300 215 000 430 000	KEYBOARDING INSTRUCTION COVERS/SF			\$294.60	
				E 01 300 215 000 430 000	SHIPPING			\$19.35	
		PO#: 67828	Voucher #:	71524	Invoice	Invoice No: 26940	8/19/2019	Paid Amt:	\$313.95
								Check Amount:	\$313.95
0162	FNB	60264	72521		SUMMIT FIRE PROTECTION		Check		
				E 01 005 865 363 305 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$293.00	
		PO#: 68084	Voucher #:	71526	Invoice	Invoice No: 1413436	8/19/2019	Paid Amt:	\$293.00
				E 01 005 865 363 305 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$388.00	
		PO#: 68084	Voucher #:	71527	Invoice	Invoice No: 1413433	8/19/2019	Paid Amt:	\$388.00
				E 01 005 865 363 305 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$490.00	
		PO#: 68084	Voucher #:	71528	Invoice	Invoice No: 2152208	8/19/2019	Paid Amt:	\$490.00
				E 01 005 865 363 305 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$795.00	
		PO#: 68084	Voucher #:	71545	Invoice	Invoice No: 1414133	8/19/2019	Paid Amt:	\$795.00
				E 01 005 865 363 305 000	OPEN PURCHASE ORDER FOR THE 2019-2			\$975.00	
		PO#: 68084	Voucher #:	71546	Invoice	Invoice No: 1414135	8/19/2019	Paid Amt:	\$975.00
								Check Amount:	\$2,941.00
0162	FNB	60265	74083		TEACHER DIRECT		Check		
				E 01 100 203 000 401 000	PLEASE SEE ATTACHED SHEET			\$107.98	
		PO#: 68135	Voucher #:	71536	Invoice	Invoice No: SO31983/70	8/19/2019	Paid Amt:	\$107.98

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Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60265	74083		TEACHER DIRECT		Check		
				E 01	100 203 000 401 000	340-30117 SSK BLACK SEAT SACK 17"		\$52.40	
				E 01	100 203 000 401 000	SHIPPING - FREE		\$0.00	
	PO#: 67983	Voucher #:	71537	Invoice	Invoice No: SO31149/12	8/19/2019	Paid Amt:	\$52.40	
				E 01	100 203 000 401 000	340-0182 OMBRE TURQUOISE BORDER		\$3.48	
				E 01	100 203 000 401 000	340-8-564 CHARCOAL STYLISH		\$3.48	
				E 01	100 203 000 401 000	340-50000 FS MAGNETIC DESKTOP DRY EI		\$29.48	
				E 01	100 203 000 401 000	SHIPPING		\$8.00	
	PO#: 67987	Voucher #:	71538	Invoice	Invoice No: SO31156/19	8/19/2019	Paid Amt:	\$44.44	
							Check Amount:	\$204.82	
0162	FNB	60266	74179		TEAM LABORATORY CHEMICAL CORP.		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$371.50	
	PO#: 68085	Voucher #:	71532	Invoice	Invoice No: INV0016966	8/19/2019	Paid Amt:	\$371.50	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$375.50	
	PO#: 68085	Voucher #:	71533	Invoice	Invoice No: INV0017393	8/19/2019	Paid Amt:	\$375.50	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$437.00	
	PO#: 68085	Voucher #:	71534	Invoice	Invoice No: INV0017396	8/19/2019	Paid Amt:	\$437.00	
							Check Amount:	\$1,184.00	
0162	FNB	60267	74181		TECH CHECK, LLC		Check		
				E 01	005 810 000 305 181	General Supplies-District Technology		\$130.00	
	PO#:	Voucher #:	71530	Invoice	Invoice No: 37643	8/19/2019	Paid Amt:	\$130.00	
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$130.00	
	PO#:	Voucher #:	71531	Invoice	Invoice No: 37760	8/19/2019	Paid Amt:	\$130.00	
							Check Amount:	\$260.00	
0162	FNB	60268	1638		TPRS BOOKS		Check		
				E 01	300 230 000 460 000	PLEASE SEE ATTACHED		\$638.00	
	PO#: 67835	Voucher #:	71557	Invoice	Invoice No: 16795	8/19/2019	Paid Amt:	\$638.00	
							Check Amount:	\$638.00	
0162	FNB	60269	76130		TRAINING ROOM, INC.		Check		
				E 01	300 292 000 401 295	OPEN PURCHASE ORDER FOR THE 2019-2		\$1,726.08	
	PO#: 68050	Voucher #:	71529	Invoice	Invoice No: 94598	8/19/2019	Paid Amt:	\$1,726.08	
							Check Amount:	\$1,726.08	
0162	FNB	60270	1527		TUMBLEWEED PRESS INC.		Check		
				E 01	100 620 000 406 000	TUMBLE BOOKS PREMIM LIBRARY - SEE A		\$799.00	
	PO#: 67796	Voucher #:	71535	Invoice	Invoice No: 94895	8/19/2019	Paid Amt:	\$799.00	
							Check Amount:	\$799.00	
0162	FNB	60271	77510		TWIN PINES GOLF COURSE		Check		
				E 01	300 294 000 820 206	Dues-Boys Golf		\$2,000.00	

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Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	60271	77510		TWIN PINES GOLF COURSE		Check		
				E 01	300 296 000 820 206	Dues-Girls Golf		\$2,000.00	
	PO#:	Voucher #:	71539	Invoice	Invoice No: 2017-7425	8/19/2019	Paid Amt:	\$4,000.00	
							Check Amount:	\$4,000.00	
0162	FNB	60272	79179		VERIZON WIRELESS		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$40.01	
	PO#:	Voucher #:	71540	Invoice	Invoice No: 9835105918	8/19/2019	Paid Amt:	\$40.01	
							Check Amount:	\$40.01	
0162	FNB	60273	79331		VISA		Check		
				E 01	005 020 000 820 000	Dues and Membership-Supt. Office		\$79.00	
				E 01	005 020 000 366 000	Travel-Supt. Office		\$299.00	
				E 01	300 050 000 366 000	Travel-Elem Office		\$299.00	
				E 01	100 050 000 366 000	Travel-Elem Office		\$299.00	
	PO#:	Voucher #:	71567	Invoice	Invoice No: 08/01/2019	8/19/2019	Paid Amt:	\$976.00	
							Check Amount:	\$976.00	
0162	FNB	60274	80788		WESTWOOD BUILDING CENTER, INC.		Check		
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2		\$338.73	
24	PO#: 68086	Voucher #:	71542	Invoice	Invoice No: 07/31/19	8/19/2019	Paid Amt:	\$338.73	
							Check Amount:	\$338.73	
0162	FNB	60275	80625		WILCOX PAPER		Check		
				E 01	005 110 000 401 000	WHITE PAPER 8.5X11 - 20#, 92 BRIGHT		\$3,594.00	
				E 01	005 110 000 401 000	WHITE PAPER 11X17 - 20#, 92 BRIGHT		\$104.70	
				E 01	005 110 000 401 000	BOISE FIREWORX PASTEL PAPER 8.5X11		\$0.00	
				E 01	005 110 000 401 000	BOTTLE ROCKET BLUE		\$160.00	
				E 01	005 110 000 401 000	BUFF		\$40.00	
				E 01	005 110 000 401 000	CANARY		\$120.00	
				E 01	005 110 000 401 000	GOLDEN GLIMMER		\$80.00	
				E 01	005 110 000 401 000	GREEN POPPER MINT		\$40.00	
				E 01	005 110 000 401 000	ORCHID		\$40.00	
				E 01	005 110 000 401 000	POWDER PINK		\$40.00	
				E 01	005 110 000 401 000	TAN		\$40.00	
				E 01	005 110 000 401 000	PUMPKIN GLOW		\$80.00	
				E 01	005 110 000 401 000	BOISE FIREWORX - BRIGHT 8.5X11		\$0.00	
				E 01	005 110 000 401 000	GREEN LIGHTING		\$193.50	
				E 01	005 110 000 401 000	RED ROMAN CANDLE		\$64.50	
				E 01	005 110 000 401 000	YELLOW LEMON ZEST		\$129.00	
	PO#: 67915	Voucher #:	71544	Invoice	Invoice No: 361740	8/19/2019	Paid Amt:	\$4,725.70	
							Check Amount:	\$4,725.70	

Bagley Public Schools #162 AUGUST 2019 CHECK REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	60276	81075		WILLBERGS AUTO CENTER		Check	
				E 01	310 810 000 401 000	OPEN PURCHASE ORDER FOR THE 2019-2	\$359.11	
		PO#: 68087	Voucher #:	71543	Invoice	Invoice No: 8/1/2019	8/19/2019	
							Paid Amt:	\$359.11
							Check Amount:	\$359.11
							Report Total:	\$301,192.56

Bagley Public Schools #162 JULY 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33131	00566		AIM ELECTRONICS		Check		
				E 01	300 211 302 530 000	Equipment-High School		\$9,612.60	
	PO#:	Voucher #:	71214	Invoice	Invoice No: 41762	7/9/2019	Paid Amt:	\$9,612.60	
							Check Amount:	\$9,612.60	
0162	FNB	33132	57845		NORTH CENTRAL PARTS & SERVICE		Check		
				E 01	005 760 720 401 000	77 PASSENGER BLUEBIRD WITH PROPANE		\$90,268.35	
	PO#: 67749	Voucher #:	71213	Invoice	Invoice No: 6566	7/9/2019	Paid Amt:	\$90,268.35	
							Check Amount:	\$90,268.35	
0162	FNB	33133	58070		NORTHERN SURPLUS		Check		
				E 01	300 605 320 401 000	General Supplies-AMI		\$0.00	
				E 01	300 605 320 430 000	GOLD DEER HIDE		\$943.50	
				E 01	300 605 320 430 000	GOLVER NEEDLES		\$14.25	
				E 01	300 605 320 430 000	READING NEEDLES		\$15.98	
				E 01	300 605 320 430 000	BEADING THREAD		\$91.98	
				E 01	300 605 320 430 000	TAN BELT		\$214.40	
				E 01	300 605 320 430 000	CONCHO		\$359.40	
				E 01	300 605 320 430 000	SHAWL FRINGE		\$219.80	
				E 01	300 605 320 430 000	LEATHER LACE		\$59.80	
				E 01	300 605 320 430 000	ADULT JINGLES		\$139.93	
				E 01	300 605 320 430 000	CHILD JINGLE DRESS PATTERN		\$9.99	
				E 01	300 605 320 430 000	ADULT JINGLE DRESS PATTERN		\$9.99	
	PO#: 67972	Voucher #:	71312	Invoice	Invoice No: 295705	7/19/2019	Paid Amt:	\$2,079.02	
							Check Amount:	\$2,079.02	
0162	FNB	33134	03537		ASCD		Check		
				E 01	100 050 000 820 000	ASCD MEMBERSHIP		\$239.00	
	PO#: 68165	Voucher #:	71314	Invoice	Invoice No: 7/29/2019	7/22/2019	Paid Amt:	\$239.00	
							Check Amount:	\$239.00	
0162	FNB	33135	1385		EVERGREEN FUN PARK		Check		
				E 04	005 586 332 369 132	ADMISSION - JULY 19, 2019		\$972.95	
				E 04	005 586 332 369 132	FREE - 1 CHAPERONE PER 10 KIDS		\$0.00	
	PO#: 67907	Voucher #:	71317	Invoice	Invoice No: FUN-3247	7/22/2019	Paid Amt:	\$972.95	
							Check Amount:	\$972.95	
0162	FNB	33136	36531		HEADWATERS SCIENCE CENTER		Check		
				E 04	005 586 332 369 132	ADMISSION		\$205.00	
	PO#: 67908	Voucher #:	71316	Invoice	Invoice No: 71192	7/22/2019	Paid Amt:	\$205.00	
							Check Amount:	\$205.00	

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Bagley Public Schools #162 JULY 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33137	60500		PAUL BUNYAN'S ANIMAL LAND		Check		
				E 04	005 586 332 369 132	ADMISSION		\$198.00	
		PO#: 67909	Voucher #: 71315	Invoice	Invoice No: June 28, 2019	7/22/2019	Paid Amt:	\$198.00	
							Check Amount:	\$198.00	
0162	FNB	33138	1147		US POSTAL SERVICE(POSTAGE BY PHONE)		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$2,000.00	
		PO#:	Voucher #: 71313	Invoice	Invoice No: 07/22/2019	7/22/2019	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
0162	FNB	33139	01380		AMERICAN FAMILY LIFE ASSUR CO		Check		
				B 01	215 030	Insurance Payable		\$140.57	
				B 01	215 030	Insurance Payable		\$596.50	
		PO#:	Voucher #: 71318	Invoice	Invoice No: M2020010	7/31/2019	Paid Amt:	\$737.07	
							Check Amount:	\$737.07	
0162	FNB	33140	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$22,923.30	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$847.07	
27		PO#:	Voucher #: 71342	Invoice	Invoice No: APR, MAY & JUNE	7/31/2019	Paid Amt:	\$23,770.37	
							Check Amount:	\$23,770.37	
0162	FNB	33142	67632		FURTHER		Check		
				B 01	215 027	Flex		\$866.66	
				B 01	215 027	Flex		(\$216.66)	
		PO#:	Voucher #: 71325	Invoice	Invoice No: M2020010	7/31/2019	Paid Amt:	\$650.00	
							Check Amount:	\$650.00	
0162	FNB	33143	46956		MADISON NATIONAL LIFE INS. CO., INC.		Check		
				B 01	215 030	Insurance Payable		\$209.74	
		PO#:	Voucher #: 71333	Invoice	Invoice No: 07/31/2019	7/31/2019	Paid Amt:	\$209.74	
							Check Amount:	\$209.74	
0162	FNB	33144	49246		MEDICARE BLUE RX		Check		
				B 01	215 030	Insurance Payable		\$1,470.70	
		PO#:	Voucher #: 71334	Invoice	Invoice No: 07/31/2019	7/31/2019	Paid Amt:	\$1,470.70	
							Check Amount:	\$1,470.70	
0162	FNB	33146	62610		PREPAID LEGAL SERVICES		Check		
				B 01	215 040	Dues and ID Theft		\$90.65	
		PO#:	Voucher #: 71332	Invoice	Invoice No: 07/31/2019	7/31/2019	Paid Amt:	\$90.65	
							Check Amount:	\$90.65	
0162	FNB	33147	1116		THE OMNI GROUP		Check		
				B 01	215 005	Tax Shelter Payable		\$300.00	
		PO#:	Voucher #: 71320	Invoice	Invoice No: M2020010	7/31/2019	Paid Amt:	\$300.00	

Bagley Public Schools #162 JULY 2019 HANDPAYABLES REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	33147	1116		THE OMNI GROUP		Check		
				B 01 215 005	Tax Shelter Payable		\$300.00		
				B 01 215 025	403 (b) Match		\$145.83		
PO#:	Voucher #:	71321	Invoice	Invoice No:	M2020010	7/31/2019	Paid Amt:	\$445.83	
				B 01 215 005	Tax Shelter Payable		\$2,391.67		
				B 01 215 025	403 (b) Match		\$863.34		
PO#:	Voucher #:	71322	Invoice	Invoice No:	M2020010	7/31/2019	Paid Amt:	\$3,255.01	
				B 01 215 005	Tax Shelter Payable		\$312.49		
				B 01 215 025	403 (b) Match		\$312.49		
PO#:	Voucher #:	71323	Invoice	Invoice No:	M2020010	7/31/2019	Paid Amt:	\$624.98	
							Check Amount:	\$4,625.82	
0162	FNB	33148	09975		BLUE CROSS BLUE SHIELD OF MN		Check		
				B 01 215 030	Insurance Payable		\$3,616.00		
				B 01 215 030	Insurance Payable		(\$1,808.00)		
PO#:	Voucher #:	71335	Invoice	Invoice No:	07/31/2019	7/31/2019	Paid Amt:	\$1,808.00	
							Check Amount:	\$1,808.00	
0162	FNB	33149	55745		NCPERS MINNESOTA		Check		
				B 01 215 031	Life Insur Payable		\$48.00		
				B 01 215 031	Life Insur Payable		\$16.00		
PO#:	Voucher #:	71324	Invoice	Invoice No:	M2020010	7/31/2019	Paid Amt:	\$64.00	
							Check Amount:	\$64.00	
							Report Total:	\$139,001.27	

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**Bagley Public Schools
Treasurer's Report
Period Ended July 31, 2019**

	<u>General</u>	<u>Food Service</u>	<u>Community Service</u>	<u>Capital Projects</u>	<u>Debt Redemption</u>	<u>Trust</u>	<u>Total</u>
CASH SUMMARY							
Ending Cash Balances	<u>2,771,131.61</u>	<u>118,105.55</u>	<u>327,217.57</u>	<u>299,454.56</u>	<u>93,783.66</u>	<u>7,363.46</u>	<u>3,617,056.41</u>
OPERATING ANALYSIS							
Revenues							
Current Month Receipts	262,071.06	2,805.24	3,101.10	0.00	4,790.25	0.00	272,767.65
Previous Months	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total YTD Revenues	<u>262,071.06</u>	<u>2,805.24</u>	<u>3,101.10</u>	<u>0.00</u>	<u>4,790.25</u>	<u>0.00</u>	<u>272,767.65</u>
Current Month Expenditures	636,775.77	3,076.88	15,932.39	0.00	84,407.50	0.00	740,192.54
Previous Months	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total YTD Expenditures	<u>636,775.77</u>	<u>3,076.88</u>	<u>15,932.39</u>	<u>0.00</u>	<u>84,407.50</u>	<u>0.00</u>	<u>740,192.54</u>
Revenues Over (Under) Expenditures	<u>(374,704.71)</u>	<u>(271.64)</u>	<u>(12,831.29)</u>	<u>0.00</u>	<u>(79,617.25)</u>	<u>0.00</u>	<u>(467,424.89)</u>
BUDGET ANALYSIS							
Revenues							
YTD Revenues	262,071.06	2,805.24	3,101.10	0.00	4,790.25	0.00	272,767.65
Budget	<u>13,177,560.00</u>	<u>552,250.00</u>	<u>252,641.00</u>	<u>0.00</u>	<u>427,663.00</u>	<u>1,009.00</u>	<u>14,411,123.00</u>
Over (Under) Budget	<u>(12,915,488.94)</u>	<u>(549,444.76)</u>	<u>(249,539.90)</u>	<u>0.00</u>	<u>(422,872.75)</u>	<u>(1,009.00)</u>	<u>(14,138,355.35)</u>
% Budget Received	<u>1.99%</u>	<u>0.51%</u>	<u>1.23%</u>	<u>0.00%</u>	<u>1.12%</u>	<u>0.00%</u>	<u>1.89%</u>
Expenditures							
YTD Expenditures	636,775.77	3,076.88	15,932.39	0.00	84,407.50	0.00	740,192.54
Budget	<u>13,405,094.00</u>	<u>574,215.00</u>	<u>241,436.00</u>	<u>0.00</u>	<u>443,815.00</u>	<u>1,600.00</u>	<u>14,666,160.00</u>
Over (Under) Budget	<u>(12,768,318.23)</u>	<u>(571,138.12)</u>	<u>(225,503.61)</u>	<u>0.00</u>	<u>(359,407.50)</u>	<u>(1,600.00)</u>	<u>(13,925,967.46)</u>
% Budget Expended (Over)	<u>4.75%</u>	<u>0.54%</u>	<u>6.60%</u>	<u>0.00%</u>	<u>19.02%</u>	<u>0.00%</u>	<u>5.05%</u>

INDEPENDENT SCHOOL DISTRICT 162					
STATEMENT OF REVENUES AND EXPENDITURES					
BUDGET AND ACTUAL					
GENERAL FUND					
THROUGH MONTH ENDED JULY 31, 2019					
WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2019					
	2020			2019	
	Budgeted Amounts			Over (Under)	
	Original	Final	Actual	Final	Actual
				Budget	
REVENUES					
Local Property Taxes	1,283,158	1,283,158	0.00	(1,283,158.00)	1,304,388.96
Other Local and County Revenues	227,300	227,300	8,574.90	(218,725.10)	356,325.40
Revenues from State Sources	11,013,309	11,013,309	250,855.20	(10,762,453.80)	10,881,142.39
Revenues from Federal Sources	644,952	644,952	0.00	(644,952.00)	799,620.95
Investment Earnings	12,000	12,000	2,640.96	(9,359.04)	22,714.75
TOTAL REVENUES	13,180,719	13,180,719	262,071.06	(12,918,648)	13,364,192.45
EXPENDITURES					
District and School Administration					
Wages	616,475	616,475	81,315.16	(535,159.84)	613,936.46
Benefits	175,066	175,066	15,506.79	(159,559.21)	163,591.94
Supplies/Services	80,170	80,170	8,592.80	(71,577.20)	56,310.08
District Support Services					
Wages	125,700	125,700	9,198.00	(116,502.00)	126,579.64
Benefits	27,943	27,943	2,014.57	(25,928.43)	26,095.49
Supplies/Services	173,380	173,380	48,838.86	(124,541.14)	151,677.87
Regular Instruction					
Wages	3,798,025	3,798,025	6,339.34	(3,791,685.66)	3,719,029.47
Benefits	1,148,490	1,148,490	5,921.02	(1,142,568.98)	1,062,081.55
Supplies/Services	682,920	682,920	35,486.55	(647,433.45)	576,279.55
Vocational Instruction					
Wages	55,111	55,111	0.00	(55,111.00)	53,245.44
Benefits	8,931	8,931	0.00	(8,931.00)	9,783.35
Supplies/Services	2,900	2,900	357.93	(2,542.07)	3,026.50
Special Education					
Wages	886,352	886,352	231.84	(886,120.16)	1,031,364.56
Benefits	225,033	225,033	35.12	(224,997.88)	254,628.19
Supplies/Services	968,440	968,440	360.89	(968,079.11)	966,454.89
Instructional Support Services					
Wages	287,929	287,929	7,248.75	(280,680.25)	361,031.70
Benefits	56,644	56,644	1,738.58	(54,905.42)	89,262.58
Supplies/Services	249,810	249,810	9,145.02	(240,664.98)	182,025.74
Pupil Support Services					
Wages	546,021	546,021	15,484.07	(530,536.93)	571,866.51
Benefits	97,421	97,421	2,996.38	(94,424.62)	100,299.81
Supplies/Services	464,767	464,767	105,081.63	(359,685.37)	501,632.73
Site, Buildings & Equipment					
Wages	617,222	617,222	44,286.88	(572,935.12)	506,328.83
Benefits	129,253	129,253	7,325.99	(121,927.01)	99,328.44
Supplies/Services	1,946,091	1,946,091	183,796.83	(1,762,294.17)	2,109,903.76
Fiscal & Other Fixed Costs					
	35,000	35,000	45,472.77	10,472.77	31,521.36
TOTAL EXPENDITURES	13,405,094	13,405,094	636,775.77	(12,768,318)	13,367,286.44
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(224,375)	(224,375)	(374,705)	(150,330)	(3,094)

Bagley Public Schools #162 JULY 2019 WIRE PAYMENTS REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	1014			TRA		Wire		
			B 01	215 018	TRA Payable			\$7,502.28	
PO#:	Voucher #:	71172	Invoice	Invoice No:	M2019120	7/31/2019	Paid Amt:	\$7,502.28	
			B 01	215 018	TRA Payable			\$329.52	
PO#:	Voucher #:	71206	Invoice	Invoice No:	Z2019120	7/31/2019	Paid Amt:	\$329.52	
								Check Amount:	\$7,831.80
0162	FNB	1015			IRS		Wire		
			B 01	215 010	FICA Payable			\$35,664.36	
			B 01	215 011	Fed W/H Payable			\$14,192.52	
PO#:	Voucher #:	71173	Invoice	Invoice No:	M2019120	7/31/2019	Paid Amt:	\$49,856.88	
			B 01	215 010	FICA Payable			\$2,679.36	
			B 01	215 011	Fed W/H Payable			\$1,885.68	
PO#:	Voucher #:	71207	Invoice	Invoice No:	Z2019120	7/31/2019	Paid Amt:	\$4,565.04	
			B 01	215 010	FICA Payable			\$439.94	
			B 01	215 011	Fed W/H Payable			\$63.10	
PO#:	Voucher #:	71211	Invoice	Invoice No:	Z201912A0	7/31/2019	Paid Amt:	\$503.04	
								Check Amount:	\$54,924.96
0162	FNB	1016			MN DEPT OF REVENUE		Wire		
			B 01	215 013	State W/H Payable			\$7,398.48	
PO#:	Voucher #:	71174	Invoice	Invoice No:	M2019120	7/31/2019	Paid Amt:	\$7,398.48	
			B 01	215 013	State W/H Payable			\$856.34	
PO#:	Voucher #:	71208	Invoice	Invoice No:	Z2019120	7/31/2019	Paid Amt:	\$856.34	
			B 01	215 013	State W/H Payable			\$49.51	
PO#:	Voucher #:	71212	Invoice	Invoice No:	Z201912A0	7/31/2019	Paid Amt:	\$49.51	
								Check Amount:	\$8,304.33
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire		
			B 01	215 035	Garnishments			\$57.60	
PO#:	Voucher #:	71175	Invoice	Invoice No:	M2019120	7/31/2019	Paid Amt:	\$57.60	
								Check Amount:	\$57.60
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire		
			B 01	215 017	PERA Payable			\$21,722.06	
PO#:	Voucher #:	71177	Invoice	Invoice No:	M2019120	7/31/2019	Paid Amt:	\$21,722.06	
			B 01	215 017	PERA Payable			\$110.81	
PO#:	Voucher #:	71209	Invoice	Invoice No:	Z2019120	7/31/2019	Paid Amt:	\$110.81	
								Check Amount:	\$21,832.87
0162	FNB	09890			NW SERVICE COOP SCHOOL		Wire		
			B 01	215 030	Insurance Payable			\$43,704.75	
PO#:	Voucher #:	70939	Invoice	Invoice No:	M2019112	7/31/2019	Paid Amt:	\$43,704.75	

Bagley Public Schools #162 JULY 2019 WIRE PAYMENTS REGISTER

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	09890			NW SERVICE COOP SCHOOL		Wire		
				B 01	215 030	Insurance Payable		\$42,913.75	
				B 01	215 030	Insurance Payable		(\$15,017.00)	
PO#:	Voucher #:	70961	Invoice	Invoice No:	M2019113	7/31/2019	Paid Amt:	\$27,896.75	
							Check Amount:	\$71,601.50	
0162	FNB	67632			FURTHER		Wire		
				B 01	215 027	Flex		\$3,744.98	
				B 01	215 027	Flex		(\$3,507.91)	
PO#:	Voucher #:	70931	Invoice	Invoice No:	M2019111	7/31/2019	Paid Amt:	\$237.07	
							Check Amount:	\$237.07	
0162	FNB	27830			FIRST NATIONAL BANK		Wire		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$109.30	
PO#:	Voucher #:	71346	Invoice	Invoice No:	203	7/31/2019	Paid Amt:	\$109.30	
				E 01	005 110 000 370 000	Rentals and Leases		\$50.00	
PO#:	Voucher #:	71347	Invoice	Invoice No:	ANNUAL SAFE DEPOSIT	7/31/2019	Paid Amt:	\$50.00	
							Check Amount:	\$159.30	
0162	FNB	38703			UNIVERSAL FLEET CARD		Wire		
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$1.30	
PO#:	Voucher #:	71344	Invoice	Invoice No:	56388764999001	7/31/2019	Paid Amt:	\$1.30	
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$1.19	
PO#:	Voucher #:	71345	Invoice	Invoice No:	56545370999001	7/31/2019	Paid Amt:	\$1.19	
							Check Amount:	\$2.49	
0162	FNB	52173			MINNESOTA STATE RETIREMENT SYS		Wire		
				E 01	005 020 797 291 000	Health Care Savings Plan-Sever		\$1,597.44	
				E 01	005 203 797 291 000	OPEB		\$3,395.11	
				E 01	005 211 797 291 000	OPEB		\$1,426.16	
PO#:	Voucher #:	71348	Invoice	Invoice No:	JULY SEVERANCE	7/31/2019	Paid Amt:	\$6,418.71	
							Check Amount:	\$6,418.71	
0162	FNB	67632			FURTHER		Wire		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$23.60	
PO#:	Voucher #:	71349	Invoice	Invoice No:	1377914	7/31/2019	Paid Amt:	\$23.60	
							Check Amount:	\$23.60	
								Report Total:	\$171,394.23

Elementary Auxiliary Account
June 30, 2019

	6/1/19	Receipts	Disbursements	6/30/19
Student Activities	\$571.56		\$1.00	\$570.56
Title VII	\$24.92			\$24.92
Total	\$596.48	\$0.00	\$1.00	\$595.48

BAGLEY ELEM SCHOOL
 AUXILARY ACCOUNT
 FY 19

	7/1/18	Receipts	Disbursements	6/30/19
Student Activities	\$260.05	\$487.93	\$177.42	\$570.56
Title VII	\$24.92	\$0.00	\$0.00	\$24.92
Total	\$284.97	\$487.93	\$177.42	\$595.48

Bagley Public Schools Fundraising Request Form

School Board Adopted:

Name of Fundraising Group: Student Council Today's Date: 7/26/19
Advisor in Charge of Event: Perry Nelson Student Rep: Cori Bonik
Fundraising Activity: Spirit (Homecoming) Sales
First Day of Fundraiser: 8/29/19 Last Day of Fundraiser: Last home Varsity Football Game.

Describe the fundraising activity: (Please attach all flyers/advertisements for this event to this form).
Note: All food fundraisers must comply with the Smart Snacks guidelines. Sales Flyer is attached.

(For duration of home play off games.)

Purpose for which funds will be used: Student Council Functions/Operations

Select One: Soliciting in school only Soliciting in school and community

Was this fundraiser done in the past? Yes No

Name of Vendor(s): Shindigz, Anderson's, Win Craft, 4imprint

Is this fundraiser managed through the student activity account? Yes No

If yes, name of account: Student Council

If no, please explain: _____

Are school district facilities required: Yes No

If yes, a facility use permit must be completed. The fundraiser must be approved by the host and appear on the school calendar. Submit the Facility Use Permit Request along with a copy of the fundraiser request form.

IMPORTANT: This form must be signed by the Advisor and Principal and then sent to the School Board for approval. Once the fundraiser is approved, the form will be sent back to the Advisor for their records. The fundraiser cannot begin until this form has been signed and returned to the Advisor.

Upon completion of the Fundraiser, the Advisor is responsible for completing the "Fundraiser Accountability Form" and submitting to the Principal for review within 30 days. These forms should be retained with the student activity account records and a copy sent to the district office.

Advisor in Charge Signature: Perry Nelson Date: 7/26/19

OFFICE USE ONLY

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Principal Signature: [Signature] Date: 7/30/19

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Superintendent's Signature: _____ Date of School Board Approval: _____

Homecoming 2019 Spirit Sales

Cheek Cheer.....	50 Cents/each
Bead Necklace.....	50 Cents/each
Spirit Shaker (Pom).....	\$1.00/each
Megaphone.....	\$1.00/each
Face Paint.....	\$1.00/two sticks
Hawaiian Lei.....	\$1.50/each
Eye Blacks.....	\$1.50 per set
Bracelet (Silicon or Woven).....	\$1.50/each
Pep Rag (Bandana).....	\$4.00/each
*Button.....	\$4.00/each
Foam Finger.....	\$5.00/each
Foam Talons.....	\$5.00/each
Lanyard.....	\$5.00/each
Phone Pop Socket.....	\$7.00/each
Knitted Winter Ear Band.....	\$8.00/each
Knitted Winter Hat.....	\$15.00/each

*Buttons will gain wearer free admission to both the Homecoming Week volleyball game and the football game.

ELEMENTARY PRINCIPAL REPORT

AUGUST 19, 2019

SUMMER REC HAD A SUCCESSFUL SEASON



**GIRLS
SOFTBALL**



**BAGLEY YOUTH
VOLLEYBALL
CAMP**



**OUR SUMMER
REC STAFF**

ENRICHMENT FOR OUR STUDENTS

Bottle rockets and sewing class we offered to our elementary students through Community Education. Children had the opportunity to be a part of a STEM lab that designed, created, and tested their rocket. The sewing class taught students the basic skills to construct a project. Both of these programs enriched our students and worked towards meeting our district wide strategic goals.



**STEM BOTTLE
ROCKETS**



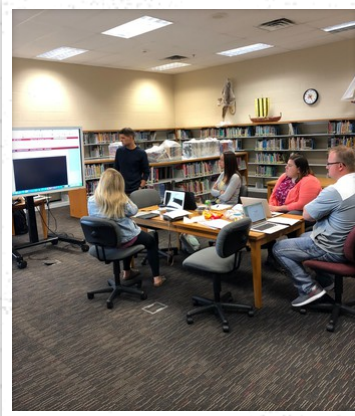
SEWING CLASS



SEWING CLASS

NEW TEACHER TRAINING

Our new elementary teachers attended a two hour Technology Orientation.



ITEMS ON THE HORIZON

- Back to School Inservice Week "Learning is an Adventure"
- Open House August 29, 2019
- First Day of School September 3, 2019

8/19/19

School Board Report

- A lot of planning and meeting has happened over the summer.
 - We are meeting about the SPED processing room
 - School safety
 - Discipline
 - PLC frameworks
 - CIS plan and implementation
- Our security door construction at the high school should be going on this week, the contractors- I have been told, finally have all the supplies they need. It should only take a few days to complete the project.
- Hires are complete shy of an ASD teacher and a para- BRIC nor us are able to fill the ASD position. We will get creative with those who have smaller caseloads and make a plan with the ASD specialist with BRIC to ensure all ASD students are receiving their appropriate services.
- 140 students are registered for fall sports----This is AWESOME!
- Special public thanks to the custodians, maintenance and student's workers this supper. The campus looks really good and the building is clean and getting put back together. Thank you.
- I did plan on presenting a program opportunity with Alternatives to Suspensions for Bagley High School, but more questions have risen that I would like to address and prepare for before I come to you to present.

Items on the Horizon:

CPI trainings

First Aid/ CPR with Neil Dolan

Type 3 Driver certification

Open House

Teacher in-service

Fall Sports

Here is a draft copy of the in-service agenda

In-Service Training (tentative)

August 28 Wednesday

8:00-11:30 New Student Registration- Belinda

8:00-8:30 Coffee and Rolls in the Commons Area

8:30-10:30- Staff Meeting- RM 100

Handbooks, MEIRS, ATS, Review Strategic Plan

10:30-: Dr. Heise address to staff- High School Lunch Room

11:00-12:00 District Lunch

12:00-12:30 Tech Updates- Troy and Brenda

PlanBook, Internet

12:30-1:00 Break

1:00-2:00 Infinittech

2:00-end of day Work in your rooms

August 29 Thursday

12:30-1:30 PLC focus for the year

1:30-2:00 Emergency Manual- Officer Dolan

2:00-? Go Guardian training- Brenda

?-5:00 Work in rooms- may hold CPR training during this time- stay posted

5:00 Open house

5:00 10-12 grade chromebook orientation

5:30 – 7-8 grade chromebook orientation/ new student

5:30-7:00 Dinner Service

6:00 9 grade chromebook orientation

8:00 Open House Ends

618 ASSESSMENT OF STUDENT ACHIEVEMENT

Board Adopted: February 3, 2014

Board Revised: ~~February 19, 2019~~ September 2019

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

- A. "Above-grade level" test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student's grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- C. "Below-grade level" test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student's current grade level. Notwithstanding the student's grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- E. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree,

diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.

- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The School Board shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued

improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's

performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.

5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minn. Stat. § 120B.301(a) and (c); and
 - f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.

2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

€ VI. RIGOROUS COURSE OF STUDY WAIVER

- A 1. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 - 1 a. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 - 2 b. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 - 3 e. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B 2. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C 3. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When

administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.

- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. All students, except those eligible for alternative assessments, will be encouraged to participate on a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of

knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
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 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)

620 CREDIT FOR LEARNING

School Board Adopted: December 18, 2017

Board Revised: September 2019

[Note: School districts statutorily are required to provide students with credit for approved post-secondary courses, as set forth in Section V.; online learning courses, as set forth in Section VI.; 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

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which 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. The purpose of this policy also is to address the 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, post-secondary 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 Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. "Commissioner" means the Commissioner of MDE.
- D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. "Nonpublic school" is a private school or home school in which a child is provided instruction

in compliance with the Minnesota compulsory attendance laws.

- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “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 and/or PSEO, CIHS, or MN accredited online schools, 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 and/or PSEO, CIHS, or MN accredited online schools, may be used to compute honor roll and/or class rank, if the student has earned at least 3 credits per year from the Bagley 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 another State accredited nonpublic school, and/or college in another state including; PSEO, CIHS, and State accredited online schools, upon presentation of a certified transcript 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 another State accredited nonpublic school, and/or public school, or college in another state including; PSEO, CIHS, and State accredited online schools, may be used to compute honor roll and/or class rank, if the student is on track to graduate from Bagley with at least 12 credits from the Bagley 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 an 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.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 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 post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 3. When a determination is made that the content of the post-secondary 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 post-secondary 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 post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

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

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

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 post-secondary enrollment course, online learning 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 for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
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 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (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 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

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 Learning Options)

624 ONLINE LEARNING OPTIONS

Board Adopted: September 2019

[Note: The provisions of this policy substantially reflect the statutory requirements of Minn. Stat. § 124D.095, the Online Learning Option Act.]

I. PURPOSE

The purpose of this policy is to recognize and govern online learning options of students enrolled in the school district for purposes of compulsory attendance and address enrollment of students with an online learning provider for supplemental or full-time online learning.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not prohibit an enrolled student from applying to enroll in online learning.
- B. The school district shall grant academic credit for completing the requirements of an online learning course or program.
- C. The school district shall allow an online learning student to have the same access to the computer hardware and education software available in the school district as all other students in the school district. An online learning provider must assist an online learning student whose family qualifies for education tax credit to acquire computer hardware and educational software for online learning purposes.
- D. The school district shall continue to provide non-academic services to online learning students.
- E. Online learning students may participate in the extracurricular activities of the school district on the same basis as other enrolled students.

[Note: The school district may itself offer digital learning to its enrolled students. Such digital learning does not generate online learning funds. To the extent digital learning is offered by the school district only to its enrolled students, it is not subject to the Minnesota Department of Education (MDE) reporting or review requirements unless the school district is a full-time online learning provider. See Minn. Stat. § 124D.095, Subd. 4(d) and (e).]

To the extent the school district provides to resident students curriculum that has both physical and electronic components, the school district must make the electronic component accessible to a resident student in a home school at the request of the home-schooled student or student's parent or guardian, provided that the school district does not incur more than an incidental cost as a result of providing access electronically. See Minn. Stat. § 123B.42.]

III. DEFINITIONS

- A. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of

instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.

- B. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- C. “Enrolling district” means the school district or charter school in which a student is enrolled under Minn. Stat. § 120A.22, Subd. 4, for purposes of compulsory education.
- D. “Full-time online learning provider” means an enrolling school authorized by the Minnesota Department of Education (MDE) to deliver comprehensive public education at any or all of the elementary, middle, or high school levels.
- E. “Online learning course syllabus” is a written document that an online learning provider transmits to the enrolling school district using a format prescribed by the Commissioner of MDE (Commissioner) to identify the state academic standards embedded in an online learning course, the course content outline, required course assessments, expectations for actual teacher contact time, and other student-to-teacher communications, and the academic support available to the online learning student.
- F. “Online learning” is a form of digital learning delivered by an approved online learning provider under Paragraph III.H.
- G. “Online learning student” is a student enrolled in an online learning course or program delivered by an authorized online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, or an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Student” is a Minnesota resident enrolled in a public school, a nonpublic school, church or religious organization, or home school in which a child is provided instruction in compliance with Minn. Stat. §§ 120A.22 and 120A.24.
- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about online learning to all interested people. The school district may utilize the list of approved online

learning providers and online learning courses and programs developed, published, and maintained by MDE.

2. The school district will receive and maintain information provided to it by online learning providers.
3. The online learning provider must report or make available information on an individual student's progress and accumulated credit to the student, the student's parent, and the enrolling district in a manner specified by the Commissioner unless the enrolling district and the online learning provider agree to a different form of notice and notify the Commissioner.
4. The enrolling district must designate a contact person to help facilitate and monitor the student's academic progress and accumulated credits toward graduation.

B. Student Enrollment

1. A student may apply for full-time enrollment in an approved online learning program. The student must have the written consent of a parent or guardian to do so if the student is under eighteen (18) years of age.
2. The student and the student's parents must submit an application to the online learning provider and identify the student's reason for enrolling. An online learning provider that accepts a student under this section must notify the student and the enrolling district in writing within ten days if the enrolling district is not the online learning provider. The student and the student's parent must notify the online learning provider of the student's intent to enroll in online learning within ten days of being accepted, at which time the student and the student's parent must sign a statement indicating that they have reviewed the online course or program and understand the expectations of enrolling in online learning. The online learning provider must use a form provided by MDE to notify the enrolling district of the student's application to enroll in online learning.
3. The supplemental online learning notice to the enrolling district when a student applies to the online learning provider will include the courses or program, credits to be awarded, and the start date of the online learning course or program. An online learning provider must make available the supplemental online learning course syllabus to the enrolling district. Within 15 days after the online learning provider makes information in this paragraph available to the enrolling district, the enrolling district must notify the online learning provider whether the student, the student's parent, and the enrolling district agree or disagree that the course meets the enrolling district's graduation requirements. A student may enroll in a supplemental online learning course up to the midpoint of the school district's term. The school

district may waive this requirement for special circumstances with the agreement of the online learning provider.

4. An online learning course or program that meets or exceeds a graduation standard or the grade progression requirement of the enrolling district as described in the provider's online learning course syllabus meets the corresponding graduation requirements applicable to the student in the enrolling district. If the enrolling district does not agree that the course or program meets its graduation requirements, then the enrolling district must make available an explanation of its decision to the student, the student's parent, and the online learning provider; and the online learning provider may make available a response to the enrolling district, showing how the course or program meets the graduation requirements of the enrolling district.
5. An online learning student may enroll in supplemental online learning courses equal to a maximum of 50 percent of the student's full schedule of courses per term during a single school year, and the student may exceed the supplemental online learning registration limit if the enrolling district permits for supplemental online learning enrollment above the limit or if the enrolling district and the online learning provider agree to the instructional services. To enroll in more than 50 percent of the student's full schedule or courses per term in online learning, the student must qualify to exceed the supplemental online learning registration limit or apply to enroll in an approved full-time online learning program consistent with Paragraph IV.B.2. above. Full-time online learning students may enroll in classes at a local school under a contract for instructional services between the online learning provider and the school district.
6. An online learning student may complete course work at a grade level that is different from the student's current grade level.
7. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for paying any tuition or course fees.

C. Classroom Membership and Teacher Contact Time

1. The enrolling district may reduce an online learning student's regular classroom instructional membership in proportion to the student's membership in online learning courses.
2. The school district may reduce the course schedule of an online learning student in proportion to the number of online learning courses the student takes from an online learning provider other than the school district.

3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.
4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

1. The school district shall apply the same graduation requirements to all students, including online learning students.
2. The school district shall use the same criteria for accepting online learning credits or courses as it does for accepting credits or courses for nonresident transfer students under Minnesota law.
3. The school district may challenge the validity of a course offered by an online learning provider. Such a challenge will be filed with MDE.
4. The school district shall count secondary credits granted to an online learning student toward its graduation and credit requirements.
5. If a student completes an online learning course or program that meets or exceeds a graduation standard or grade progression requirement at the school district, that standard or requirement will be met.
6. Weighted grades will also be applicable if the school district has adopted a policy to offer weighted grades.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 123B.42, Subd. 1 (Curriculum; Electronic Components)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option Act)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)

MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)

713 STUDENT ACTIVITY ACCOUNTING

Board Adopted: September 2019

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are

not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. **MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.

2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]

Legal References:

Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

Uniform Financial Accounting and Reporting Standards (UFARS)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES
Board Adopted: July 18, 2016 **Board Revised/Reviewed: September 2019**

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-

reimbursement contract awarded under the federal Acquisition Regulations.

3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
 2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
 3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
 4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
 5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.

- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase

alternatives and any other appropriate analysis to determine the most economical approach.

- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

- e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed

\$25,000.

- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

- B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These

regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.

3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. “Advance payment” means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;

16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute

or regulations, which is very rare in federal education programs);

15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so

as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.

2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district’s written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker’s compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in

accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.
 5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References:

- 2 C.F.R. § 200.12 (Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.212 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)

2 C.F.R. § 200.430 (Compensation – Personal Services)
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
2 C.F.R. § 200.447 (Insurance and Indemnification)
2 C.F.R. § 200.463 (Recruiting Costs)
2 C.F.R. § 200.464 (Relocation Costs of Employees)
2 C.F.R. § 200.473 (Transportation Costs)
2 C.F.R. § 200.474 (Travel Costs)

Cross References:

MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

Board Adopted: September 2019

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

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

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

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

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;

2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References:

Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References:

MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

416 DRUG AND ALCOHOL TESTING

Board Adopted: January 5, 2015

Board Revised: ~~January 7, 2019~~ September 2019

[Note: Drug and Alcohol Testing of school bus drivers and applicants is mandatory under federal law. The mandatory testing is described under Part III. of the policy. Testing of other employees or testing of school bus drivers beyond that mandated by federal law is optional but can be done under state law only if a policy containing provisions such as the provisions of Part IV. of this policy are adopted. To preserve the right to request or require school district employees who are not bus drivers and applicants to undergo 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 and alcohol 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 and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, 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 and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minn. Stat. §§ 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 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 in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 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 in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, regardless of whether 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 which are not medically prescribed, including medical cannabis, regardless of whether 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 which 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 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 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 are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

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, marijuana (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 which is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means a designated school district representative, **in this case the Director of Transportation**, authorized to take immediate action to remove employees from safety-sensitive duties, to make required decisions in the testing and evaluation process, and to receive

test results and other communications for the school district.

6. “Department of Transportation” (DOT) means United States Department of Transportation.
7. “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.
8. “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.
9. “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.
10. “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; (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.

11. "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 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.
12. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
13. "Stand Down" means to temporarily remove an employee from performing safety-sensitive functions after a laboratory reports a confirmed positive, an adulterated, or a substituted test result but before the MRO completes the verification process.
14. "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: The 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 C.F.R. § 382.601. Almost all of the required information is contained within this model policy. Additional materials to be provided to employees are described in Paragraph 2. of this 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 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 drug problem; and available methods of intervening when an alcohol or drug 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 he or she has 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 has received a copy of these materials. 49 C.F.R. § 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 the 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 C.F.R. § 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 C.F.R. §§ 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 he or she 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 physician who 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 which prohibit the 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 C.F.R. § 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 policy of the school district.

G. Prescription Drugs

A driver shall inform his or her 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.

H. Testing Requirements

1. Pre-Employment Testing

[Note: 49 C.F.R. § 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. In order 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: The 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 C.F.R. § 382.413 and 49 C.F.R. § 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.

2. Post-Accident Testing

[Note: 49 C.F.R. § 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 **by an authorized BAT trained in using an EBT** 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.

3. Random Testing

[Note: 49 C.F.R. § 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) lowered the random alcohol selection and testing rate from 25% of the average number of driver positions to 10% in 1998 and evaluates this minimum percentage each year. School districts can elect to stay at 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 the annual percentage rate of 25% 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.
- 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 C.F.R. § 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 or within four (4) hours before coming on duty. 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 C.F.R. §§ 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.

[Note: 49 C.F.R. §§ 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 C.F.R. §§ 40.191, 40.261, and 382.211. They are more specifically addressed in 49 C.F.R. §§ 382.501-382.507 and in 49 U.S.C. § 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 U.S.C. § 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 C 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 C.F.R. § 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.
- g. If Driver is unavailable to test for a Random Drug and Alcohol Test as directed by the DER every effort must be made to have selected driver tested before testing an alternate driver.
- h. If DER is drawn for a Random Drug and Alcohol Test every effort must be made to administer the test the day of notification by an authorized BAT.

2. Alcohol Testing

[Note: The DOT Alcohol Testing Form (ATF) must be used for every DOT alcohol test. 49 C.F.R. § 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 Minn. Stat. § 221.031, Subd. 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 **Medtox Laboratories, 402 W County Rd D, St. Paul, MN 55112**, 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 Minn. Stat. Ch. 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 C.F.R. §§ 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
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"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
Collection records	2 years
Negative and cancelled drug 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.

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 C.F.R. § 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 drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo 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 Minn. Stat. §§

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 Minn. Stat. §§ 181.950-181.957. See Minn. Stat. § 221.031, Subd. 10. When testing beyond the federally mandated requirements, however, school districts still must comply with state law.]

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. Ch. 43A (State Personnel Management)
 - Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 - Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 - Minn. Stat. § 152.32 (Protections for Registry Program Participation)
 - 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. § 521(b) (Civil and Criminal Penalties for Violations)
 - 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)
- 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)

The following resolution was moved by _____ and seconded by _____ :

RESOLUTION REGARDING BOARD CONTROL OF EXTRACURRICULAR ACTIVITIES

WHEREAS, Laws 2019, First Special Session, chapter 11, article 1, section 5 requires changes in the accounting for student activity funds and provides that school boards must take charge of and control all student activities of the public schools in the district, that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditure of the district and that the district must reserve revenue raised for extracurricular activities and must spend that revenue only for extracurricular activities;

NOW, THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 162, Bagley, directs the district's administration to implement the requirements of Laws 2019, First Special Session, chapter 11, article 1, section 5.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk

Date: _____

Date: _____

Bagley Elementary School Staff Handbook



Staff Duties

(All duties & Assignments Are Subject to Change)

Policies & Procedures

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BAGLEY ELEMENTARY MISSION, VISION & BELIEF STATEMENT

BAGLEY ELEMENTARY SCHOOL MISSION:

Bagley Elementary School will be an active partner in every learner's quest for social and academic excellence.

VISION:

Bagley Elementary School empowers students to become critical and independent thinkers by establishing high expectations for personal, social, and academic growth.

OUR BELIEFS:

- * All learning styles must be recognized and respected.
- * The development of one's character is as important as one's mind.
- * Shared leadership, communication, and commitment are essential components of an effective school.
- * Successful learners are motivated and accountable.
- * Students should be challenged and encouraged.
- * Students should feel cared for and supported as part of our classroom and school community.
- * Students should have access to current educational resources, technology, and BEST practice teaching strategies.
- * Parents/guardians are valued partners in his/her child's education.

PLEDGE OF ALLEGIANCE POLICY

The School Board of Education of ISD #162 recognizes the need to provide instruction in proper etiquette, display, and respect of the United States Flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises. **For detailed information regarding School District Policy #531, please go to the school website or request a copy from the Elementary or Superintendent's Office.*

**I pledge Allegiance to the flag
of the United State of America
and to the republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.**

FLYER SPORTS ACTIVITY PASSES & GATE ADMISSION PRICES

Sports Activity Passes are available for purchase at the High School Office. Activity Passes may be used at all home football, volleyball, basketball, dance team, and hockey regular season events.

Purchase prices are:

Individual Pass: \$50.00

SCHOOL EMPLOYEE – FREE ADMISSION WITH YOUR SCHOOL ID (EMPLOYEE ONLY)

Senior Pass: \$35.00

Family Pass: \$75.00 (mom, dad, students in grades 3-12; or husband and wife)

Family Pass (school employee) \$50.00

BHS Student Pass \$25.00

Regular Gate Admissions for Sports Activities will be as follows:

Adults: \$6.00 Students: \$4.00

EVERY PERSON who attends any home sporting events MUST either show their Activity Pass or pay the admission price.

STAFF INFORMATION

Absences (Paraprofessionals and Teachers)

Reporting an absence

All staff members who know in advance that they will be absent, should **fill out the absent form and give it to Kristi Moritz** as soon as you know you will need to be gone. The sooner the request is made, the better the chances of securing a substitute teacher.

ABSENCE-TYPE OF ABSENCE

A. Personal Leave

1. Fill out Personal Leave request (these must be half or full day requests)
2. Turn into Principal for approval at least 3 days in advance, unless an emergency.
3. **Notify attendance secretary (Tammy Johnson) a minimum of three days prior to absence.**

B. Coverage for Extra-Curricular Activity

When a teacher needs coverage for 2 hours or more the following procedure is to be utilized:

1. Obtain appropriate principal's approval.
2. **Notify Tammy Johnson a minimum of two days prior.**

When a teacher needs coverage for 1 hour or less, Email Kristi Moritz and Tammy Johnson will arrange internal coverage.

C. Illness:

When illness causes your absence the following procedures are to be followed:

1. If you are ill, **email Tammy Johnson and Kristi Moritz** letting them know you are ill. The sooner you email, the better as waiting till last minute often leads the office staff in a bind to find a substitute teacher

ASSEMBLY BEHAVIOR REGULATIONS

During school assemblies, Bagley Elementary School students are expected to listen carefully, pay attention and not talk during the presentations. Behaviors which are in any way disrespectful to school guests, performers, faculty or administrators will not be tolerated. Students who fail to meet the above behavior expectations may be removed from the said assembly and will not be able to attend the next assembly.

Students will sit with their teacher within the assigned seating area. Paraprofessionals are expected to attend the assembly with their grade level or class to assist in student supervision.

CELL PHONES

All staff in the building should refrain from texting, speaking and using other applications on their cell phones while in office areas, hallways or in classrooms when students are present. You may use cell phones during your prep or your breaks.

TELEPHONE/PHONE CALLS

All long distance calls will be recorded electronically. The calls will appear on a monthly statement (individually itemized by person/ID number) delivered to the Superintendent's Office. No long distance personal calls may be made that are charged to the school. **Personal telephone calls should be made on personal cell phones during break/prep times, not on school phones. Students should not be allowed to use the staff/room telephones AT ANY TIME.** All staff should use the telephone in the staff lounge or their classrooms/offices when needed.

Also, please protect your long distance/copy machine access code number! Your access control number is CONFIDENTIAL!!

FACILITY USE AGREEMENT

The use of school facilities is possibly for special events. When facilities are needed for for an event that takes place outside of the ordinary school day please fill out the **Facility Use Agreement**. This form must be obtained from Jen Hecht.

DIRECTORY INFORMATION

It is the intention of the principal's office to make available to responsible requests by staff members, as has been done in the past, names, addresses, and home phone numbers of staff persons. If you do not want your name to be included on this list, contact the principal by two weeks after the school year begins.

GRADE LEVEL PARAPROFESSIONAL DUTIES

- Pick up passes and bring to the office from 8:30 to 9:00 AM.
- Pick up folders from office and distribute passes between 2:00 and 2:30 PM

WHEN AN INJURY OCCURS AT WORK

- **If it's an emergency**, call 911 or get the employee to an emergency care facility.
- For all non-emergency injuries, the employee and his or her supervisor call the SFM Work Injury Hotline together immediately at (855) 675-3501. If no supervisor is available, the employee can call alone. The registered nurse who answers the phone will give the injured employee a treatment recommendation, and report the injury to SFM.
- All injuries need to be reported to your supervisor within 48 hours of the injury taking place. The sooner an injury is reported to your supervisor, the better.

The supervisor at Bagley Elementary School is Kristi Moritz, Building Principal.

LOCKER ROOM/WEIGHT ROOM SUPERVISOR

During the times in which students or team members are utilizing the locker rooms, Physical Education instructors, the coach or assistant coach is to supervise their students until the last student leaves the premises. Following this, the instructors or coach(es) or sponsor is to fully secure the locker room and exit doors to the school utilized by the team.

REQUISITIONS-INVENTORIES

Orders for supplies and equipment should result from careful planning. When filling out a requisition form, be sure to include all information necessary for ordering the item. If it is a textbook, be sure to include title, author, publisher, publication date, catalog number if available, company name and address, and price. If you are required to use a SpEd requisition, please make sure to list any required MARRS numbers.

Accurate inventories of all textbooks and equipment must be kept by a teacher. They are due in the principal's office at the end of the school year and are part of the staff checkout procedure.

Forms for these inventories are available in the principal's office or by electronic copy.

ALL REQUISITIONS MUST BE TURNED IN TO THE PRINCIPAL FOR APPROVAL BEFORE THEY GO TO THE SUPERINTENDENT'S OFFICE.

STAFF DRESS CODE

Every staff member is expected to dress professionally. Appropriate attire for all staff is considered to be dress slacks, dress shirts, dress skirts, dresses, etc. (*no shorts, blue jeans, sweat shirts, tennis shoes, etc.*)

SUBSTITUTE PROCEDURES

One of the most difficult jobs is that of a substitute teacher. The ability to secure subs is directly related to how well teachers prepare for the substitute and how well the students and staff treat the substitute while they are in the building. Knowing that good planning is the first step in any successful lesson(s), every classroom teacher will be expected to have plans available at any time. To ensure a smooth day for the substitute, please make sure your substitute folder is up to date and contains the following:

1. Up to date seating arrangements (with student picture.)
2. Lesson plans which are complete and necessary supporting material
3. An emergency lesson plan
4. Directions for taking attendance and other procedural information
5. Any pertinent information about students that would be helpful in classroom management
6. Additional activities that may be completed by students if time permits

Always review with your students what you expect of them when you are not present. Let them know that you will accept nothing but 100% cooperation with any substitute teacher. Consider very strongly assigning student leaders for each of your classes. They can be a valuable asset to a substitute teacher.

WEDNESDAY CHURCH

Wednesday night is reserved as CHURCH NIGHT in Bagley. The school cooperates with this by not scheduling activities for that night if possible. If for some reason it is necessary to schedule an activity on Wednesday night, it must be cleared with the principal. **All students need to be out of the building by 6:00PM on Wednesday evenings.**

WORK ORDER

If you have a school event planned and need help setting up or tearing down, please fill out a work order form. If you need something fixed in your classroom or would like to custodians to build something for your classroom, please fill out a work order form. Work orders are for school use only and can be found in the staff lounge or in the back of this handbook.

SCHOOL ACTIVITIES HELD ON SUNDAYS

If Sunday events are planned, Activity Sponsors must notify the Bagley Ministerial at least 4 weeks before the event.

USE OF BAGLEY SCHOOL NAME

The use of the Bagley School Name, Symbols, and Logos may be used only with the expressed consent of the Bagley School Board.

BAGLEY ELEMENTARY CLASSROOM PROCEDURES

ATTENDANCE

As with discipline, taking and keeping accurate attendance is everyone's job. Please record your attendance by 10:00 AM each morning. Attendance should be recorded on Synergy. **IT IS EVERY TEACHER'S RESPONSIBILITY TO CHECK TO MAKE SURE THAT ATTENDANCE IS ACCURATE.**

AUDIO-VISUAL EQUIPMENT REGULATIONS

A variety of equipment is available for your use. Audio-Visual equipment may be checked out from the media center. Please be considerate to others by promptly returning equipment to the media center.

CLASSROOM CARE

Please keep your classroom or department neat and orderly. At the end of each period and especially at the end of the day have your students pick up all papers, straighten chairs or desks, etc. All classroom lights should be turned off when the room is not in use. **Be cognizant of writing on desks and other destructive action by students. Write these students up on a referral!** If anything in your room needs repair or the attention of a custodian, complete a work order form and turn it in to the Office.

CRIMINAL BACKGROUND HISTORY

Bagley Public Schools will seek a criminal background history for all parents/guardians/other volunteers who are volunteering to work with students either in school or outside of school. Examples when used would be frequent volunteering at school or on any field trip or overnight field/study trip chaperoning.

EMERGENCY LESSON PLAN

There are some lessons that are not appropriate for a substitute teacher to implement. All teachers should have an emergency lesson plan and supporting materials with their substitute folder for those times that the regular lesson plan needs to be executed by the teacher.

FIELD/STUDY TRIPS

Field or Study trips may be offered to supplement student learning. There may be costs for these field trips including admission fees/transportation costs or other costs of this field/study trip. Only students in the particular classroom/grade-level at Bagley Elementary will be allowed to attend the trip. In order to be a chaperone for a field trip of any type, one must be at least 18 years of age and will have passed the criminal background history check. At the beginning of the school year, parents are asked to sign an inclusive permission slip for local places, usually within walking distance. You will receive a permission slip for all other field trips. Parents must pick students up at school if a permission slip was

not returned. Siblings will not be allowed on study trips. A mileage fee will be assessed for all trips outside the boundaries of the school district at a rate of \$2.00 per mile, not to exceed \$15.00 per student. Parents will be notified of the total cost of the trip, including admission fees and other costs by the classroom teacher.

All field trips, including “walking” field trips must first be approved by the building principal. This approval is considered by filling out the field trip approval form found in the back of this handbook and staff room.

Student Bus

All field trips (elementary and high school) within ISD #162 - no charge. All other trips will be \$2.00 per mile not to exceed \$15.00 per student. Minimum number of students-40. **Staff and students on “during the school day” field trips must return to the Elementary School no later than 2:00PM.**

FOOD AND BEVERAGES IN THE CLASSROOM

Food and beverage are allowed inside the classroom at the teacher’s discretion.

GUEST SPEAKER

When inviting a guest speaker into the classroom, it is the teacher’s responsibility to fill out a guest speaker form to be approved by the building principal. This form needs to be turned in at least three days in advance of the guest speaker appearance date. The Guest Speaker form can be found in the back of this handbook and in the staff lounge.

PREPARING THE CLASSROOM FOR CUSTODIANS AT THE END OF THE DAY

To assist the custodians in getting the classrooms ready for the next day, classroom teachers are asked to do the following daily in your classroom:

- Ask students to pick up any item that will not be picked up by the vacuum, such as pencils, paperclips, large pieces of paper, etc. and throw them in the garbage.
- Teachers, please set your garbage can by the door.

SCHEDULING OF EVENTS

Contact the principal to determine open dates. All events must be scheduled through the Principal. Activity sponsors are responsible for placing events in the calendar, placing the information in the bulletin, three (3) days prior to the event & making necessary arrangements with affected persons.

SCHOOL GUESTS

Students are not allowed to bring friends, cousins, siblings, etc., to school during school hours.

SPECIALS PICK UP

Teachers are responsible for picking up their students from specials. You are responsible for supervision of students after the scheduled student pick-up time.

STUDENT DROP OFF

Student drop off is the south cafeteria doors (Door 5). The parents are to drop the students off not park or block the area. The drop off time is 8:00-8:24. We also offer an early drop off at 7:30 for open gym.

PARENT PICKUP

Students who have a pass may be picked up at the small gym through door 10. The doors will unlock at 2:50 and students will be dismissed at 2:55. On Wednesday the pickup time is 2:25.

STUDENT INJURIES

When an injury occurs to a student, in any class, the following actions are to be taken:

1. Student is to be examined by the school nurse if available, or the health aide, who is to contact parents by phone to notify them of extent of injuries to receive permission to send student for medical attention.
2. The teacher or staff person directly supervising the student at the time of injury is responsible for:
 - A. Arranging the above examination and conducting a follow up in the disposition of the case.
 - B. Filing a brief 'Accident Report' with the appropriate principal at the end of the school day.

*****If Clean-up is needed, please contact the elementary school office.**

STUDENT LEAVING THE CLASSROOM

When students are going to the nurse's office, make sure that you fill out the nurse's office form and send it with student. Teachers- When sending students out of class to the bathroom, send no more than one student at a time.

TEXTBOOKS

When issuing textbooks, be sure to keep accurate records of the number of the book and its condition. Teachers are responsible for end of the year inventory. If there is a need for additional books, contact the building principal after spring inventory or before if you can see the need ahead of time.

VISITORS/VOLUNTEERS

Parents/guardians/visitors are encouraged to visit their child's classroom during a pre-arranged meeting or regular volunteer time. Parents must contact the teacher to set up this visitation time. If a parent or guardian needs to drop off an item for the child or classroom, we will accept the item(s) in the office and get it to the child in a timely manner. Our goal is to reduce the number of classroom interruptions and teaching time.

WEEKLY LESSON PLANS

All teachers must submit weekly lesson plans to the office. Lesson plans should include the **objective, standard, activity, and assessment for the lesson**. Lesson plans should be specific enough for a substitute teacher to follow. Lesson plans should be submitted to the office no later than 8am the first day of each week. Submission of lesson plans through **Planbook** is required.

YOUTUBE AND SIMILAR VIDEOS

When using internet sites such as **Youtube** or similar sources, make sure that the clip is linked to standards and attached to the weekly Planbook lesson plan.

BAGLEY ELEMENTARY SUPERVISION AND DISCIPLINE

Supervision and discipline are the responsibility of every adult in the school. All staff members are expected to appropriately confront the inappropriate behavior that they witness in the hallways, restrooms, commons, and classrooms. Only when we are all on the same page and consistently confront inappropriate behavior in the school will school-wide behavior improve. **Staff members are expected to be in the hallways before and after school and during passing times when possible.**

SUPERVISION

Supervision is the job of every adult in the school building. Visibility is a great deterrent to inappropriate and bullying behavior. Supervision does not mean standing around and talking to other adults. Supervision means greeting, speaking with and monitoring students and their interactions with

each other. This is not to say that we don't want to see collegiality between staff in the hallways. This can be accomplished while monitoring and interacting with our students.

BUS SUPERVISION

At dismissal time, teachers are expected to walk students to their school bus and assure that each student arrives and enters their assigned school bus.

HALLWAY SUPERVISION

All teachers should be out in the hallways near their classrooms when students come in from morning recess. The exception to this is if you are meeting with a parent or student in your classroom. Visibility is also necessary during other passing times.

EMERGENCY DRILLS

Fire: See red emergency binder near your door. Make reference to page B-ES-1-4

Tornado/Severe Weather: See red emergency binder near your door. Make reference to page B-ES-C-1-5)

See your red binder for other emergency situations that may occur.

LOCK-DOWN PROCEDURES

One means of securing the school is to implement lock-down procedures. These procedures may be called for in the following instances.

A. Soft Lockdown- There is a threat outside of the school building. The school may have been notified of a potential threat outside of the school building. The school may have been notified of a potential threat outside of the building. May also be used in a situation where all students must be kept out of the hallway.

B. Full Lockdown- There is a threat or intruder inside the building.

Soft Lockdown Procedures:

- Building administrator (or designee) will announce "soft lockdown". Repeat announcement several times.
- Bring people inside.
- Lock exterior doors
- Clear hallways, restrooms and other rooms that cannot be secured.
- Take roll call and lock classroom doors.
- Pull shades, keep students from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator (or designee) will announce "all clear."

Full Lockdown Procedures (These actions happen rapidly):

- Building administrator (or designee) will announce "Full Lockdown." Repeat announcement several times.
- Immediately direct all students, staff, and visitors into nearest classroom or secured space. Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors immediately.

- Move people away from windows and doors. Turn off lights.
- Do not respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator (Or designee) will announce “all Clear.”

As the classroom teacher, you are responsible for the safety of the students in your classroom. If we are in a hard lockdown and you know there is an immediate threat outside your classroom (such as hear gunshots), or someone is trying to make entry into your classroom, use your judgment to protect your students. This might include escaping from the building out of a back door or breaking an outside classroom window.

If fire alarms sound during a lockdown, remain sheltered in your classroom unless you see smoke/fire or are contacted by building administration to evacuate.

Lockdown may be initiated in non-threatening circumstances or disturbance or for other reasons as determined by administration.

Flyer Pride

	Positive	Respectful	Individuals	Demonstrating	Excellence
Our School Expectations	Be positive	Be kind	Be your best	Follow directions	Be truthful
	Accept and encourage others	Respect others opinions	Learn from your mistakes	Use materials properly	Be a positive leader
	Take on challenges	Respect yourself and others	Use your time wisely	Use good listening skills	Be at school on time

If a student chooses to break a rule, staff...

- Will warn the student (Take a break)
- Will contact parents/guardians if the problem persists.
- May remove the student from the classroom to a buddy room.
- May send the student to the office on a referral and contact the parent/guardian as soon as possible.

Severe Clause: Students will be removed or sent to the office immediately for being insubordinate, for harming other students or for destroying school property.

DISCIPLINE ACTION OPTIONS

Inappropriate school behavior that is ongoing and/or disrupts the learning of other students, and is not corrected by staff intervention, may require other disciplinary action. Below is a list of possible disciplinary actions that may occur when student behavior interferes with the educational process.

- Meeting with the teacher, counselor, dean of students, or principal.
- Parental conference with any of the above staff members.
- Behavior contract
- Loss of school privileges.
- Reflection sheet
- Schedule adjustment of modified school programs.
- Confiscation of items not appropriate for school.
- Financial restitution, referral to police or other appropriate authority.
- Removal from class, and assign lunch detention.
- In-school suspension or out of school suspension.
- Expulsion.
- Other disciplinary actions as deemed appropriate by school administration.

ADDITIONAL DISCIPLINE INFORMATION

Reasonable Force Statement: Administrators, teachers, school bus drivers, and other staff of the school may use reasonable force with students, when necessary, in compliance with Minnesota Statute 121A.582 and other state laws.

Special Education or Disabled Students: Consequences for disabled students identified for special education services may be adjusted, as required by federal and state laws and regulations and/or the student's individual educational plan (IEP), when appropriate. Special Education students and their parents may request modification of these policies and accommodations when appropriate.

Law Enforcement Referral: Administrators will involve the police or other law enforcement authorities as necessary. If a student violates a district policy that also violates a law, the student will be referred to law enforcement.

Unique Situations: Because it is not always possible to list every violation that occurs, those not specified will be responded to as necessary by staff on a case-by-case basis. Unique or special circumstances may call for an adjustment in the discipline policies to meet the school's needs.

Off-Campus Behavior: Any behavior that substantially disrupts school order, even if it does not occur on school property, may be subject to disciplinary action by school administration.

Lunch Detention: Students who violate school rules may be required to serve lunch detention. Students who serve lunch detention will serve it in the elementary office.

In-School Suspension: Students may be assigned to in-school suspension. Students who do not behave appropriately at in-school suspension will either receive additional consequences or will spend the remainder of the suspension time suspended out of school.

Modification of Consequences: Consequences for a specific violation can be adjusted on an individual basis at the discretion of building administration.

Tennessean Warning: The purpose of questioning a student is to find out what happened and to impose the proper discipline. Our school discipline policy requires that the student cooperate so that no further discipline is given for not cooperating. Only parents/guardians and school officials will be given knowledge of the activity. Suspected criminal information will be submitted to the police.

SUSPENSION-EXPULSION

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-127.40, more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of the law, students may be suspended or expelled from school for any of the following:

- A. Willful violation of any reasonable school board regulation.
- B. Willful conduct which materially and substantially disrupts the rights of others to an education.
- C. Willful conduct which endangers the student or other students or school property.

Expulsions may be imposed by the School Board upon recommendation by the Expulsion Review Committee. The Expulsion Review Committee will review student information as per the following discipline policy and make a recommendation to the board for expulsions. The Expulsion Review Committee will be composed of at least four of the following: Principal, Dean of Students, School Counselor, Native American School Advocate, Teacher. Expulsions may be for the remainder of the school year or less, or, in the case of bringing a firearm to school, 365 calendar days from the date of incident as per federal law.

DISCIPLINARY GUIDELINES

All disciplinary action is subject to the discretion of the principal. Following are the general guidelines that provide a range of penalties, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to students for unacceptable behavior on school property and at school sponsored events. Severe offenses in each level may be subject to the strictest disciplinary action in each level, at the discretion of the principal. Any student that is suspended out-of-school, must have a readmission meeting before the student will be allowed back in school. The meeting must include the following people: The Student, Parent, Principal and/or Dean of Students.

LEVEL 1 OFFENSES

Cheating -Cheating will also result in loss of credit.

Computer Misuse-Viewing inappropriate internet sites or printing inappropriate pictures or text, and other violations of the Acceptable Technology Use Policy.

Dress Code Violations-Violation of the dress code as described in the handbook

Forgery/Falsification of Information-Forging a signature, refusing to give correct information or giving untrue information to staff.

Gambling-Games or activities that require stakes or where money is exchanged.

Gang Symbols-Wearing, drawing, or displaying any item symbolizing a gang or secret society. (Gang symbols will be turned over to law enforcement.)

Nuisance Devices-Toys, laser lights, headphones, MP3 players, cell phones, pagers, lighters or other devices that may disrupt the school environment. (These items will be confiscated.)

Profanity in conversation-Using profanity when in conversations in the hallways, on the bus or at any school events.

Scuffling/Horseplay-Mutual poking, pushing, shoving, snowball throwing that is more playful than angry in nature.

Trespassing-Being in an area of the building that is off-limits to students, including being in the building unsupervised after school.

CONSEQUENCES FOR LEVEL 1 OFFENSES

1st Offense – Warning/ Detention

2nd Offense – Detention/In school detention

3rd Offense – Up to three days of In or Out of School Suspension and a Behavior Plan

Subsequent Offenses – Up to ten days of In or Out of School Suspension

LEVEL 2 OFFENSES

Aggressive Behavior- One-sided aggression such as pushing, shouldering, slapping, etc.

Bullying-Any ongoing behavior that is intimidating, threatening, abusive (to a person or their property), or harms or causes fear of harm to another verbally, non-verbally, in writing or through electronic means, as described in the handbook.

Burglary-Entering a school building or classroom without consent with intent or to commit a crime.

Computer Misuse-Viewing or printing any type of pornography on school computers and/or accessing staff computers without permission.

Disorderly Conduct-Disruptive or out of control behavior where the student does not respond to staff intervention.

Disrespectful Behavior-Rude or disrespectful behavior directed at any student or adult in the school.

Disruptive Behavior-Classroom or hallway behavior that disturbs staff or students.

Extortion-Obtaining money, property, or services of any sort by threat.

Fighting-Mutual combat.

Hazing-as described in the handbook

Inappropriate Posting (Filming a Fight) or Cyber-bullying-any behavior that is lewd, inappropriate or bullying in nature that occurs on school property or at school events and/or is posted through social media or texting.

Instigating Fight/Filming a Fight-Words or actions including filming of another student that results in a fight.

Insubordination-Willful refusal to follow the directives of school personnel.

Harassment-Behavior that is intimidating or hostile and/or substantially interferes with a student's academic progress, including, but not limited to, name calling and intimidation regarding sexual orientation, race, religion or disability.

Leaving School Grounds-without signing out from the office.

Physical Assault on Student/Staff-Act which intentionally inflicts or attempts to inflict bodily harm.

Possession of Ammunition-bullets or other projectiles designed to be used as a weapon.

Possession of Drug Paraphernalia-Any device identified by school officials or law enforcement that may be or has been used to inhale/ingest any controlled substance.

Profanity-F-word or profanity directed toward another person-Use of the f-word in the school, on the bus or at a school event, or any profanity directed toward a person (not in general conversation).

Reckless Driving-on or around school property that may endanger students or staff.

Smoking/Possession of Tobacco/VAPE Products/Paraphernalia-in school or on school property.

Theft or Possession of Stolen Property-at school or on school property.

Threatening or Intimidation of Students/Staff-Verbal, non-verbal, or written (cyber or otherwise) behavior intended to cause fear.

Under the Influence of Drugs/Alcohol-on school property or at school activities.

Vandalism-of personal or school property on school premises.

Verbal Abuse-Language directed toward a student or staff member, which is discriminatory, abusive, profane, obscene or threatening.

CONSEQUENCES FOR LEVEL 2 OFFENSES

1st Offense - Detention/In school suspension

2nd Offense – up to three days of In or Out of School Suspension

3rd Offense – up to five days of In or Out of School Suspension and a behavior plan

Subsequent Offenses – Five to ten days of In or Out of School Suspension

LEVEL 3 OFFENSES

Alcohol/Illegal Drugs/Marijuana or Synthetics-possession, distribution or use on school property.

False Fire Alarms/Bomb Threat/Setting Fires-including lighting fireworks and other incinerating devices, chemical or imploding devices, and tampering with sprinkler systems or fire alarms/extinguishers.

Possession of Weapons-includes knives, guns of any kind (including bb or pellet guns), or any other object used as a weapon (including look-alikes).

CONSEQUENCES FOR LEVEL 3 OFFENSES

1st Offense – Ten days of Out of School Suspension, possible referral to law enforcement, and possible referral to the expulsion review committee for expulsion recommendation.

Subsequent Offenses – Ten to fifteen days of out of school suspension, possible referral to law enforcement and referral to the expulsion review committee for expulsion recommendation

Any student who wants to re-enter school following an expulsion due to a Level 3 Offense must make application for re-admittance to the Board of Education prior to the beginning of the school year following the incident. The Board of Education will render a decision whether re-admittance will be permitted at that time.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student from a Class.

1. When a student is to be removed from class, the teacher shall direct the student to go to the office or, in the case of a disabled student, their special education case manager, and will follow up by calling or e-mailing to notify that the student has been removed from class;
2. When appropriate, teachers should follow-up with a phone call to the parents and a referral to the office, documenting the behavior and removal;
3. When appropriate, the principal, or the principal's designee, will complete the referral, citing any additional consequences.

D. Responsibility for and Custody of a Student Removed from Class.

1. When removed, students should report to the school office;
2. Students should immediately walk to the office. In some cases, it may be necessary for the student to be accompanied to the office by a school employee or another student
3. If a student refuses to leave the classroom, the teacher should call the office and the office will send someone to the classroom to retrieve the student;
4. Students who are removed from class may remain in a designated area, determined by the principal or principal's designee, to process their removal or work on class work;
5. When a student has been removed from class the principal or principal's designee will have responsibility for the student until they resume their normal school schedule.

E. Procedures for Notification.

1. School personnel (teacher, paraprofessional, principal, principal's designee) will verbally notify the student of the misconduct that caused removal from class at the time of removal; when appropriate, parents will be notified by the teacher or student's case manager by phone or e-mail as soon after the removal as possible and/or the principal or principal's designee will notify the parent by phone, e-mail or mailing the disciplinary referral within 48 hours of the removal.

F. Disabled Students; Special Provisions.

1. If a student is on an Individualized Education Program (IEP), the student's case manager should be notified of the student being removed from class. The case manager may determine it is necessary for an IEP review.
2. If removal from class becomes excessive, the student should be referred by the teacher, counselor, principal, or other school support staff, to the Student Assistance Team, to discuss possible interventions and begin the pre-referral process for special education services.

NOTIFICATION TO STAFF REGARDING PLACEMENT OF STUDENTS WITH VIOLENT BEHAVIOR

- I. Purpose: In an effort to provide a safe school environment, staff members should know whether a student who will be placed in the classroom has a history of violent behavior. Additionally, decisions made regarding how to manage such a student need to be made. The purpose of this policy is to establish procedure for notifying staff and making determinations regarding such a student.
- II. General Statement of Policy
 - A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the administrator.
 - B. The administration will meet with appropriate staff members for the purpose of notification and the determination of how staff will manage such students.
 - C. Only staff members whose work assignment reasonably requires access to the information will receive notification.
- III. Procedure
 - A. Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of any student in the building shall immediately report the information to the building principal.
 - B. Upon receipt of the information, the administration shall determine the staff members or other employees of the school district whose work assignments reasonably require access to the information.
 - C. A meeting shall be promptly convened for the purpose of notification. Persons present at the meeting will include a representative of the administration, any staff members determined by the administration to reasonably require access to the information, and any other staff members necessary to effectuate intervention services or conflict resolution.
 1. The administrator shall identify the student and the student's history of violent behavior.
 2. The persons present at the meeting shall discuss whether there is any need for intervention services, or conflict resolution or training for staff members.
 3. The persons present at the meeting shall be directed to not release any of the information obtained at the meeting to any other individual as the information constitutes private educational data.
 4. The administrator shall advise any individual who was unable to attend the meeting what was discussed at the meeting.
 - D. Any decision regarding intervention services, or conflict resolution or training for staff members will be reviewed periodically to determine whether the services are still necessary or whether additional services are needed.

COMMUNICATION

Confidentially

Pay attention to the rule of confidentially. We can share information that can help a student, However, **we must not gossip with someone who has no need to know. This includes online-media. Talking about such information over social media such as Facebook or Twitter is prohibited.**

Daily Bulletin

Contact Tammy Johnson to add any items to the daily bulletin. Items should be submitted by the end of the previous day so they may be published the next morning.

E-Mail

All staff are required to read their e-mail on a daily basis for important information regarding building announcements, testing information and emergency protocols.

Newsletter

We have a parent/guardian newsletter called Bagley Buzz. It is open to staff contributions. Please send information you would like published to Tammy Johnson by the last Wednesday of each month.

Parent Communication

The more we communicate with parents, the easier our lives will be. It can be difficult, but with e-mail and cell phones, communicating is easier than it has ever been. If you have an incident with a student that is concerning or if you send a student to the office on a referral, make sure to make contact with the student's parent.

Parents are getting more used to checking on their children's progress electronically, which is why it is so important to make sure grading is up to date and attendance is accurate.

MEDIA CENTER

All media center materials (print and non-print) are cataloged. All materials are housed in the media center except some specialized non-print which are in the department. All materials not housed in the media center are cataloged and available to all students and teachers. Teachers should inform the media center specialist of materials needed for their classes. Materials that are limited should be put on reserve. Please inform the media center a few days in advance. The school will not be responsible for mailing or paying postage for films ordered by individual teachers. **When classes have library time, it is the teacher's responsibility to attend with their class for the purpose of supervision.**

COPY MACHINE

Copy budget Every Teacher will get \$100 a month to make copies. If you go over your monthly budget it will be deducted from the next month. (Example in October a teacher spends \$120 dollars, then in November the teacher would have \$80) All copies made from any device (printers, color copier, or bw copier) are counted in the teacher's budget. Prices are as follows:

Bw copies on the copy machines \$0.03 a copy (double sided is \$0.06)

Color Copies on the copy Machine \$0.10 a copy (double sided is \$0.20)

BW printers \$0.08 a copy (double sided is \$0.16)

Jobs that are sent to copy central as a grade level will be split between the teachers in that grade level. Sports will make copies through Doreen Zierer.

The office will print all the report cards and NWEA reports for conferences.

SYNERGY PARENT PORTAL/PROGRESS REPORTS/GRADE CHECKS

POLICY 461 PARENT REPORTING POLICY

**SCHOOL BOARD ADOPTED: JANUARY 22, 2008 SCHOOL BOARD REVISED:
NOVEMBER 7, 2016**

ALL BHS AND BES TEACHERS ARE REQUIRED TO UPDATE THEIR GRADE REPORTING ON THE SYNERGY GRADEBOOK ONCE PER WEEK, FOR EVERY CLASS THEY TEACH. BES TEACHERS WILL BE GIVEN CONSIDERATION BY THE PRINCIPAL FOR DEVELOPMENTAL APPROPRIATENESS AND SPECIALISTS ON ROTATIONAL SCHEDULES.

TEACHERS – if a student is at or near failing in your class, you must notify the parents (by phone or in writing) of this situation before the end of the quarter.

Teachers may also choose to print their own progress reports with detailed information about the student's progress in his/her class and may elect to mail them at any time during the year.

Grading System

Grading Scale K-2

4=Outstanding above 90%

3=Good 80-89%

2=Acceptable 70-79%

1= Minimally Acceptable 60-69%

Grading Scale 3-5

Specialist/Work Habits

4=Outstanding above 90%

3=Good 80-89%

2=Acceptable 70-79%

1= Minimally Acceptable 60-69%

Subject Grading

A=90% and Above

B= 80-89%

C=70-79%

D=60-69%

F=59% and below

MINNESOTA ACADEMIC STANDARDS

Teachers are required to teach standards that have been assigned to their class.

Tests

Test	When Administered	Comments
MCA-II & III	Fall, Winter, Spring	Mandated by the State for grades 3-6
NWEA/MAP	Fall, Winter and Spring	Used to measure growth for grades 1-5

TRANSPORTATION

Teachers, advisors and coaches will make arrangements for all bus transportation with the transportation director. The recommendations are as follows:

1. All activities that have a known schedule such as athletics, speech, math club etc. should submit schedules to the transportation director.
2. Additional activities in the athletic program not covered under #1 should be submitted to the athletic director for approval.
3. All other requests for buses not covered in #1 & #2 should be submitted to the principal for approval.
4. Requests not covered under #1. need to be made 5 days in advance to the appropriate person.
5. Exception to the time line will be made when teams advance in tournaments.
6. Bus transportation/field trip forms are available in the high school office.

Special Transportation

If a student requires special transportation, please notify the director of transportation two hours in advance if cancelling the transportation request.

Spectator Bus Supervision

The spectator bus policy for students is contained in the student handbook. If a chaperone on a spectator bus opens the school building for students to use the phone or wait for a ride, he/she must not leave the building until all students are out of the building and the doors are locked.

CHAPERONING

The Board of Education believes that the Board, administration and chaperones share in the responsibility, directly and indirectly, for the planning, implementation and evaluation of all overnight trips and excursions sponsored by Independent School District 162. In addition, the Board of Education believes that the conduct and behavior of the student is the ultimate responsibility of the students and their parents. Prior to the authorization of any overnight trip, field trip or excursion, an itinerary must be approved by the appropriate administrator. The delineation of duties and delegation of responsibilities shall be understood and agreed upon by staff chaperones and administration, and one chaperone shall be designated as activity supervisor. The Board recognizes that chaperones have supervisory responsibilities throughout the duration of said overnight trips, field trips, or excursions. The Board further recognized that chaperones are responsible to be physically and mentally fit while on duty. Chaperones will be on duty or on call continuously until all chaperone responsibilities are terminated. Chaperones are expected to maintain appropriate discipline and to report serious problems to the appropriate administrator and/or the appropriate law enforcement agency on or before returning to the school. Concurrently, the Board recognizes the right of the chaperones to expect behavior which conforms with school rules, policies, and/or state law. Finally, the Board recognizes that:

- I. On any school sponsored activity, field trips or excursion, the approximate ratio of chaperone to student is:
 - A. Overnight trips- 8 students to 1 chaperone.
 - B. Day trips- 30 students to 1 chaperone.
 - II. On any school sponsored activity, field trip or excursion, parents of students will be asked to assume a role in chaperoning by the activity supervisor.
 - III. On any school sponsored co-educational overnight activity field trip or excursion, there will be both male & female chaperones.
- * Applications for field trips and approval forms are available in the office and **must be turned in to the office 5 days prior to departure.**
1. See following chaperone guidelines.

2. See following parent consent and guidelines for student behavior.

Chaperone Guidelines

Chaperones share a heavy responsibility with the activity supervisor. The supervisor must remain the ultimate authority in all matters. The supervisor is required to provide the necessary direction to chaperones & receive their cooperation to the fullest extent.

Duty Guidelines for Chaperones:

1. Chaperones will meet with the supervisor daily.
2. Know 'Policies Regarding Student Behavior' and enforce them.
3. Do not make a major decision without first discussing it at the daily staff meeting or individually with the supervisor.
4. Emergency situations: immediate rational action may be necessary. When time permits, consult the supervisor.
5. Keep communication channels open between students, chaperones, bus drivers, and the supervisor.
6. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
7. Report any unusual behavior or information to the supervisor.
8. It is essential that chaperones supervise assigned students and areas to the best of their ability.
9. The supervisor will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
10. Chaperones shall not consume alcohol.
11. Chaperones should be dressed appropriately for the occasion.

BAGLEY SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR STAFF TECHNOLOGY AND NETWORK ACCESS

Technology and Network Access

The Bagley School District provides staff and students with access to computer equipment, software, and network services. These tools support learning, collaboration, and educational research related to the district curriculum as well as administrative and state mandated functions. All technology and network usage must be consistent with these purposes, the Acceptable Use Policy, and all provisions of law governing the actions of the user.

Expectations of Staff

Technology serves to assist staff in fulfilling their job responsibilities. The district expects staff members to use the technology and network services as a learning and work tool and to attend technology training in order to be able to use it effectively. All staff members should serve as role models in this capacity. It is imperative also for staff to know and enforce the Student Acceptable Use Policy [AUP] and to supervise the use of technology in their area. Federal, State, and local laws and district policies and guidelines must be followed. We encourage student participation in our 1:1 technology initiative; however, we must comply with the request of parents for their child to abstain. Staff will be responsible for adapting assignments for those students.

Responsible Use

An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all employees. The use of district Internet filtering does not preclude the necessity for staff to supervise student use of technology. Some inappropriate material is likely to pass through the filter. The following are some guidelines concerning the use of district technology and network services.

Note: Use of school technology for political lobbying or commercial business is against the law. However, some instances of personal use may be acceptable (e-mail, etc.) when such use does not interfere with job responsibilities and does not use district resources (paper, ink cartridges, etc.)

STAFF MAY:

- Use district-owned software.
- Use the Internet and other network services.
- Practice netiquette and online safety measures.
- Develop and implement lesson plans that integrate student use of technology into the curriculum.
- Save work on a disk or CD or on the server, removing outdated and unwanted files from the server.
- Delete their own files.
- Monitor student files and/or accounts when appropriate.
- Use an e-mail account provided by Bagley Schools as needed.
- Connect computers to a projection device and make appropriate settings changes.

STAFF MAY NOT:

- Allow student use of technology or network services without supervision.
- Allow student use of technology or network services that does not specifically relate to a curriculum or proficiency test outcome.
- Access or send inappropriate material.
- Send or receive material that may be hurtful to another person or detrimental to the operation of a computer, software, or network.
Send or post personal information about themselves or others.
(Social Networking sites; e.g. Snapchat Facebook are prohibited)
- Assemble, disassemble, connect, or disconnect technology or network equipment.
- Install, download, copy, or delete software.
Create or change configurations.
- Move technology equipment or software to another location without prior consent of the District Technology Coordinator and building principal.
- Access, modify, or delete files created by another user without their prior consent.
- Access or use others' accounts or passwords.
- Share a network account or password with another person or leave an open file or folder unattended.
- Share a network account or password with a student
- Plagiarize or break copyright or trademark laws.
- Use district technology or network services for personal, entertainment, political, or commercial purposes.
- Access online radio and/or video without curricular justification. Audio and video transmission may slow down network services (access to Internet, e-mail, library catalog, file servers, etc.) throughout the district. Please only use these online resources for curricular activities.

Note: Other examples of inappropriate technology and network behavior will be considered on a case-by-case basis. Staff acting under the direction of the District Technology Coordinator may be exempt from some of the items listed.

Consequences of Irresponsible Use

Consequences for individuals violating the Responsible Use Policy vary depending on the nature and seriousness of the violation. Consequences might include discussion, disciplinary action (due process), and/or involvement of law enforcement agencies.

Warranties/Indemnification

The Bagley School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. The Bagley School District will not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the use of the electronic network. The user takes full responsibility for his/her use. The user agrees to indemnify and hold the Bagley School District, its employees, and its Internet Service Provider harmless from any and all loss, costs or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District's initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or on another computer outside the School District's network.

NOTE: Staff Accounts

Staff e-mail and network access accounts will be set up prior to the beginning of each school year. To continue an account, please sign and return the form on the last page of this handbook when you arrive for the 2017-2018 school year.

Nursing Mother Break Time

Employers in Minnesota will need to be alert to a new law, passed during the 1998 legislative session, which requires them to provide for a reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The break, which is not required if it unduly disrupts business operations, should, when possible, run concurrently with another break time already provided to the employee. In addition, the employer must make a "reasonable effort" to provide a room or other location where the employee can express milk in privacy.

MEET AND CONFER

Meet and Confer Mission Statement Bagley Board Revised: November 21, 2011

The "Meet and Confer" process is established by law to open a line of direct communication between teachers and the school district. Discussions of submitted topics and the resulting exchange of points of view will result in closer cooperation between the two parties and will benefit both parties and the students who will be the ultimate gainers.

Representatives of the Board of Education, the teachers and the Superintendent of Schools will meet regularly to consider items submitted in writing and signed by the submitter. Any topic may be considered but the committee will reject items that deal with conditions of employment or that are more properly dealt with through the grievance procedure as established in the Master Contract.

The committee will establish its own procedures.

The committee is not a decision making group but will make its findings known to the Board of Education with whom the final decision on any matter will rest

Employee Chemical Policy

I. No employee shall, at any time, while AT SCHOOL or in any school district location as defined in paragraph II below or while employees is supervising students on behalf of the school district or otherwise engaged in school district business.

A. Distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor.

B. Unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in schedules I through V of section 202 of the controlled

Substance Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 including tobacco as controlled under state statute.

II. "School district location" means:

A. In any school building or on any school premises (owned, leased, or authorized to use).

B. In any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities.

C. 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.

III. As a condition of employment in any federal, state, local, or other grant, each employee who is engaged either directly or indirectly in performance of said grant(s) 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.

IV. Any employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension or termination as defined in the master contract or as agreed to as an employment condition.

V. In addition, any employee who violates the terms of this policy shall be required to complete a chemical assessment by a person agreed upon by employer and school district. Any employee who fails to satisfactorily participate in and complete such a program including recommendation resulting from the assessment is subject to non-renewal, suspension or termination as deemed appropriate by the School Board.

VI. Sanctions against employees, including non-renewal, suspension and termination, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Each employee shall be provided a copy of this policy.

VII. Non-criminal violations of this policy will be investigated by a chemical violation revisory committee established by the school board. The make up on this committee must include a classroom teacher, administrator, school board member, non-certified school employee, chemical task force member agreed upon by other members. The task of this committee is to determine if a violation of this policy occurred.

REPORTING CHILD ABUSE

Subdivision 1. Public Policy. The legislature hereby declares that the public policy of this state is to protect children whose health or welfare may be jeopardized through physical abuse neglect or sexual abuse; to strengthen the family and make the home, school, and community safe for children by promoting responsible care in all settings; and to provide, when necessary, a safe temporary or permanent home environment for physically or sexually abused children. In addition, it is the policy of this state to require the reporting of neglect, physical or sexual abuse of children in the home, school, and community settings; to provide for the voluntary reporting of abuse or neglect of children; to require the investigation of the reports; and to provide protective and counseling services in appropriate cases.

Subdivision 2. Definitions. As used in this section, the following terms have the meanings given them unless the specific content indicates otherwise:

(a) "Sexual abuse" means the subjection of a child by a person responsible for the child's care, or by a person in a position of authority as defined in section 609.341, subdivision 10., to any act which constitutes a violation of section 609.342, 609.343, 609.344, or 609.345. Sexual abuse also includes any act which involves a minor which constitutes a violation of sections 609.321 to 609.324 or 617.246. Sexual abuse includes threatened sexual abuse.

(b) "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 or (2) an individual functioning outside the family unit and having responsibilities of the care of the child such as a teacher, school administrator, or other lawful

custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, baby-sitting whether paid or unpaid, counseling, teaching and coaching.

(c) "Neglect" means failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter or medical care when reasonably able to do so or failure to protect a child from conditions or actions which imminently and seriously endangered the child's physical or mental health when reasonably able to do so. Nothing in this section shall be construed to mean that a child is neglected 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; except that there is a duty to report if a lack of medical care may cause imminent and serious danger to the child's health. This section does not impose upon persons, not otherwise legally responsible for providing a child with necessary food, clothing, shelter, or medical care, a duty to provide that care. Neglect includes prenatal exposure to a controlled substance, as defined in section 253B.02, subdivision 2, used by the mother for a nonmusical purpose, as evidenced by withdrawal symptoms in the child at birth, results of toxicology test performed on the mother at delivery or the child at birth, or medical affects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance. Neglect also means "medical neglect" as defined in section 260.015, subdivision 2a, clause (5).

(d) "Physical abuse" means any physical or mental injury, or threatened injury, 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 and deprivation procedures that have not been authorized under section 245.825.

(e) "Report" means any report received by the local welfare agency, police department or county sheriff pursuant to this section.

(f) "Facility" means a day care facility, residential facility, agency, hospital, sanitarium, or other institution required to be licensed pursuant to sections 144.50 to 144.58, 241.021, or 245.781 to 245.812.

(g) "Operator" means an operator or agency as defined in section 245.782.

(h) "Commissioner" means the commissioner of human services.

(I) "Assessment" includes authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect of the purpose of gathering the facts, assessing the risk to the child, and formulating a plan.

(j) "Practice of social services," for the purpose of subdivision 3, includes but is not limited to employee assistance counseling and the provision of guardian and ad liter services.

(k) "Mental injury" means an injury to psychological capacity or emotional stability of a child as evidence by an observable or substantial impairment in the child's culture.

(l) "Threatened injury" means a statement overreact, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury

Subdivision 3. Persons mandated to report. (a) A person who knows or has reason to believe a child is physically or sexually abused, as defined in subdivision 2, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department or the county sheriff of the person is:

2. A professional or professional's delegate who is engaged in the practice of the healing arts, social services hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement; or: Employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required by this subdivision to report information that is otherwise privileged under section 595.02, subdivision 1 paragraph (c). The police department or the county sheriff, upon receiving a report, shall immediately notify the local welfare agency orally and in writing. The local welfare agency, upon receiving a report, shall immediately notify the local police department or the county sheriff orally and in writing. the county sheriff and the

head of every local welfare agency and police department shall each designate a person within their agency, department, or office who is responsible for ensuring that the notification duties of this paragraph and paragraph (b) are carried out. Nothing in this subdivision shall be construed to require more than one report from any institution, facility, school or agency.

(b) Any person may voluntarily report to the local welfare agency, police department or the county sheriff if the person knows, has reason to believe, or suspects an child is being or has been neglected or subjected to physical or sexual abuse. The policy department or the county sheriff, upon receiving the report, shall immediately notify the local welfare agency orally and in writing. The local welfare agency, upon receiving a report, shall immediately notify the local police or the county sheriff orally & in writing.

(c) A person mandated to report physical or sexual child abuse or neglect occurring within a licensed facility shall report the information to the agency responsible for licensing the facility. A health or corrections agency receiving a report may request the local welfare agency to provide assistance pursuant to subdivisions 10, 10a, and 10b.

(d) Any person mandated to report shall, upon request to the local welfare agency, receive a summary of the disposition of any report made by that reporter, unless release would be detrimental to the best interest of the child. Any person who is not mandated to report shall, upon request of the local welfare agency, receive a concise summary of the disposition of any report made by that reporter, unless release would be detrimental to best interests of the child.

(e) For purposes of this subdivision, “immediately” means as soon as possible but never longer than 24 hours.

Subd. 3a. Report of deprivation of parental rights. A person mandated to report under subdivision 3, who knows or has reason to know of a violation of section 609.26, shall report the information to the local police department or the county sheriff. Receipt by a local welfare agency of a report or notification of a report of a violation of section 609.26 shall not be construed to invoke the duties of the subdivision 10, 10a, or 10b.

Subdivision 4. Immunity from liability.

(a) The following persons are immune from any civil or criminal liability that otherwise might result from their actions if acting in good faith:

- (1) any person making a voluntary or mandated report under subdivision 3 or assisting in a assessment under this section; any social worker or supervisor employed by a local welfare agency complying with subdivision 10d; and any public or private school, facility as defined in subdivision 2, or the employee of any public or private school or facility who permits access by a local welfare agency or local law enforcement agency and assists in an investigation or assessment pursuant to subdivision 10.

(b) A person who is a supervisions 10 and 11 or any related rule of provision of law is immune from any civil or criminal liability that might otherwise result from the person’s actions, if the person is acting in good faith and exercising due care.

(c) This subdivision does not provide immunity to any person for failure to make a required report or for committing neglect, physical abuse, or sexual abuse of a child.

- (2) Discharge from or termination of employment;

(d) If a person who makes a voluntary or mandatory report under subdivision 3 prevails in a civil action from which the person has been granted immunity under this subdivision, the court may award the person attorney fees and costs.

Sub. 4a, Retaliation prohibited. (a) An employer of any person required to make reports under subdivision 3 shall not retaliate against the person for reporting in good faith abuse or neglect pursuant to this section, or against a child with respect to whom a report is made, because of the report.

(b) The employer of any person required to report under subdivision 3 who retaliates against the person because of a report of abuse or neglect is liable to that person for actual damages and, in addition, a penalty up to \$ 1,000.

(c) There shall be a rebuttable presumption that any adverse action within 90 days of a report is retaliatory. For purpose of this paragraph, the term “adverse action” refers to action taken by an employer of a person required or report under subdivision 3 which is involved in a report against the person making the report or the child with respect to whom the report was made because of the report, and includes, but is not limited to :

- 1) discharge, suspension, termination, or transfer from the facility institution, school or agency
- 2) discharge from or institution, school agency, or persons affiliated with it.
- 3) restriction or probation of access to the facility, institution, school agency or persons

affiliated with it.

Subd. 5. Malicious and reckless reports. Any person who knowingly or recklessly makes a false report under the provisions of this sections shall be liable in a civil suit for any actual damages suffered by the person or persons so Failure to report. A person mandated by this section to report who knows or has reason to believe that a child is neglected or physically or sexually abused, as defined in subdivision 2, or has been neglected or physically or sexually abused within the preceding three years, and fails to report is guilty of a misdemeanor.

Subd. 6a. Failure to notify. If a local welfare agency receives a report under subdivision 3, paragraph (a) or (b) and fails to notify the local police department or county sheriff as required by subdivision 3, paragraph (a) or (b), the person within the agency who is responsible for ensuring that notification is made shall be subject to disciplinary action in keeping with the agency’s existing policy or collective bargaining agreement on discipline or employees. If a local police department or a county sheriff receives a report under subdivision 3, paragraph (a) or (b) and fails to notify the local welfare agency as required by subdivision 3, paragraph (a) or (b), the person with the police department or county sheriff’s office who is responsible for ensuring that notification is made shall be subject to disciplinary action in keeping with the agency’s existing policy or collective bargaining agreement on employee discipline

Subd.7. Report. An oral report shall be made immediately by telephone or otherwise. An oral report made by a person required under subdivision 3 to report shall be followed within 72 hours, exclusive of weekends and holidays, by a report in writing to the appropriate police department, the county sheriff or local welfare agency. Any report shall be of sufficient content to identify the child, any person believed to be responsible of the abuse or neglect of the child if the person is known, the nature and extent of the abuse of neglect and the name and address of the reporter. Written reports received by police department or the county sheriff shall be forwarded immediately to the local welfare agency. The police department or county sheriff may keep copies of reports received by them. Copies of written reports received by a local welfare department shall be forwarded immediately to the local police department or the county sheriff. A written copy of a report maintained by personnel of agencies, other than welfare or law enforcement agencies, which are subject to chapt. 13 will be confidential. An individual subject of the report as provided by sub. 11.

Subd. 8. Evidence not privileged. No evidence relating to the neglect or abuse of a child or to any prior incidents of neglect or abuse involving any of the same persons accused of neglect or abuse shall be excluded in any proceeding arising out of the alleged neglect or physical or sexual abuse on the grounds of privileges set forth in section 595.02, subdivision 1, paragraph (a) , (d), or (g).

Subd.9. Mandatory reporting to a medical examiner or coroner. When a person required to report under the provisions of subdivision 3 knows or has reason to believe a child has died as a result of neglect or physical or sexual abuse, the person shall report that information to the appropriate medical examiner or coroner instead of the local welfare agency, police department, or county sheriff. Medical examiners or coroners shall notify the local welfare agency or police department or county sheriff in instances in which they believe that the child has died as a result of neglect or physical or sexual abuse. The medical examiner or coroner shall complete an investigation as soon as feasible and report the local welfare agency. If the child was receiving residential treatment for mental illness, mental retardation, chemical dependency, or emotional disturbance from a mental health or mental retardation agency or

facility as defined in section 245.91, the medical examiner or coroner shall also notify and report findings to the ombudsman for mental health and mental retardation.

HARASSMENT AND VIOLENCE

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 162 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- (iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (i) unwelcome verbal harassment or abuse;
 - (ii) unwelcome pressure for sexual activity;
 - (iii) unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - (iv) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - (vi) unwelcome behavior or words directed at an individual because of gender.
- B. Racial Harassment; Definition.** Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance;
 - (iii) or otherwise adversely affects an individual's employment or academic opportunities.

- C. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct;
 - (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - (iii) otherwise adversely affects an individual's employment or academic opportunities.
- D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another person's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
Sexual violence may include, but is not limited to:
 - (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault; Definition. Assault is:
 - (i) an act done with intent to cause fear in another of immediate bodily harm or death;
 - (ii) the intentional infliction of or attempt to inflict bodily harm upon another; or
 - (iii) the threat to do bodily harm to another with present ability to carry out the threat.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or the Superintendent.

- A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- B. Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building

principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

- C. In The District. The School Board hereby designates the superintendent as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Chairperson of the Board of Education. The School District shall conspicuously post the name of the Human Rights Officer, including mailing addresses and telephone numbers.
- D. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Use of formal reporting forms is not mandatory.
- F. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District. The time line to complete the investigation shall not exceed five (5) school days. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report upon completion of the investigation. If the complaint involves the Human Rights Officer, the investigator's report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. 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. 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.
- B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or

who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

VIII. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DESEMINATION OF POLICY AND TRAINING

- A. This policy or a summary shall be conspicuously posted throughout each school building in areas accessible to pupils and staff.
- B. This policy shall appear in the student handbook.
- C. The School District will develop a method of discussing this policy with students and employees.
- D. This policy shall be reviewed at least annually for compliance with state and federal law.

**** ATTENTION ** DISTRICT 162 POLICY AGAINST RELIGIOUS, RACIAL & SEXUAL HARASSMENT & VIOLENCE**

1. Everyone at District 162 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A “harasser” may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer (Superintendent of Schools).
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the district offices upon request.
- 9.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.

DISCRIMINATION IS AGAINST THE LAW.

CONTACT: Steve Cairns, Superintendent
HUMAN RIGHTS OFFICER
% Bagley Public Schools
Bagley, MN 56621 Phone: (218) 694-6

ISD NO. 162 RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE
REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment:

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complaint Form

Name _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

1. Date of Alleged

Incident(s): _____

2. Circle as appropriate sexual / racial / religious.

3. Name of person you believe harassed or was violent toward you or another person

4. If the alleged harassment or violence was toward another person, identify that person

5. Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

6. Where and when did the incident(s) occur?

7. List any witnesses who were present:

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

_____ Date _____ Received by

_____ Date

(Complainant Signature)

**Bagley Elementary School
Guest Speaker Pre-Approval Form**

Teacher's requesting participation of a guest speaker must complete this form and submit to the principal at least 5 days prior to the guest speaker visit.

Teacher: _____ Date of Request: _____

Grade Level: _____ Scheduled Date for Guest Speaker: _____

Name of Speaker(s):

Organization Represented (Where applicable): _____

Topic of Speaker: _____

How is the Speaker qualified to address this topic?

How does this topic support your curriculum?



_____ Pre-Approval Granted _____ Pre-Approval Denied

_____ Principal or Designee's Signature/ Date

STUDY/FIELD TRIP REQUEST FORM
 Top portion needs to be approved 2 weeks prior to field trip

Group/Grade Level requesting trip: _____ Staff in Charge: _____
 Destination: _____ Date of Trip: _____
 Phone Number at Site: _____ Staff Emergency Number _____
 Time Leaving School: _____ Time returning to school: _____
 Date Spec. Ed. Case manager received information _____
 What standards will be covered by this field trip? _____

OFFICE USE: _____

DATE RECEIVED	OK TO PROCEED	DATE

Number of students _____	Cost per student: _____	= Total _____
Number of adults _____	Cost per adult: _____	= Total _____
Amount collected from each child \$ _____	Scholarship's needed: _____	
Circle one: In district trip Out of district trip	Total round trip in miles _____	
Miles x \$2.00 per mile = \$ _____	MAX \$ 15 per student = \$ _____	

Checklist:

_____ Itinerary turned into office (if all day or overnight trip) on (date): _____
 _____ List of students and parents attending trip turned into office on (date): _____
 _____ Buses were ordered on (Date): _____ (please attach copy of faxed form)
 _____ Printout with parent emergency numbers for bus driver is ready (need info. for every student)
 _____ Lunch Staff (Terri Christiansen) was told/emailed on (date): _____
 _____ Approximate number of lunches needed: _____
 _____ Final consideration of all Spec. ED and 504 Situations: _____
 Additional Staff attending trip: _____

***PLEASE NOTE: IF ANY PARENT/GUARDIAN/ADULT RELATIVE WANTING TO ATTEND THIS TRIP (3 HOURS OR MORE, OR OVERNIGHT) DOES NOT HAVE A CRIMINAL BACKGROUND CRIMINAL HISTORY CHECK FILED IN THE OFFICE, A COMPLETED CRIMANAL HISTORY FORM NEEDS TO BE RECEIVED IN THE OFFICE MORE THAN ONE WEEN IN ADVANCE OF THE TRIP.**

**List of all students and parent/guardian/adult relative participating in this study trip:
 (List out individually or attach as a list)**

**ELEMENTARY SCHOOL
BUS REQUISITION FORM**

A. DATE & TIME OF EVENT: _____

B. LOCATION OF EVENT: _____

C. ACTIVITY GROUP & SUPERVISOR: _____

D. PURPOSE OF FIELD STUDY: _____

E. CONTACT PHONE NUMBER(S) AT STUDY SITE(S): _____

F. NAME, LOCATION & PHONE NUMBER OF EMERGENCY MEDICAL
FACILITIES NEAR STUDY SITE(S)

G. SUBSTITUTE NEEDED: YES _____ NO _____

H. TRANSPORTATION WILL BE REQUIRED: YES _____ NO _____

I. NUMBER OF PASSENGERS: _____ NUMBER OF BUSES: _____

J. DISTANCE: _____ MILES @ _____ PER MILE = \$ _____

K. BUS WILL DEPART FROM: _____ DEPARTURE TIME: _____ AM/PM

L. BUS WILL RETURN TO: _____ APPROX. RETURN TIME: _____ AM/PM

REQUEST IS: APPROVED _____ NOT APPROVED _____

PRINCIPAL'S SIGNATURE: _____ DATE: _____

SIGNED COPIES WILL BE DISTRIBUTED TO: TRANSPORTATION DIRECTOR, TEACHER/COACH & SUPERINTENDENTS OFFICE, ELEM OFFICE
ORIGINAL COPIES WILL BE FILED IN PRINCIPAL'S OFFICE

MEETING OR WORKSHOP ATTENDANCE REQUEST

Name: _____ Destination: _____

Work Assignment: _____

Date of Meeting/Workshop: _____

Description of Meeting/Workshop: (This information is important please be thorough and attach additional information if more space is needed)

How will this meeting/training contribute to your improvement? _____

MEETING OR WORKSHOP BUDGET REQUESTS

Attach the workshop information and completed registration form with your request.

Please contact Transportation Director 694-6122 or studukek@bagley.k12.mn.us to reserve your car!

Do you need a school car? _____ Yes _____ No Pick-up Date/Time: _____ Return Date/Time: _____

Names of passengers: _____

Do you need a sub? _____ Yes _____ No

Costs: Registration \$ _____ Lodging \$ _____ Meals \$ _____

Other Expense (please list) \$ _____

PRINCIPAL USE ONLY

Request is: _____ Approved _____ Not Approved

If not approved, Reason: _____

Principal's Signature

Date

DISTRICT OFFICE USE ONLY

Request is: _____ Approved _____ Not Approved

If not approved, reason: _____

Superintendent's Signature

Date

COPIES TO: Transportation Director, Appropriate Principal, Teacher making request, District Office.

Revised 7/20/2018

BULLYING INCIDENT REPORT FORM

Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities.

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE

Your Name: _____ Date of Incident: _____

Relationship to Victim: _____ Self _____ Parent/Guardian _____ Grandparent _____ Faculty/Staff
_____ Other (please list) _____

Did you witness the incident: _____ Yes _____ No if no, Name of person who reported this to you _____

Where did the incident occur: (please be specific) _____

Type of bullying: __ Verbal __ Non-Verbal __ Physical __ Cyber-Bullying __ Other,
Types of bullying behavior involved, see reverse side

Name of person(s) being bullied: _____

Name of person(s) who is/are bullying: _____

Name of person(s) who were bystanders/witnesses: _____

Briefly describe the incident: _____

Has this incident happened before: _____ Yes _____ No, If yes how many times: _____

How long ago did this happen: _____

CONTINUED ON BACK SIDE

Circle all behaviors that apply

PHYSICAL CONDUCT-*Harm to another's body or property*

- Threatening physical harm
- Making threatening gestures
- Hitting
- Cornering/blocking
- Destroying or defacing property
- Pinching
- Biting
- Spitting
- Kicking
- Tripping
- Extortion
- Punching
- Theft
- Scratching
- Hair pulling
- Slapping
- Arson

EMOTIONAL CONDUCT-*Harm to another's self-worth*

- Threatening to secure silence
- Challenging in public
- Insulting gestures
- Dirty looks
- Insulting remarks
- Harassing and/or frightening phone calls, emails, text or phone messages
- Unwanted sexually suggestive remarks, images or gestures
- Name calling
- Taunting
- Racial, Ethnic or Religious slurs or epithets
- Defacing or falsifying schoolwork
- Insulting/degrading graffiti

RELATIONAL CONDUCT-*Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion*

- Using negative body language or facial expressions
- Gossiping
- Insulting publicly
- Exclusion
- Ostracizing/total group rejection
- Threatening to end a relationship
- Starting/spreading rumors
- Ignoring someone to punish or coerce
- Undermining other relationships
- Playing mean tricks
- Arranging public humiliation

Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cellphones (i.e. text messages, photos, social media activity): _____

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. The District prohibits retaliation (i.e. threats, rumor spreading, ostracism, assault, destruction of property, etc.) by a student or District employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.

Signature of person making the report Date

DO NOT WRITE BELOW THIS LINE

Received by _____ Position _____ Date _____

Form to request Disability Time off

Name _____

Date(s) Needed off: _____ -

_____ **Full day**

_____ **Morning Only**

_____ **Afternoon Only**

_____ **Hourly (Time leaving/ Returning) -** _____

Preferred Sub (Not guaranteed)- _____

*** Please be sure your lesson plans and schedule are up to date and readily available for your sub**

*** Please get this form to the office as early as possible but no less than 1 day ahead of when you know you will be absent. (We understand this will not be possible for days when you call in sick).**

Form to use if you have called in
(Please fill this form out when you return to work and turn into the office)

Name: _____

Date you were gone: _____

_____ **Full day**

_____ **Morning Only**

_____ **Afternoon Only**

_____ **Hourly**

Signature: _____

(For office use only)

Substitute that worked _____

WORK ORDER

ELEMENTARY BUILDING

ROOM NO. (LOCATION) _____

PROBLEM _____

SUBMITTED BY: _____ **DATE:** _____

APPROVED BY: _____ **DATE:** _____

JANITOR (Please sign when completed) Name: _____

Date: _____

**I HAVE READ THROUGH AND UNDERSTAND ALL THE CONTENTS LISTED IN
THE 2018-2019 BESTAFF HANDBOOK.**

Signature: _____

Date: _____

534 UNPAID MEAL CHARGES

School Board Adopted: August 7, 2017

Board Revised: August 2019

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than 5 meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Money can be deposited into your child's meal account by sending cash or check to the school office, by using credit/debit cards on line at our school district website or by mailing the payment to the Bagley Public School District Office, 202 Bagley Avenue NW, Bagley, MN 56621
- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, the student will not be allowed to charge ala carte items.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches a balance below zero. Families will be notified by automated calling system on Wednesday evening at 6:00 p.m. with a friendly reminder for payment on account and a paper billing is sent to all students who carry a deficit on their meal account, requesting payment.

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charge classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Seniors are provided with documentation of any outstanding debts, including meal account deficits, two weeks prior to graduation. ~~Any debts must be paid for the senior to attend the graduation ceremony. A diploma will be issued by the principal at a later time.~~
- D. Negative balances of more than \$50.00, not paid prior to *end of the school year*, will be turned over to the superintendent's office for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- E. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

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

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES

Board Adopted: June 15, 1987

Board Revised: ~~September 4, 2018~~ August 2019

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or ~~carries or uses an activated~~ electronic ~~cigarettes delivery device~~ in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic ~~cigarette delivery devices~~ in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, ~~tobacco-related~~ devices, or electronic ~~cigarettes delivery devices~~. The school district will not promote or allow promotion of tobacco products or ~~e-cigarettes electronic delivery devices~~ on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. ~~“Electronic cigarette delivery device” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance intended for human consumption, and the use or inhalation of which simulates smoking. The term shall~~

~~include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor~~ means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.

- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, ~~or~~ exhaling, ~~smoke from burning, or carrying~~ any lighted or heated cigar, cigarette, pipe, or any other lighted or heated ~~tobacco or plant~~ product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking ~~also~~ includes carrying or using an activated electronic delivery device. ~~a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.~~

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such

an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

Penalty: Staff member shall:

Step 1: *Receive verbal reprimand for 1st violation

Step 2: *Receive one written warning (copies in personal file) for 2nd violation.

Step 3: *Be subject to procedure of Minnesota Statute 125:12 (Reason for Termination for further violations, which shall be considered insubordination.

Citizens:

Violations may be referred to the Superintendent, Building Principal, or other school district supervisory personnel responsible for the area or program during which the violation occurred.

Penalty: citizen will be:

Step 1: *Asked to refrain from use of tobacco

Step 2: *Asked to leave school property

Step 3: *Prohibited from entering school property for a specified period of time. (This shall be by Superintendent's recommendation).

- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free

environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)

2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

Board Adopted: March 15, 2004 Board Revised: ~~June 20, 2016~~ August 2019

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

[Note: Minnesota Laws 2009, Chapter 96, makes a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repeals, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§ 121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules will be replaced, effective August 1, 2011, with a “restrictive procedures law which generally addresses the restraint of special education students.” When these changes become effective, certain aspects of this Policy 532 will need to be revised. Also note that the new restrictive procedures law contains a significant staff training component, found at Minn. Stat. § 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use the new procedures when they become effective.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

All students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given to them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a student or other individual from physical injury, emotional abuse due to verbal and nonverbal gestures.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school

property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring the student to assume and maintain a specified physical position, activity, or posture that induces physical pain as an aversive procedure;
3. Totally or partially restricting a child's senses as punishment;
- ~~4. Presenting intense sounds, lights, or other sensory stimuli as an aversive stimulus;~~
- ~~5. Using noxious smell, taste, substance, or spray as an aversive stimulus;~~
6. Denying or restricting the student's access to equipment and devices such as hearing aids and communication boards that facilitate the student's functioning except temporarily when the student is perceived to be destroying or damaging equipment or devices;
7. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
- ~~8. Using faradic skin shock;~~
9. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;

~~10. Restricting, totally or partially, the student's auditory or visual sense, except that study carrels may be used as an academic intervention;~~

11. Withholding regularly scheduled meals or water; and/or

12. Denying the student access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of ~~Conditional Restrictive~~ Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more ~~conditional restrictive~~ procedures, the crisis team may employ those ~~conditional restrictive~~ procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, ~~as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.~~ If the crisis team initiates use of ~~conditional restrictive~~ procedures in an emergency, the student's IEP team shall meet as soon as possible, but no later than five (5) school days after emergency procedures have commenced.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive

procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of ~~prone restraints seclusion~~. By ~~June 30~~ January 15, April 15, July 15, and October 15 of each year, districts must report ~~summary data on the use of restrictive procedures to the MDE~~, in a form and manner determined by the Commissioner, ~~about individual students who have been secluded~~. By July 15, each year, districts must report ~~summary data~~. The summary data must include information ~~about~~ on the use of restrictive procedures ~~for the prior school year, July 1 through June 30~~, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

603 CURRICULUM DEVELOPMENT

Board Adopted: August 15, 2011

Board Revised: ~~August 21, 2017~~ August 2019

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area. Please refer to Bagley School District Curriculum Review Cycle.
- B. Building principals will set up a process by which curricular site teams will work collaboratively to review research best practices and make curricular recommendations for adoption and acquisition. The building principals will also lead a process for staff curriculum writing, embedding state standards and creating a school district curriculum map for each curricular area under review. The K-12 curriculum maps will be posted to the school district website upon completion.
- C. A district curriculum advisory committee shall provide assistance when needed at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- D. Within the ongoing process of curriculum development, the following needs shall be addressed:
 1. Provide for articulation of courses of study from kindergarten through grade twelve.

2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives. See school district "Curriculum Review Cycle".
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence (mapping) of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and the federal law.
- E. **Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.**
- F. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References:

Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (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 3501.1200-3501.1210 (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)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

- MSBA/MASA Model Policy 604 (Instructional Curriculum)
- MSBA/MASA Model Policy 605 (Alternative Programs)
- 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 617 (School District Ensurance of Preparatory and High School Standards)
- MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
- MSBA/MASA Model Policy 619 (Staff Development for Standards)
- MSBA/MASA Model Policy 620 (Credit for Learning)
- MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

611 HOME SCHOOLING

Board Adopted: October 1, 2018

Board Revised: August 2019

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

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

- A. Activities
 - 1. Minnesota State High School League-sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative

sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References:

MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

Board Adopted: February 3, 2014

Board Revised: ~~August 21, 2017~~ August 2019

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

- 1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive

Continuous Improvement of Student Achievement (Advisory Committee).

2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

~~*{Insert Local Cycle in this space}*~~

- C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee ~~*will*~~*will not* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members, students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a

plan which must include parental involvement components.

3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By October 1 of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and

implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.

- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.
6. The Advisory Committee shall meet the following timeline each year:

Month Fall: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s) Fall: Agree on the process to be used. Become

familiar with the instruction and curriculum of the cycle content area.

~~Month(s)~~ **Spring:** Review evaluation results and prepare recommendations.

~~Month~~ **Spring:** Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting: –

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. **The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.**

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
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 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 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

**PURCHASE OF SERVICE AGREEMENT FOR THE TRANSPORTATION OF CHILDREN AND YOUTH
IN FOSTER CARE PLACEMENT**

This Agreement is entered into by and between Bagley Public School District 162 (hereinafter referred to as the District) and Clearwater County.

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided the District and Clearwater County agree to share the costs of transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. TERM:

The term of this Agreement shall be in effect from July 1, 2019 – June 30, 2020

2. EDUCATIONAL PLACEMENT DECISIONS:

Clearwater County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. Clearwater County and the District Superintendent and/or representative of the school in which the child is currently enrolled will work with the Clearwater County foster care contact to determine, based on the child's best interest, whether the child should remain in the school of origin or consider a transfer to the local zoned school for the child's new residence.

If Clearwater County is considering moving a child to a new educational placement, Clearwater County will have a phone consultation with the school contact prior to gathering input about the best interests of the child in relation to their school placement. Clearwater County and District Superintendent and /or a representative of the school responsible for students in foster care will work collaboratively to inform this school placement decision-making process. The school will provide information about the appropriateness of the child's current educational placement. Clearwater County shall take into consideration this information and other best interest factors

found in paragraph three in making educational decision. The District Superintendent and /or a representative of the school in which the child is enrolled will be asked to participate in the meeting, either by phone or in person. Clearwater County will identify a point of contact from the agency to work directly with the Superintendent and /or a representative of the school to ensure a smooth transition.

3. BEST INTEREST FACTORS:

When considering placement, the following best interest factors should be considered:

- The student's age
- The school attended by the student's siblings
- Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term
- Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time
- The preferences of the student, the birth parents or prior custodians as appropriate, and the students foster care parent(s) or current placement provider
- School stability and educational continuity
- Time remain in in the academic year
- Personal safety, attendance, academic progress and social involvement of the students in the current school
- The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically
- Availability of classes to avoid credit loss and for timely graduation or promotion
- Documentation of the best interest determination shall be maintained in the Clearwater County case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner:

- a. Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- b. Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.
- c. Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will negotiate with Clearwater County to determine the best possible means of transportation. The District and Clearwater County will share the transportation costs identified in Section 5a.

- d. Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with Clearwater County to determine the best possible means of transportation. The District and Clearwater County will share the transportation costs identified in Section 5a.
- e. Students placed in foster care within District and attending a non-ISD 162 School: The District will bear no financial responsibility for this student. Clearwater County and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- a. The District and Clearwater County agree to split the costs of the transportation described in Section 4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the Clearwater County agree to each assume pay 50% of the costs.
- b. Clearwater County will identify a point of contact from the agency to work directly with the District Superintendent and /or a representative of the school to ensure transportation arrangements are timely and authentic. All transportation requests are to be requested by the Clearwater County point of contact to be honored.
- c. Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to driver or vehicle unavailability, Clearwater County will be responsible for transportation of the student placed in foster care.
- d. Clearwater County will compensate the District for transportation provided outside of the district pursuant to this agreement at the rate billed to the district by the private transportation company. Copies of the invoices from the private transportation company will be provided to Clearwater County.
- e. The District will submit itemized invoices to the Clearwater County contact on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge. Payment shall be made within 35 days of receipt of the invoice.
- f. In situations where transportation is being funded by Clearwater County, Clearwater County point of contact will notify the District Superintendent and /or a representative of the school when foster care placements end.

6. DISPUTE RESOLUTION:

It is the responsibility of Clearwater County and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

Clearwater County and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.

To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:

1. The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
2. Upon receipt of the explanation, the decision be reviewed by the District and the Director of Social Services of Clearwater County. Input will be reviewed from all parties and a decision by the Director will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a Decision Making Team meeting.
3. County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and Clearwater County.
4. If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.

7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of Clearwater County. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of Clearwater County employees except as otherwise stated herein.

8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

10. STANDARDS:

The District and Clearwater County shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or Clearwater County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates written below.

**COUNTY OF CLEARWATER
STATE OF MINNESOTA**

CLEARWATER COUNTY BOARD OF COMMISSIONERS

BAGLEY PUBLIC SCHOOLS, ISD 162

BY: _____

BY: _____

Mark Larson
Board Chair

Dr. Erich Heise
Superintendent

DATED: _____

DATED: _____

ATTESTED TO:

BY: _____

BY: _____

Jamie Halverson
Human Services Director

Angela Gerbracht
Business Manager

DATED: _____

DATED: _____

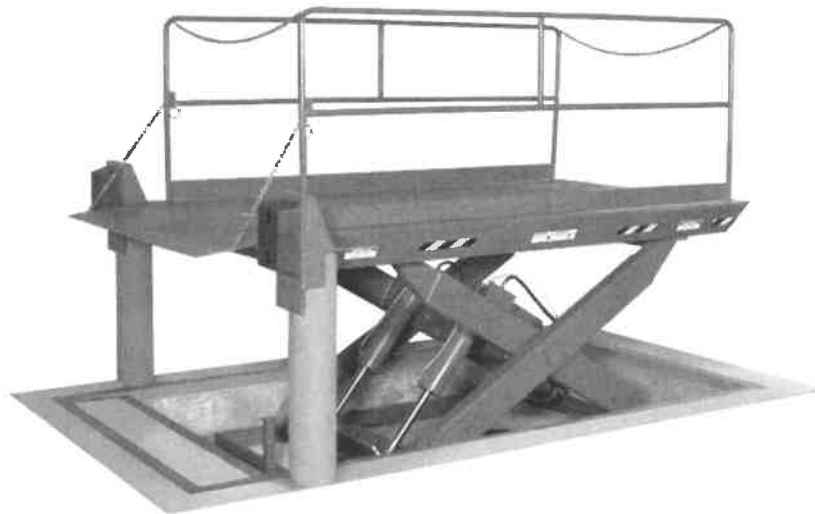
248 Apollo Drive
 Lino Lakes, MN 55014
 Phone: 763-783-9420
 Fax: 763-783-9501
 www.starequipment.com

Proposal Number: QUO-24644-N5C6 Rev. 0
 Effective Date: 7/22/2019
 Expiration Date: 8/21/2019
 Terms: Net 20 Days
 Project: Kelley Scissors Lift KDL685

TO Bagley Independent School District
 202 Bagley Ave NW
 Bagley, MN 56621
 Dan Lavine
 218-694-6184
 dlavine@bagley.k12.mn.us

WE ARE PLEASED TO PROPOSE THE FOLLOWING

QUANTITY	DESCRIPTION	
1	Kelley KDL68-5 Pit Mounted Scissors Lift, 5,000 lb. capacity, 30" tapered spring assist bridge, 3 Phase 5hp motor.	
1	Mechanical removal/disposal of existing lift and mechanical installation of new Kelley lift. (Electrical by others)	
Total		13,510.00



Price Includes Product, Tax, Freight, Mechanical Install

***SEE ATTACHMENTS FOR PRODUCT SPECS**

THANK YOU FOR YOUR BUSINESS!



Project Notes

Price includes material, mechanical installation, tax, and freight to perform above listed.

Price based on no hidden obstructions, structurally sound and unobstructed area and mounting surfaces, conduit/electrical runs.

Price based on structurally sound existing , curb angles, and mounting surfaces with correct pit size (75" x 101" x 10").

Job site verification required prior to ordering. Star Equipment will provide pit details.

Price does not include permits, scans, fire watch, union/prevaling wages if required.

All electrical, high/low voltage, sensors, control panels, and conduit runs by others. (Star Equipment to provide electrical schematic)

Jim DeMars

Prepared By: Jim DeMars
E-mail: jimd@starequipment.com
Direct:
Mobile:

Accepted By: Dan Lavine

THANK YOU FOR YOUR BUSINESS!

Tentative Agreement - MSEA/Bagley School District Negotiations

2019-2021 Work Agreement

1. Added 'food service staff' to the following areas: 1/24/19
Article I, Section 1
Article II, Section 1
Article III, Section 2
Article XIV, Section 3, Subd. 8
2. Added Article V, Section 3, **Payroll Deductions: Pursuant to Minnesota Statute 179A.06, the Employer will deduct from the regular payroll MSEA dues for those employees in the bargaining unit who are members of the MSEA and who have requested in writing to have their regular MSEA dues paid by payroll.** 4/23/19
3. Language added Article V, **Section 4, Remission of Funds Withheld: The aggregate of funds withheld shall be remitted by the Employer to the MSEA within 14 days following the pay period.** Striking **Faire Share Fee: In accordance with the P.E.R.L.A., any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues. The exclusive representative shall provide written notice of the fair share fee assessment to the Commissioner, the school district, and to each employee to be assessed the fair share fee.**

~~A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee union dues shall be on the exclusive representative. The school district shall deduct the fee union dues from the earnings of the employee and transmit the fee union dues to the exclusive representative thirty (30) days after the written notice was provided, or in the event a challenge is filed, the deductions for a fair share fee union dues shall be held in escrow by the school district pending a decision by the Commissioner, Bureau of Mediation Services ("BMS"), or Court. Any fair share dues challenge shall not be subject to the grievance procedure.~~ 6/10/19

4. Fair Share Fee changed to **Union Dues** Article 5, Section 4
5. Added Article V, **Section 5. MSEA Lists: The Employer shall report to the MSEA the information on all employees, including additions, deletions, and status changes within the bargaining unit. The report shall be transmitted no later than 14 business days following the end of each payroll period.**
6. Article V, Section 5 Files:, changed to **6. Personnel** Files.
7. Article V, Section 6 Access to School Facilities changed to Section 7. Wording changed to '**and high school media centers and the copiers**' and strike ~~library and the copier in the reading resource room or the high school library and the copier.~~
8. Article VI, section 2. Wording changed with addition of **by Direct Deposit or US Mail**, strike ~~as per School Board Policy 458 Direct Deposit.~~

9. Article VI, Section 6, strike ~~Employees moving to a position in a lower salary range shall not have a reduction in their rate of pay, and The rate of pay shall be frozen at the previous level until such time as the actual rate of pay determined by the salary schedule exceeds the frozen rate.~~
10. Article VI, Section 7, Affected employees changed to **paraeducators and secretaries**. Language changed to **Once clocked in, should school be cancelled, food service staff shall be compensated for a minimum of two hours or the actual time worked, whichever is greater.** 7/10/19
11. Article VII, Section 3, Employees changed to **Paraeducators and secretaries**, addition of **Food Service staff shall be provided a 15-minute paid break.** 5/7/19
12. Article VIII, Section 2, strike ~~bargaining unit~~, addition of **working 30 hours or more as per ACA.** Premium Allowance changed from \$490.00 to **\$505.00** per month. 6/10/19
13. Article IX, Section 7, Addition of **for a reasonable amount of time each year for the union**, striking ~~up to a maximum total for the Union of 20 days per year.~~ Change from a maximum of ~~2~~ employees to **4** employees and striking ~~per building.~~ 6/10/19
14. Article IX, Section 8. Strike ~~Requests for unpaid leave may be made to the District Office. Board of Education. The decision of the Board is absolute and final.~~ Addition of **Requests for unpaid leave shall be made to the immediate supervisor. Any appeal shall be made to the building supervisor. Any appeal beyond the building supervisor shall be made to the District Office and the District Office decision is absolute.** 6/17/19
15. Article X, Section 4, addition of **paid illness, paid leave, paid vacation.** 6/17/19
16. Article XI, Section 1, Subd. 2, vacation schedule changed to the following:
7/30/19
- | | |
|-------------|--------|
| Years 1-9 | 2 days |
| Years 10-19 | 3 days |
| Years 20+ | 4 days |
17. Article III, Section 2, ~~14~~ hours per week changed to **11.** 7/30/19
18. Article XIV, Section 1, Subd. 1, Subd. 3, Subd. 5, president of the chapter, exclusive representative, and President of the local chapter changed to **union steward.** 1/24/19
19. Article XIV, Section 2, Subd. 1, Subd. 2, Subd. 3, added **within a classification.** Strike Subd. 3 ~~The District may not transfer an employee to a position with a lower hourly rate of pay without the consent of the employee, provided, however, that the District may make a disciplinary transfer in accordance with Article XII, Section 4, and subject to the challenge through the grievance procedure and change Subd. 4 to Subd.3.~~ 1/24/19
20. Article XIV, Section 3, Subd. 1, Subd. 2, and Subd. 5, ~~category~~ changed to **classification.** 1/24/19
21. Article XIV, Section 3, Subd. 8, categories added to be used in interpreting Article XIV: **Food Service: a. Cooks, B. Support Staff.** 1/24/19
22. Article XV, Section 4, ~~All bargaining unit employees~~ changed to **Paraeducators and secretaries.** Addition of **Food Service Staff shall receive paid lunches.** 5/23/19
23. Article XV, **Section 5, Bargaining unit employees will be required to attend conferences and workshops as directed by the direct supervisor to be in compliance with state and federal regulations.** 6/10/19
24. Article XV, **Section 6, The District shall provide 4 shirts each school year. The District will reimburse up to \$25 per pair of shirts up to 4 pair of pants per school year. Employees will be allowed to have "Free Dress" on Fridays and the last day of school.**
25. Salaries will increase 2% 2019-2020 and 2% 2020-2021 for Paraeducator, Secretarial and Food Service Employees. 7/30/19 *See Appendix A



NASPO ValuePoint 3rd Quarter Equipment Offers

SMARTPHONE DEVICES:

- Apple iPhone 6s 32GB \$0*
- Apple iPhone 7 32GB \$0*
- Samsung Galaxy S9 64GB \$0*
- Apple iPhone 8 64GB *\$0 (available on public safety smartphone plan only)
- Google Pixel 3a 64GB \$0

**Push-to-Talk Plus (PTT +) capable, please inquire for complete list of devices.*

Offer Requirements:

Plans must have a monthly access fee of \$19.99 or greater plus a required data package.
All NASPO ValuePoint voice and data bundles qualify.
Plan activated must be a 1 year rate plan code.
Applies to new activations and eligible upgrades**

BASIC DEVICES:

- Kyocera DuraXV LTE \$0*
- Kyocera Cadence LTE \$0

**Push-to-Talk Plus (PTT +) capable, please inquire for complete list of devices.*

Offer Requirements:

Plans must have a minimum monthly access of \$14.99 or greater after contract discount.
Plan activated must be a 1 year rate plan code.
Applies to new activations and eligible upgrades**

Additional Terms & Conditions: **Offer good for new and eligible upgrades for Government Liable customers only. Offers cannot be combined with any other government discount incentives unless otherwise noted in offer T&C's. Plan activated must be on a 1-year rate plan. All devices are available while supplies last.



INTERNET DEVICES:

- Mi-Fi 8800L \$0
- USB 730L \$0

Offer Requirements:

Must activate service on a Mobile Broadband or M2M plan with monthly access fee of \$19.99 or higher. Plan activated must be a 1 year rate plan code. Applies to new activations and eligible upgrades**

Bill Incentive Credits that government accounts qualify for:

\$100 Smartphone device activation BIC (7/1/19- 9/30/19):

- New activations, \$34.99 plan minimum

Offer Requirements:

Requires a 1-year contract and a plan that is \$34.99 or higher with required data feature. Bill Incentive Credits will be removed if account changes (e.g., changes to features, MDNs, account numbers, Device IDs, etc.) are applied within 30 days of purchase. Bill Incentive Credits are applied within 90 days.

Other rules and restrictions may apply, please contact your Verizon Wireless representative for further clarification.

Additional Terms & Conditions: **Offer good for new and eligible upgrades for Government Liable customers only. Offers cannot be combined with any other government discount incentives unless otherwise noted in offer T&C's. Plan activated must be on a 1-year rate plan. All devices are available while supplies last.

Nationwide Government Calling Plan for Smart Phones:

\$49.99/month
400 Anytime
Unlimited Nights and Weekends
Unlimited Mobile to Mobile
Unlimited Messaging (text, picture and video)
Unlimited Data

Nationwide Government Share Plan for Smart Phones:

\$35.99/month (available on 50% of your share lines)
0 Anytime (shares)
Unlimited Nights and Weekends
Unlimited Mobile to Mobile
Unlimited Messaging (text, picture and video)
Unlimited Data

Smart Phone Unlimited Plan:

\$50.70/month
Unlimited Talk, Text and Data
Includes Mobile Hot Spot

Nationwide for Government Calling Plans for Basic Phones:

\$23.68/month
100 Anytime
Unlimited Nights and Weekends
Unlimited Mobile to Mobile
100 Messages
Optional Unlimited Messaging for \$12/month

Nationwide for Government Share Plan for Basic Phones:

\$15.99/month (available on 50% of your share lines)
0 Anytime
Unlimited Nights and Weekends
Unlimited Mobile to Mobile
100 Messages
Optional Unlimited Messaging for \$12/month

Other Minutes Options:

\$27.29/month: 200 Anytime
\$29.99/month: 400 Anytime

Mobile Broadband Data Plans for tablets, jetpacks, notebooks ect:

\$39.99/month
Unlimited Data

Benefits of the NASPO Contract:







- 22% Off
- Unlimited Data
- No Activation Fees
- No Termination Fees
- Upgrade Every 10 Months
- Utilization of Share Plans (partner plan)
- Overnight Shipping
- 25% Off Accessories
- One Bill
- My Business Portal and Training
- Gov't Support Team – One Point of Contact
- Quarterly Business Reviews
- #1 Ranked Network for Overall Performance

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Device					
Pricing	Cadence LTE in blue Your Price: \$49.99 New 1-yr line term required per device. \$120 full retail price.	DuraXV LTE with camera in Black Your Price: \$149.99 New 1-yr line term required per device. \$264 full retail price.	Exalt® LTE in Gray Your Price: \$69.99 New 1-yr line term required per device. \$144 full retail price.	Kyocera DuraXV LTE Non Camera in Black Your Price: \$149.99 New 1-yr line term required per device. \$264 full retail price.	Sonim XP5 in Black and Gray Your Price: \$199.99 New 1-yr line term required per device. \$336 full retail price.
Device					
Pricing	Sonim XP5s in black and gray Your Price: \$99.99 New 1-yr line term required per device. \$288 full retail price.	Arlo Go Mobile Security Camera in White Your Price: \$349.99 New 1-yr line term required per device. \$399.99 full retail price.	Palm in gold Your Price: \$299.99 New 1-yr line term required per device. \$349.99 full retail price.	Palm in titanium Your Price: \$299.99 New 1-yr line term required per device. \$349.99 full retail price.	Samsung Galaxy Watch 42MM in black Your Price: \$329.99 New 1-yr line term required per device. \$379.99 full retail price.













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Device					
Pricing	Samsung Galaxy Watch 42MM in rose gold Your Price: \$329.99 New 1-yr line term required per device. \$379.99 full retail price.	Samsung Galaxy Watch 46MM in silver Your Price: \$349.99 New 1-yr line term required per device. \$399.99 full retail price.	Verizon LTE Internet Installed CATC Your Price: \$0.00 New 1-yr line term required per device. \$399.99 full retail price.	Verizon LTE Internet Installed in Black Your Price: \$0.00 New 1-yr line term required per device. \$399.99 full retail price.	Wireless Home Phone T2000 in Black Your Price: \$29.99 New 1-yr line term required per device. \$99.99 full retail price.
Device					
Pricing	Ellipsis Jetpack MHS900L in Dark Navy Your Price: \$29.99 New 1-yr line term required per device. \$149.99 full retail price.	Global Modem USB730L in Black Your Price: \$79.99 New 1-yr line term required per device. \$249.99 full retail price.	Jetpack MiFi 8800L in Grey Your Price: \$99.99 New 1-yr line term required per device. \$199.99 full retail price.	Alcatel AVALON V in suede gray Your Price: \$49.99 New 1-yr line term required per device. \$99.99 full retail price.	BlackBerry Classic Your Price: \$0.00 New 1-yr line term required per device. \$399.99 full retail price.













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Device					
Pricing	BlackBerry KEY2 LE Your Price: \$99.99 New 1-yr line term required per device. \$449.99 full retail price.	CAT S48c Your Price: \$249.99 New 1-yr line term required per device. \$599.99 full retail price.	Google Pixel 3 128 GB in Just Black Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.	Google Pixel 3 128 GB in Not Pink Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.	Google Pixel 3 64 GB in Clearly White Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.
Device					
Pricing	Google Pixel 3 64 GB in Just Black Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.	Google Pixel 3 64 GB in Not Pink Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.	Google Pixel 3 XL 128 GB in clearly white Your Price: \$579.99 New 1-yr line term required per device. \$1029.99 full retail price.	Google Pixel 3 XL 128 GB in just black Your Price: \$579.99 New 1-yr line term required per device. \$1029.99 full retail price.	Google Pixel 3 XL 128 GB in not pink Your Price: \$579.99 New 1-yr line term required per device. \$1029.99 full retail price.













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Device					
Pricing	Google Pixel 3 XL 64 GB in clearly white Your Price: \$479.99 New 1-yr line term required per device. \$929.99 full retail price.	Google Pixel 3 XL 64 GB in just black Your Price: \$479.99 New 1-yr line term required per device. \$929.99 full retail price.	Google Pixel 3 XL 64 GB in not pink Your Price: \$479.99 New 1-yr line term required per device. \$929.99 full retail price.	Google Pixel 3A XL in Just Black Your Price: \$149.99 New 1-yr line term required per device. \$479.99 full retail price.	Google Pixel 3A XL in Purple-ish Your Price: \$149.99 New 1-yr line term required per device. \$479.99 full retail price.
Device					
Pricing	Google Pixel 3a in Just Black Your Price: \$99.99 New 1-yr line term required per device. \$399.99 full retail price.	Google Pixel 3a in Purple-ish Your Price: \$99.99 New 1-yr line term required per device. \$399.99 full retail price.	Kyocera DuraForce Pro 2 with Sapphire Shield 64gb in black Your Price: \$179.99 New 1-yr line term required per device. \$444 full retail price.	LG G7 ThinQ™ in Platinum Grey Your Price: \$249.99 New 1-yr line term required per device. \$750 full retail price.	LG G8 ThinQ™ in Aurora Black Your Price: \$349.99 New 1-yr line term required per device. \$840 full retail price.












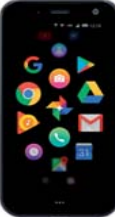
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Device					
Pricing	LG G8 ThinQ™ in Platinum Gray Your Price: \$349.99 New 1-yr line term required per device. \$840 full retail price.	LG K20 V in Black Your Price: \$99.99 New 1-yr line term required per device. \$168 full retail price.	LG V40 ThinQ™ in Aurora Black Your Price: \$499.99 New 1-yr line term required per device. \$979.99 full retail price.	LG V40 ThinQ™ in Moroccan Blue Your Price: \$499.99 New 1-yr line term required per device. \$979.99 full retail price.	LG V50 ThinQ™ 5G in New Aurora Black Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.
Device					
Pricing	Motorola moto z ³ in ceramic black Your Price: \$149.99 New 1-yr line term required per device. \$480 full retail price.	Motorola moto z ⁴ in Flash Gray Your Price: \$149.99 New 1-yr line term required per device. \$499.99 full retail price.	Motorola moto z ⁴ in Frost White Your Price: \$149.99 New 1-yr line term required per device. \$499.99 full retail price.	Palm Phone in gold Your Price: \$299.99 New 1-yr line term required per device. \$349.99 full retail price.	Palm Phone in titanium Your Price: \$299.99 New 1-yr line term required per device. \$349.99 full retail price.













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Device					
Pricing	RED HYDROGEN One in Black Aluminum Your Price: \$749.99 New 1-yr line term required per device. \$1295 full retail price.	RED HYDROGEN One in Shadow Your Price: \$749.99 New 1-yr line term required per device. \$1295 full retail price.	Samsung Galaxy A50 in black Your Price: \$49.99 New 1-yr line term required per device. \$349.99 full retail price.	Samsung Galaxy J3 V 3rd Gen in Black Your Price: \$59.99 New 1-yr line term required per device. \$168 full retail price.	Samsung Galaxy J7 V 2nd Gen in Black Your Price: \$99.99 New 1-yr line term required per device. \$240 full retail price.
Device					
Pricing	Samsung Galaxy Note8 in Midnight Black Your Price: \$399.99 New 1-yr line term required per device. \$899.99 full retail price.	Samsung Galaxy Note9 128GB in Lavender Purple Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.	Samsung Galaxy Note9 128GB in Ocean Blue Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.	Samsung Galaxy Note9 512GB in Lavender Purple Your Price: \$749.99 New 1-yr line term required per device. \$1249.99 full retail price.	Samsung Galaxy Note9 512GB in Midnight Black Your Price: \$749.99 New 1-yr line term required per device. \$1249.99 full retail price.



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Device					
Pricing	Samsung Galaxy Note9 512GB in Ocean Blue Your Price: \$749.99 New 1-yr line term required per device. \$1249.99 full retail price.	Samsung Galaxy Note9 in Midnight Black Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.	Samsung Galaxy S10 128GB in Flamingo Pink Your Price: \$399.99 New 1-yr line term required per device. \$899.99 full retail price.	Samsung Galaxy S10 128GB in Prism Black Your Price: \$399.99 New 1-yr line term required per device. \$899.99 full retail price.	Samsung Galaxy S10 128GB in Prism Blue Your Price: \$399.99 New 1-yr line term required per device. \$899.99 full retail price.
Device					
Pricing	Samsung Galaxy S10 128GB in Prism White Your Price: \$399.99 New 1-yr line term required per device. \$899.99 full retail price.	Samsung Galaxy S10 512GB in Flamingo Pink Your Price: \$649.99 New 1-yr line term required per device. \$1149.99 full retail price.	Samsung Galaxy S10 512GB in Prism Black Your Price: \$649.99 New 1-yr line term required per device. \$1149.99 full retail price.	Samsung Galaxy S10 512GB in Prism Blue Your Price: \$649.99 New 1-yr line term required per device. \$1149.99 full retail price.	Samsung Galaxy S10 512GB in Prism White Your Price: \$649.99 New 1-yr line term required per device. \$1149.99 full retail price.



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Device					
Pricing	Samsung Galaxy S10 5G 256GB in Crown Silver Your Price: \$799.99 New 1-yr line term required per device. \$1299.99 full retail price.	Samsung Galaxy S10 5G 256GB in Majestic Black Your Price: \$799.99 New 1-yr line term required per device. \$1299.99 full retail price.	Samsung Galaxy S10 5G 512GB in Crown Silver Your Price: \$899.99 New 1-yr line term required per device. \$1399.99 full retail price.	Samsung Galaxy S10 5G 512GB in Majestic Black Your Price: \$899.99 New 1-yr line term required per device. \$1399.99 full retail price.	Samsung Galaxy S10+ 128GB in Flamingo Pink Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.
Device					
Pricing	Samsung Galaxy S10+ 128GB in Prism Black Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.	Samsung Galaxy S10+ 128GB in Prism Blue Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.	Samsung Galaxy S10+ 128GB in Prism White Your Price: \$499.99 New 1-yr line term required per device. \$999.99 full retail price.	Samsung Galaxy S10+ 1TB in Ceramic Black Your Price: \$1099.99 New 1-yr line term required per device. \$1599.99 full retail price.	Samsung Galaxy S10+ 1TB in Ceramic White Your Price: \$1099.99 New 1-yr line term required per device. \$1599.99 full retail price.













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Device					
Pricing	Samsung Galaxy S10+ 512GB in Ceramic Black Your Price: \$749.99 New 1-yr line term required per device. \$1249.99 full retail price.	Samsung Galaxy S10+ 512GB in Ceramic White Your Price: \$749.99 New 1-yr line term required per device. \$1249.99 full retail price.	Samsung Galaxy S10e 128GB in Flamingo Pink Your Price: \$249.99 New 1-yr line term required per device. \$749.99 full retail price.	Samsung Galaxy S10e 128GB in Prism Black Your Price: \$249.99 New 1-yr line term required per device. \$749.99 full retail price.	Samsung Galaxy S10e 128GB in Prism Blue Your Price: \$249.99 New 1-yr line term required per device. \$749.99 full retail price.
Device					
Pricing	Samsung Galaxy S10e 128GB in Prism White Your Price: \$249.99 New 1-yr line term required per device. \$749.99 full retail price.	Samsung Galaxy S10e 256GB in Flamingo Pink Your Price: \$349.99 New 1-yr line term required per device. \$849.99 full retail price.	Samsung Galaxy S10e 256GB in Prism Black Your Price: \$349.99 New 1-yr line term required per device. \$849.99 full retail price.	Samsung Galaxy S10e 256GB in Prism Blue Your Price: \$349.99 New 1-yr line term required per device. \$849.99 full retail price.	Samsung Galaxy S10e 256GB in Prism White Your Price: \$349.99 New 1-yr line term required per device. \$849.99 full retail price.













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Device					
Pricing	Samsung Galaxy S8 64GB in Midnight Black Your Price: \$49.99 New 1-yr line term required per device. \$499.99 full retail price.	Samsung Galaxy S9 64GB in Coral Blue Your Price: \$99.99 New 1-yr line term required per device. \$599.99 full retail price.	Samsung Galaxy S9 64GB in Lilac Purple Your Price: \$99.99 New 1-yr line term required per device. \$599.99 full retail price.	Samsung Galaxy S9 64GB in Midnight Black Your Price: \$99.99 New 1-yr line term required per device. \$599.99 full retail price.	Samsung Galaxy S9+ 64GB in Coral Blue Your Price: \$199.99 New 1-yr line term required per device. \$699.99 full retail price.
Device					
Pricing	Sonim XP8 in black Your Price: \$199.99 New 1-yr line term required per device. \$648 full retail price.	ZenFone V Live in slate grey Your Price: \$59.99 New 1-yr line term required per device. \$168 full retail price.	moto e5 play 16GB in Black Your Price: \$49.99 New 1-yr line term required per device. \$144 full retail price.	moto g6 in black Your Price: \$99.99 New 1-yr line term required per device. \$240 full retail price.	moto g7 power in Marine Blue Your Price: \$99.99 New 1-yr line term required per device. \$240 full retail price.





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Device					
Pricing	<p>Microsoft Surface 3 128GB</p> <p>Your Price: \$549.99 New 1-yr line term required per device. \$649.99 full retail price.</p>	<p>Samsung Chromebook Plus in Stealth Silver</p> <p>Your Price: \$499.99 New 1-yr line term required per device. \$599.99 full retail price.</p>	<p>Samsung Galaxy Book 2 in silver</p> <p>Your Price: \$899.99 New 1-yr line term required per device. \$999.99 full retail price.</p>	<p>Samsung Galaxy Tab A (10.5 inch) in black</p> <p>Your Price: \$279.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Samsung Galaxy Tab A (8.0 inch) in black</p> <p>Your Price: \$149.99 New 1-yr line term required per device. \$249.99 full retail price.</p>
Device					
Pricing	<p>Samsung Galaxy Tab S4 in black</p> <p>Your Price: \$629.99 New 1-yr line term required per device. \$729.99 full retail price.</p>	<p>Verizon GizmoTablet in Black</p> <p>Your Price: \$149.99 New 1-yr line term required per device. \$249.99 full retail price.</p>			





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Device					
Pricing	Watch Nike+ Series 4 GPS + Cellular, 40mm Silver Aluminum Case with Pure Platinum/Black Nike Sport Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.	Watch Nike+ Series 4 GPS + Cellular, 40mm Space Gray Aluminum Case with Anthracite/Black Nike Sport Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.	Watch Nike+ Series 4 GPS + Cellular, 44mm Silver Aluminum Case with Pure Platinum/Black Nike Sport Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.	Watch Nike+ Series 4 GPS + Cellular, 44mm Silver Aluminum Case with Summit White Nike Sport Loop Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.	Watch Nike+ Series 4 GPS + Cellular, 44mm Space Gray Aluminum Case with Anthracite/Black Nike Sport Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.
Device					
Pricing	Watch Nike+ Series 4 GPS + Cellular, 44mm Space Gray Aluminum Case with Black Nike Sport Loop Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.	Watch Nike+ Series 4, 40mm Silver Aluminum Case with Summit White Nike Sport Loop Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.	Watch Nike+ Series 4, 40mm Space Gray Aluminum Case with Black Nike Sport Loop Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.	Watch Series 3 Black Stainless Steel 38mm Case with Milanese Loop Your Price: \$749.99 New 1-yr line term required per device. \$749.99 full retail price.	Watch Series 3 GPS + Cellular, 38mm Stainless Steel Case with Soft White Sport Band Your Price: \$599.99 New 1-yr line term required per device. \$599.99 full retail price.













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Device					
Pricing	<p>Watch Series 3 GPS + Cellular, 42mm Silver Aluminum Case with White Sport Band</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3 GPS + Cellular, 42mm Space Gray Aluminum Case with Black Sport Band</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 38mm Silver Aluminum Case with Bright Crimson/Black Nike Sport Loop</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Watch Series 3, 38mm Silver Aluminum Case with Pure Platinum/Black Nike Sport Band</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Watch Series 3, 38mm Silver Aluminum Case with White Sport Band</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>
Device					
Pricing	<p>Watch Series 3, 38mm Space Gray Aluminum Case with Anthracite/Black Nike Sport Band</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Watch Series 3, 38mm Space Gray Aluminum Case with Black Sport Band</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Watch Series 3, 38mm Space Gray Aluminum Case with Black/Pure Platinum Nike Sport Loop</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Watch Series 3, 38mm Space Gray Aluminum Case with Dark Olive Sport Loop</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Watch Series 3, 38mm Stainless Steel Case with Milanese Loop</p> <p>Your Price: \$699.99 New 1-yr line term required per device. \$699.99 full retail price.</p>













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Device					
Pricing	<p>Watch Series 3, 42mm Gold Aluminum Case with Pink Sand Sport Loop</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 42mm Silver Aluminum Case with Bright Crimson/Black Nike Sport Loop</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 42mm Silver Aluminum Case with Pure Platinum/Black Nike Sport Band</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 42mm Silver Aluminum Case with Seashell Sport Loop</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 42mm Space Black Stainless Steel Case with Black Sport Band</p> <p>Your Price: \$649.99 New 1-yr line term required per device. \$649.99 full retail price.</p>
Device					
Pricing	<p>Watch Series 3, 42mm Space Black Stainless Steel Case with Space Black Milanese Loop</p> <p>Your Price: \$799.99 New 1-yr line term required per device. \$799.99 full retail price.</p>	<p>Watch Series 3, 42mm Space Gray Aluminum Case with Anthracite/Black Nike Sport Band</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 42mm Space Gray Aluminum Case with Anthracite/Black Nike Sport Band 2017</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 42mm Space Gray Aluminum Case with Black/Pure Platinum Nike Sport Loop</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 3, 42mm Space Gray Aluminum Case with Dark Olive Sport Loop</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>













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Device					
Pricing	<p>Watch Series 3, 42mm Stainless Steel Case with Milanese Loop</p> <p>Your Price: \$749.99 New 1-yr line term required per device. \$749.99 full retail price.</p>	<p>Watch Series 3, 42mm Stainless Steel Case with Soft White Sport Band</p> <p>Your Price: \$649.99 New 1-yr line term required per device. \$649.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Gold Aluminum Case with Pink Sand Sport Band</p> <p>Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Gold Aluminum Case with Pink Sand Sport Loop</p> <p>Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Gold Stainless Steel Case with Stone Sport Band</p> <p>Your Price: \$699.99 New 1-yr line term required per device. \$699.99 full retail price.</p>
Device					
Pricing	<p>Watch Series 4 GPS + Cellular, 40mm Silver Aluminum Case with Seashell Sport Loop</p> <p>Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Silver Aluminum Case with White Sport Band</p> <p>Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Space Black Stainless Steel Case with Black Sport Band</p> <p>Your Price: \$699.99 New 1-yr line term required per device. \$699.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Stainless Steel Case with White Sport Band</p> <p>Your Price: \$699.99 New 1-yr line term required per device. \$699.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 44mm Gold Aluminum Case with Pink Sand Sport Band</p> <p>Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.</p>













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Device					
Pricing	Watch Series 4 GPS + Cellular, 44mm Gold Aluminum Case with Pink Sand Sport Loop Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Gold Stainless Steel Case with Gold Milanese Loop Your Price: \$849.99 New 1-yr line term required per device. \$849.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Gold Stainless Steel Case with Stone Sport Band Your Price: \$749.99 New 1-yr line term required per device. \$749.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Silver Aluminum Case with Seashell Sport Loop Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Silver Aluminum Case with White Sport Band Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.
Device					
Pricing	Watch Series 4 GPS + Cellular, 44mm Space Black Stainless Steel Case with Black Sport Band Your Price: \$749.99 New 1-yr line term required per device. \$749.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Space Black Stainless Steel Case with Space Black Milanese Loop Your Price: \$849.99 New 1-yr line term required per device. \$849.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Space Gray Aluminum Case with Black Sport Band Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Space Gray Aluminum Case with Black Sport Loop Your Price: \$529.99 New 1-yr line term required per device. \$529.99 full retail price.	Watch Series 4 GPS + Cellular, 44mm Stainless Steel Case with Silver Milanese Loop Your Price: \$849.99 New 1-yr line term required per device. \$849.99 full retail price.













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Device					
Pricing	<p>Watch Series 4 GPS + Cellular, 44mm Stainless Steel Case with White Sport Band</p> <p>Your Price: \$749.99 New 1-yr line term required per device. \$749.99 full retail price.</p>	<p>Watch Series 4, 40mm Stainless Steel Case with Milanese Loop in Gold</p> <p>Your Price: \$799.99 New 1-yr line term required per device. \$799.99 full retail price.</p>	<p>Watch Series 4, 40mm Stainless Steel Case with Milanese Loop in Silver</p> <p>Your Price: \$799.99 New 1-yr line term required per device. \$799.99 full retail price.</p>	<p>Watch Series 4, 40mm Stainless Steel Case with Milanese Loop in Space Black</p> <p>Your Price: \$799.99 New 1-yr line term required per device. \$799.99 full retail price.</p>	<p>vivoactive 3 Music</p> <p>Your Price: \$349.99 New 1-yr line term required per device. \$399.99 full retail price.</p>
Device					
Pricing	<p>Apple Watch Nike+, 38mm Space Gray Aluminum Case with Midnight Fog Nike Sport Loop</p> <p>Your Price: \$379.99 New 1-yr line term required per device. \$379.99 full retail price.</p>	<p>Apple Watch Nike+, 42mm Space Gray Aluminum Case with Midnight Fog Nike Sport Loop</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Apple Watch Series 3, 42mm Space Gray Aluminum Case with Black Sport Loop</p> <p>Your Price: \$409.99 New 1-yr line term required per device. \$409.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Space Gray Aluminum Case with Black Sport Band</p> <p>Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.</p>	<p>Watch Series 4 GPS + Cellular, 40mm Space Gray Aluminum Case with Black Sport Loop</p> <p>Your Price: \$499.99 New 1-yr line term required per device. \$499.99 full retail price.</p>





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Device					
Pricing	<p>iPhone® XR (PRODUCT) RED Special Edition 128GB</p> <p>Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.</p>	<p>iPhone® XR (PRODUCT) RED Special Edition 256GB</p> <p>Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.</p>	<p>iPhone® XR (PRODUCT) RED Special Edition 64GB</p> <p>Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.</p>	<p>iPhone® 8 256GB in Gold</p> <p>Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.</p>	<p>iPhone® 8 256GB in Silver</p> <p>Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.</p>
Device					
Pricing	<p>iPhone® 8 256GB in Space Gray</p> <p>Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.</p>	<p>iPhone® 8 64GB in Gold</p> <p>Your Price: \$149.99 New 1-yr line term required per device. \$599.99 full retail price.</p>	<p>iPhone® 8 64GB in Silver</p> <p>Your Price: \$149.99 New 1-yr line term required per device. \$599.99 full retail price.</p>	<p>iPhone® 8 64GB in Space Gray</p> <p>Your Price: \$149.99 New 1-yr line term required per device. \$599.99 full retail price.</p>	<p>iPhone® 8 Plus 256GB in Gold</p> <p>Your Price: \$399.99 New 1-yr line term required per device. \$849.99 full retail price.</p>













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Device					
Pricing	iPhone® 8 Plus 256GB in Silver Your Price: \$399.99 New 1-yr line term required per device. \$849.99 full retail price.	iPhone® 8 Plus 256GB in Space Gray Your Price: \$399.99 New 1-yr line term required per device. \$849.99 full retail price.	iPhone® 8 Plus 64GB in Gold Your Price: \$249.99 New 1-yr line term required per device. \$699.99 full retail price.	iPhone® 8 Plus 64GB in Silver Your Price: \$249.99 New 1-yr line term required per device. \$699.99 full retail price.	iPhone® 8 Plus 64GB in Space Gray Your Price: \$249.99 New 1-yr line term required per device. \$699.99 full retail price.
Device					
Pricing	iPhone® XR 128GB in Black Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.	iPhone® XR 128GB in Blue Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.	iPhone® XR 128GB in Coral Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.	iPhone® XR 128GB in White Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.	iPhone® XR 128GB in Yellow Your Price: \$349.99 New 1-yr line term required per device. \$799.99 full retail price.

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Device					
Pricing	iPhone® XR 256GB in Black Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.	iPhone® XR 256GB in Blue Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.	iPhone® XR 256GB in Coral Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.	iPhone® XR 256GB in White Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.	iPhone® XR 256GB in Yellow Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.
Device					
Pricing	iPhone® XR 64GB in Black Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.	iPhone® XR 64GB in Blue Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.	iPhone® XR 64GB in Coral Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.	iPhone® XR 64GB in White Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.	iPhone® XR 64GB in Yellow Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.













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Device					
Pricing	iPhone® Xs 256GB in Gold Your Price: \$699.99 New 1-yr line term required per device. \$1149.99 full retail price.	iPhone® Xs 256GB in Silver Your Price: \$699.99 New 1-yr line term required per device. \$1149.99 full retail price.	iPhone® Xs 256GB in Space Gray Your Price: \$699.99 New 1-yr line term required per device. \$1149.99 full retail price.	iPhone® Xs 512GB in Gold Your Price: \$899.99 New 1-yr line term required per device. \$1349.99 full retail price.	iPhone® Xs 512GB in Silver Your Price: \$899.99 New 1-yr line term required per device. \$1349.99 full retail price.
Device					
Pricing	iPhone® Xs 512GB in Space Gray Your Price: \$899.99 New 1-yr line term required per device. \$1349.99 full retail price.	iPhone® Xs 64GB in Gold Your Price: \$549.99 New 1-yr line term required per device. \$999.99 full retail price.	iPhone® Xs 64GB in Silver Your Price: \$549.99 New 1-yr line term required per device. \$999.99 full retail price.	iPhone® Xs 64GB in Space Gray Your Price: \$549.99 New 1-yr line term required per device. \$999.99 full retail price.	iPhone® Xs Max 256GB in Gold Your Price: \$799.99 New 1-yr line term required per device. \$1249.99 full retail price.













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Device					
Pricing	iPhone® Xs Max 256GB in Silver Your Price: \$799.99 New 1-yr line term required per device. \$1249.99 full retail price.	iPhone® Xs Max 256GB in Space Gray Your Price: \$799.99 New 1-yr line term required per device. \$1249.99 full retail price.	iPhone® Xs Max 512GB in Gold Your Price: \$999.99 New 1-yr line term required per device. \$1449.99 full retail price.	iPhone® Xs Max 512GB in Silver Your Price: \$999.99 New 1-yr line term required per device. \$1449.99 full retail price.	iPhone® Xs Max 512GB in Space Gray Your Price: \$999.99 New 1-yr line term required per device. \$1449.99 full retail price.
Device					
Pricing	iPhone® Xs Max 64GB in Gold Your Price: \$649.99 New 1-yr line term required per device. \$1099.99 full retail price.	iPhone® Xs Max 64GB in Silver Your Price: \$649.99 New 1-yr line term required per device. \$1099.99 full retail price.	iPhone® Xs Max 64GB in Space Gray Your Price: \$649.99 New 1-yr line term required per device. \$1099.99 full retail price.	Apple® iPhone® 8 (PRODUCT) RED Special Edition 64GB Your Price: \$149.99 New 1-yr line term required per device. \$599.99 full retail price.	Apple® iPhone® 6s 128GB in Gold Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.



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Device					
Pricing	Apple® iPhone® 6s 128GB in Rose Gold Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 6s 128GB in Silver Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 6s 128GB in Space Gray Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 6s 32GB in Gold Your Price: \$0.99 New 1-yr line term required per device. \$349.99 full retail price.	Apple® iPhone® 6s 32GB in Rose Gold Your Price: \$0.99 New 1-yr line term required per device. \$349.99 full retail price.
Device					
Pricing	Apple® iPhone® 6s 32GB in Silver Your Price: \$0.99 New 1-yr line term required per device. \$349.99 full retail price.	Apple® iPhone® 6s 32GB in Space Gray Your Price: \$0.99 New 1-yr line term required per device. \$349.99 full retail price.	Apple® iPhone® 6s Plus 128GB in Gold Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.	Apple® iPhone® 6s Plus 128GB in Rose Gold Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.	Apple® iPhone® 6s Plus 128GB in Silver Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.

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Device					
Pricing	Apple® iPhone® 6s Plus 128GB in Space Gray Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.	Apple® iPhone® 6s Plus 32GB in Gold Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 6s Plus 32GB in Rose Gold Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 6s Plus 32GB in Silver Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 6s Plus 32GB in Space Gray Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.
Device					
Pricing	Apple® iPhone® 7 128GB in Black Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.	Apple® iPhone® 7 128GB in Gold Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.	Apple® iPhone® 7 128GB in Jet Black Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.	Apple® iPhone® 7 128GB in Rose Gold Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.	Apple® iPhone® 7 128GB in Silver Your Price: \$99.99 New 1-yr line term required per device. \$549.99 full retail price.



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Device					
Pricing	Apple® iPhone® 7 32GB in Black Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 7 32GB in Gold Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 7 32GB in Rose Gold Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 7 32GB in Silver Your Price: \$0.99 New 1-yr line term required per device. \$449.99 full retail price.	Apple® iPhone® 7 Plus 128GB in Black Your Price: \$219.99 New 1-yr line term required per device. \$669.99 full retail price.
Device					
Pricing	Apple® iPhone® 7 Plus 128GB in Gold Your Price: \$219.99 New 1-yr line term required per device. \$669.99 full retail price.	Apple® iPhone® 7 Plus 128GB in Jet Black Your Price: \$219.99 New 1-yr line term required per device. \$669.99 full retail price.	Apple® iPhone® 7 Plus 128GB in Rose Gold Your Price: \$219.99 New 1-yr line term required per device. \$669.99 full retail price.	Apple® iPhone® 7 Plus 128GB in Silver Your Price: \$219.99 New 1-yr line term required per device. \$669.99 full retail price.	Apple® iPhone® 7 Plus 32GB in Black Your Price: \$119.99 New 1-yr line term required per device. \$569.99 full retail price.



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Device					
Pricing	Apple® iPhone® 7 Plus 32GB in Gold Your Price: \$119.99 New 1-yr line term required per device. \$569.99 full retail price.	Apple® iPhone® 7 Plus 32GB in Jet Black Your Price: \$119.99 New 1-yr line term required per device. \$569.99 full retail price.	Apple® iPhone® 7 Plus 32GB in Rose Gold Your Price: \$119.99 New 1-yr line term required per device. \$569.99 full retail price.	Apple® iPhone® 7 Plus 32GB in Silver Your Price: \$119.99 New 1-yr line term required per device. \$569.99 full retail price.	Apple® iPhone® 8 (PRODUCT) RED Special Edition 256GB Your Price: \$299.99 New 1-yr line term required per device. \$749.99 full retail price.
Device					
Pricing	Apple® iPhone® 8 Plus (PRODUCT) RED Special Edition 256GB Your Price: \$399.99 New 1-yr line term required per device. \$849.99 full retail price.	Apple® iPhone® 8 Plus (PRODUCT) RED Special Edition 64GB Your Price: \$249.99 New 1-yr line term required per device. \$699.99 full retail price.	Apple® iPhone® X 256GB in Silver Your Price: \$599.99 New 1-yr line term required per device. \$1049.99 full retail price.	Apple® iPhone® X 256GB in Space Gray Your Price: \$599.99 New 1-yr line term required per device. \$1049.99 full retail price.	Apple® iPhone® X 64GB in Silver Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.



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Device					
Pricing	Apple* iPhone* X 64GB in Space Gray Your Price: \$449.99 New 1-yr line term required per device. \$899.99 full retail price.				
Device					
Pricing					

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Device					
Pricing	10.5-inch Apple® iPad® Pro 256GB in Gold Your Price: \$829.99 New 1-yr line term required per device. \$929.99 full retail price.	10.5-inch Apple® iPad® Pro 256GB in Rose Gold Your Price: \$829.99 New 1-yr line term required per device. \$929.99 full retail price.	10.5-inch Apple® iPad® Pro 256GB in Silver Your Price: \$829.99 New 1-yr line term required per device. \$929.99 full retail price.	10.5-inch Apple® iPad® Pro 256GB in Space Gray Your Price: \$829.99 New 1-yr line term required per device. \$929.99 full retail price.	10.5-inch Apple® iPad® Pro 512GB in Gold Your Price: \$1029.99 New 1-yr line term required per device. \$1129.99 full retail price.
Device					
Pricing	10.5-inch Apple® iPad® Pro 512GB in Rose Gold Your Price: \$1029.99 New 1-yr line term required per device. \$1129.99 full retail price.	10.5-inch Apple® iPad® Pro 512GB in Silver Your Price: \$1029.99 New 1-yr line term required per device. \$1129.99 full retail price.	10.5-inch Apple® iPad® Pro 512GB in Space Gray Your Price: \$1029.99 New 1-yr line term required per device. \$1129.99 full retail price.	10.5-inch Apple® iPad® Pro 64GB in Gold Your Price: \$679.99 New 1-yr line term required per device. \$779.99 full retail price.	10.5-inch Apple® iPad® Pro 64GB in Rose Gold Your Price: \$679.99 New 1-yr line term required per device. \$779.99 full retail price.

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Device					
Pricing	10.5-inch Apple® iPad® Pro 64GB in Silver Your Price: \$679.99 New 1-yr line term required per device. \$779.99 full retail price.	10.5-inch Apple® iPad® Pro 64GB in Space Gray Your Price: \$679.99 New 1-yr line term required per device. \$779.99 full retail price.	11-inch Apple® iPad® Pro 1TB in Silver Your Price: \$1599.99 New 1-yr line term required per device. \$1699.99 full retail price.	11-inch Apple® iPad® Pro 1TB in Space Gray Your Price: \$1599.99 New 1-yr line term required per device. \$1699.99 full retail price.	11-inch Apple® iPad® Pro 256GB in Silver Your Price: \$999.99 New 1-yr line term required per device. \$1099.99 full retail price.
Device					
Pricing	11-inch Apple® iPad® Pro 256GB in Space Gray Your Price: \$999.99 New 1-yr line term required per device. \$1099.99 full retail price.	11-inch Apple® iPad® Pro 512GB in Space Gray Your Price: \$1199.99 New 1-yr line term required per device. \$1299.99 full retail price.	11-inch Apple® iPad® Pro 512GB in Silver Your Price: \$1199.99 New 1-yr line term required per device. \$1299.99 full retail price.	11-inch Apple® iPad® Pro 64GB in Silver Your Price: \$849.99 New 1-yr line term required per device. \$949.99 full retail price.	11-inch Apple® iPad® Pro 64GB in Space Gray Your Price: \$849.99 New 1-yr line term required per device. \$949.99 full retail price.

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Device					
Pricing	12.9-inch Apple® iPad® Pro (2018) 64GB in Silver Your Price: \$1049.99 New 1-yr line term required per device. \$1149.99 full retail price.	12.9-inch Apple® iPad® Pro (2018) 64GB in Space Gray Your Price: \$1049.99 New 1-yr line term required per device. \$1149.99 full retail price.	Apple® New iPad® Air 256GB in Gold Your Price: \$679.99 New 1-yr line term required per device. \$779.99 full retail price.	Apple® New iPad® Air 256GB in Silver Your Price: \$679.99 New 1-yr line term required per device. \$779.99 full retail price.	Apple® New iPad® Air 256GB in Space Gray Your Price: \$679.99 New 1-yr line term required per device. \$779.99 full retail price.
Device					
Pricing	Apple® New iPad® Air 64GB in Gold Your Price: \$529.99 New 1-yr line term required per device. \$629.99 full retail price.	Apple® New iPad® Air 64GB in Silver Your Price: \$529.99 New 1-yr line term required per device. \$629.99 full retail price.	Apple® New iPad® Air 64GB in Space Gray Your Price: \$529.99 New 1-yr line term required per device. \$629.99 full retail price.	Apple® iPad® 9.7 inch 128GB in Gold Your Price: \$459.99 New 1-yr line term required per device. \$559.99 full retail price.	Apple® iPad® 9.7 inch 128GB in Silver Your Price: \$459.99 New 1-yr line term required per device. \$559.99 full retail price.








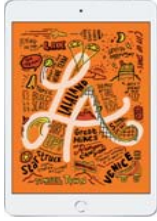
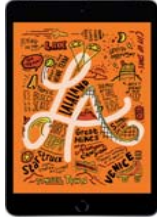



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Device					
Pricing	Apple® iPad® 9.7 inch 128GB in Space Gray Your Price: \$459.99 New 1-yr line term required per device. \$559.99 full retail price.	Apple® iPad® 9.7 inch 32GB in Gold Your Price: \$359.99 New 1-yr line term required per device. \$459.99 full retail price.	Apple® iPad® 9.7 inch 32GB in Silver Your Price: \$359.99 New 1-yr line term required per device. \$459.99 full retail price.	Apple® iPad® 9.7 inch 32GB in Space Gray Your Price: \$359.99 New 1-yr line term required per device. \$459.99 full retail price.	Apple® iPad® mini 256GB in Gold Your Price: \$579.99 New 1-yr line term required per device. \$679.99 full retail price.
Device					
Pricing	Apple® iPad® mini 256GB in Silver Your Price: \$579.99 New 1-yr line term required per device. \$679.99 full retail price.	Apple® iPad® mini 256GB in Space Gray Your Price: \$579.99 New 1-yr line term required per device. \$679.99 full retail price.	Apple® iPad® mini 4 128GB in Gold Your Price: \$429.99 New 1-yr line term required per device. \$529.99 full retail price.	Apple® iPad® mini 4 128GB in Silver Your Price: \$429.99 New 1-yr line term required per device. \$529.99 full retail price.	Apple® iPad® mini 4 128GB in Space Gray Your Price: \$429.99 New 1-yr line term required per device. \$529.99 full retail price.

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Pricing	<p>Apple® iPad® mini 64GB in Gold</p> <p>Your Price: \$429.99 New 1-yr line term required per device. \$529.99 full retail price.</p>	<p>Apple® iPad® mini 64GB in Silver</p> <p>Your Price: \$429.99 New 1-yr line term required per device. \$529.99 full retail price.</p>	<p>Apple® iPad® mini 64GB in Space Gray</p> <p>Your Price: \$429.99 New 1-yr line term required per device. \$529.99 full retail price.</p>		
Device					
Pricing					

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