

DELANO PUBLIC SCHOOLS
Independent School District #879

Regular School Board Meeting
Delano City Hall
Monday, July 22, 2019
5:45 PM

1. Call to order
2. Approval of Meeting Agenda
Motion: _____ Second: _____ Vote: _____
3. Work Session
4. Pledge of Allegiance
5. Consent Agenda
Motion: _____ Second: _____ Vote: _____
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 - B. Financial Affairs
 1. Current Budget Status with Year-to-Date Adjustments 11
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 4. Wire Transfers 20
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6. Resolution for Acceptance of Gifts 48
Motion: _____ Second: _____ Roll Call Vote:

7. Personnel Matters 49
Motion: _____ Second: _____ Vote: _____
8. Public Comment: School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record.
9. Administrative Reports

A. Superintendent Evaluation Statement	
B. Business Manager	
C. Community Education Director	
10. Board Reports	
A. MAWSECO	50
11. Old Business	
A. Approve second read of Policy Policy 213 - School Board Committees, due to substantive and legal reference changes	54
Motion: _____ Second: _____ Vote: _____	
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Motion: _____ Second: _____ Vote: _____	
12. New Business	
A. Approve Community Ed. handbook	60
Motion: _____ Second: _____ Vote: _____	
B. Approve resolution limiting open enrollment	79
Motion: _____ Second: _____ Roll Call Vote:	

C. Approve MSHSL membership resolution	80
Motion: _____ Second: _____ Roll Call Vote:	

D. Approve the first and only read of the following policies due to non-substantive and/or legal reference changes: 205 - Open Meetings and Closed Meetings, 305 - Policy Implementation, 402 - Disability Nondiscrimination Policy, 423 -Employee-Student Relationships, 514 - Bullying Prohibition Policy, 523 - Policies Incorporated by Reference	82
Motion: _____ Second: _____ Vote: _____	
E. Approve the first and only read of the following policies due to re-numbering and non-substantive changes: Policy 701.2 - Fund Balances changing to 714, and Policy 713 - Use of Credit and Procurement Cards changing to 749	110
Motion: _____ Second: _____ Vote: _____	
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Motion: _____ Second: _____ Vote: _____	
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Motion: _____ Second: _____ Vote: _____	
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Motion: _____ Second: _____ Vote: _____	
I. Approve the first read of Policy 713 - Student Activity Accounting, a new	137

policy

Motion: _____ Second: _____ Vote: _____

J. Approve the first read of Policy 750 - Post-Issuance Debt Compliance Policy, 141
due to substantive changes

Motion: _____ Second: _____ Vote: _____

13. Adjournment

Motion: _____ Second: _____ Vote: _____

SCHOOL BOARD MINUTES
Monday, June 24, 2019, 5:45 p.m.
Delano Public Schools
Independent School District #879, Delano, Minnesota

1. Call to order at 5:45 p.m.

A. Record of members present or absent

Members present: A. Johnson, C. Black, A. Briesemeister, R. Depa, M. Larson and J. Rosenow

Members absent: L. Seguin

2. Approval of Meeting Agenda

Upon motion by R. Depa, seconded by J. Rosenow, the Board of Education approved the meeting agenda. Motion passed 6-0.

3. Work Session

Board members discussed an extended field trip request from the dance team. Coach Melissa Koch explained that the 17 participants would grow individually and as a team at the Just for Kix camp in Storm Lake, Iowa. M. Koch said fundraising opportunities were available and many participants had fully covered their costs. Families were informed that participation was optional. Stahlke Bus was handling the transportation, with expenses covered by the team's booster club. Two coaches were staying behind to conduct summer sessions for five dancers who were not able to attend. A. Johnson asked if any procedures were different since it is a summer event rather than during the school year. Activities Administrator Ryan Tool said that expectations for the students are the same, and that coaches are allowed to be with students during the event.

Community Education Director Diane Johnson introduced a number of changes to the Community Education handbook. There were minor language changes, such as changing Wee Tiger Preschool to Delano Public Schools Preschool. She noted that benefits and insurance for staff were the same, and wage increases were just under 2 percent. There was an option to use a 90-day training wage, if applicable, and the weather day pay differential was going to be discarded. She said there were increases for Tiger Activity Center supervisors because the wage was not very competitive and reliable adults were needed for hours that were not ideal. She added that increases in aquatics can be absorbed by fees. At the board's inquiry, Business Manager Mary Reeder said the increases were acceptable from a budget standpoint.

Superintendent Matt Schoen outlined updates to a number of school policies. Policies 213, 215 and 506 were updated. Policies 214 and 301 also received non-substantive updates that did not require discussion during the workshop. In regard to Policy 506, R. Depa asked how medicinal marijuana prescribed by a physician is handled. M. Schoen said that currently there are a number of pending court cases on the matter, but at present the use of marijuana during the school day is prohibited by federal law. He added that within the next year or two more will be known about this because the matter is relatively new. R. Depa asked if a student using medical marijuana before school would be in trouble for using it, and M. Schoen said that would not be the case. Medication taken at school is handled by the school nurse. In regard to discipline of students with a disability, there are alternative ways to work with the student and go through behavioral plans if the misconduct is a manifestation of the student's disability. A. Briesemeister asked for clarification about the difference between exclusion and expulsion. M. Schoen explained that a district can exclude a student who is seeking to open enroll if they have been expelled from their previous district. C. Black asked if the policy was strong enough to handle e-cigarette use. M. Schoen said he was comfortable that it would allow the necessary enforcement, but added that vaping is a serious problem and one that is difficult to detect.

M. Reeder presented the FY20 original budget, which includes deficit spending of \$900,000 in the general fund. She noted that the largest contributor to deficit spending in the operating capital category was the new language arts curriculum. There was a small deficit in food service, but the community education fund is still on the upward track. There are some construction funds remaining that will be paid out in FY20. As for the current budget status,

M. Reeder said that while the district had been projected to deficit spend over \$700,000 in 2018-19, that deficit spending will now be under \$700,000 due to the receipt of \$123,000 in a special education payment from the state. M. Schoen noted that this payment still does not cover the cross subsidy amount. M. Reeder also outlined upcoming long-term facility maintenance items for 2019-20, totaling \$1,467,644. She noted that the Community Ed. sidewalk project, originally slated for FY19, may be held back again because the city could be tearing up the street. The project is on hold until the city's plans are known. The school owns the sidewalk, so if the city tears it up it would replace the sidewalk but might assess the school district. C. Black asked if any LTFM projects could be moved down the road given the district's current budget situation. M. Reeder said the district deficit spends some years and underspends in others, so there is a constant ebb and flow in that fund balance. She said there has already been a claim related to the Community Ed. sidewalk. M. Schoen said that LTFM money can't be used to address general fund reductions because they are two separate funds. M. Reeder said everything on the LTFM list is necessary. M. Schoen noted that in the future the LTFM discussions will be moved to the Building and Grounds Committee since it is no longer a POC Committee. In response to a question from A. Johnson, it was explained that gym floors are addressed on a rotating basis for maintenance. A. Johnson also checked to make sure floor repairs would be made where the circuit equipment had been. A. Johnson said expenses related to damage from indoor sports practices, such as holes in bleachers from baseballs, was preventable and that this point should be emphasized to coaches by the activities department. M. Schoen noted that nets are now up to protect the seats, and C. Black said those were good points that could be included in building and grounds and activities discussions going forward. C. Black said a list was being created of items teams can pay for, and some of this type of damage could potentially be included on that list. A. Briesemeister said it was a difficult spring that resulted in a lot of indoor practices, and he knew from experience that accidents happen. Overall, M. Reeder said that after revisions to the schedule the district will spend \$306,000 less in LTFM for FY19. In response to a question from A. Briesemeister, M. Reeder explained that LTFM funds can be used to repair or replace existing items, but cannot be used for new items or upgrades.

M. Schoen asked board members if there was interest in holding a school board retreat to talk about items like future listening session topics, how the group is functioning as a board and executive team, communication, committee structures, the organizational meeting, updated work plans related to the strategic plan, and more. He proposed an evening in the fall. C. Black said he felt past retreats have been very valuable. Other board members agreed and suggested an evening in October or November. The retreat could be separated into different sessions so one evening does not go particularly late. M. Schoen planned to draft an agenda and send it out to members for feedback.

In committee reports, M. Schoen said the POC Committee would be transitioning back to the Building and Grounds Committee. A. Johnson asked if board members could take a walking tour of the campus and create a checklist of items. She asked what the old high school media center would be used for and said it would be valuable for board members to tour campus with staff and ask questions they and their constituents have. M. Schoen said every principal walks their building with Building and Grounds Coordinator Matt LaBeau and a project list is created for deep cleaning or other work. A. Johnson asked if site administrators are comfortable communicating about what needs to be done and how well it is being done. Delano Elementary Principal Darren Schuler said principals meet with M. LaBeau monthly, and D. Schuler also walks the building at the beginning and end of the year with the head custodian to review items. A. Johnson asked who manages the field house. Delano High School Principal Steve Heil said he does, and he meets weekly with M. LaBeau along with Tiger Activity Center Coordinator Kim Finn, Youth Development Coordinator Chris Runke and others to review needs. S. Heil also said he and M. LaBeau would be setting up a six-part rotation so each section of the high school would receive a thorough cleaning at least every six years.

R. Depa told board members that her questions voiced at the May meeting regarding the K-4 language arts curriculum had been answered after meeting with a number of teachers, who she said provided additional insight. M. Schoen added that an extensive explanation had been provided to board members in a Friday email. D. Schuler said that in the curriculum advisory group a teacher had shared more about why the curriculum was chosen. R. Depa said there was a lot more than had been shared at the previous board meeting. M. Schoen said the curriculum decision was a big process and that more can be shared before the board addresses those types of decisions in the future.

A. Johnson asked about the large number of Tiger Kids Club positions and clarified that many of them are temporary for the summer. D. Johnson also explained that the basketball camp has now been moved under Community Ed., but it is funded within revenue from the camp. Finally, A. Johnson asked why the new gifted and talented teaching position was listed separately and M. Reeder explained that the teacher already employed by the district in a different capacity had to apply to fill the position rather than simply transferring.

Upon motion by M. Larson, seconded by C. Black, the Board of Education called the meeting to recess at 6:53 p.m. Motion passed 6-0.

Board Chair M. Larson called the meeting out of recess and to order at 7 p.m.

4. Pledge of Allegiance

5. Program Review – Q Comp

Meghan Gibas and Maria Menz shared a Q Comp program review for 2018-19. They explained that goals were set using the FAST test for the elementary and intermediate schools, and the MCA test for high school and the district. MCA results are not released until August, so the district will wait to release all data at the same time even though FAST results are available sooner in order to avoid confusion in regard to payouts. Gibas and Menz explained that changes were needed this year because goals were not met last year. One change was that tests were proctored by teachers in the content area for each test, which was new for grades 10 and 11. Also, snacks were provided for all students, and a modified schedule was implemented for grades nine through 12 that included a two-hour testing block with no bells. Students who were not taking tests enjoyed a symposium schedule with speakers on various topics. M. Gibas also shared about professional development work that was done to improve the staff as part of the program. A survey done with staff revealed that a high percentage of staff members feel the program is beneficial, especially the peer observation component. A. Briesemeister asked how staff members felt about using the FAST test in the lower grades. M. Gibas said the benefit of using that test is that it measures the same group of students over the course of a year, rather than comparing two different classes of students over two years like the MCA does. The decision to use FAST results was a group consensus among teachers. C. Black congratulated M. Menz and M. Gibas for their good work with the program, and commended them for making changes in order to continue to improve.

6. Consent Agenda

Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved the Consent Agenda. Motion passed 6-0.

A. School Board Minutes

1. May 20, 2019
2. May 23, 2019

B. Financial Affairs

1. Current Budget Status with Year-to-Date Adjustments
2. Investment Transactions
3. Construction Bond Investment Transactions
4. Wire Transfers
5. Minnesota Liquid Asset Fund
6. Cash Report
7. Revenue Report by Fund
8. Expense Report by Fund
9. Expense Report by Program
10. Expense Report by Object
11. List of Bills Presented for Payment

7. Resolution for Acceptance of Gifts

Upon motion by A. Briesemeister, seconded by J. Rosenow, the Board of Education approved the Resolution for Acceptance of Gifts. Motion passed 6-0.

8. Personnel Matters

Upon motion by A. Briesemeister, seconded by M. Larson, the Board of Education approved the consent portion of the Personnel Matters after recognizing DHS counselor Susan Farbo for her retirement after 27 years. Motion passed 6-0.

9. Public Comment

School patrons are given the opportunity to address the school board regarding items that are not on the agenda. All patrons will be asked to state their name and address for the record.

No comments.

10. Administrative Reports

A. Superintendent

M. Schoen explained that the district is at the end of its fiscal year, so staff members were wrapping items up and preparing for 2019-20. He said the district will be acting on the adjustments made to its strategic plan in a process reaching back to December, and the cabinet has already met to discuss the process and incorporate school board suggestions. M. Schoen said the district was looking forward to carrying out this plan over the next five years, leaving construction behind and focusing on running a successful school district. Work plans will be brought back to the board multiple times per year for feedback. M. Schoen reminded board members that the literacy initiative is a collaboration in funding between Q Comp and Professional Development, and administrators have also been involved from the beginning, working together with those teams. Aug. 13 will be an important day to get the initiative started with Dr. Houck. M. Schoen said the initiative was focused on making measurable improvements in multiple sources of assessment and ensuring academic excellence. M. Schoen said it was easy to forget that this was the first year Delano operated as a re-organized district, and that while it was a successful year there were many things to work out and the transition involved a significant amount of change management. He reminded the board that the high school was still under construction until December of 2018 and even a little bit into 2019.

B. Principals

1. Mr. Voight

Barry Voight said that the new intermediate building and the re-configured staff had a fantastic first year, and were looking forward to continued improvement. He congratulated the 54 students of the month who were recognized during the course of the year for their demonstration of Tiger Pride. The first ever SpringFest variety show was also an example of the many activities done to bring the students and staff together during the course of the year. B. Voight said the show was a unique experience and he thanked the students and staff members who participated. B. Voight said the intermediate open house will be from 4 to 7 p.m. on Wednesday, Aug. 28. That will be an opportunity for families to come in, meet the teachers and look around. He also said there will be some subtle changes in the school's second year, including the full implementation of standards-based grading. Two parent information meetings will be held in September to share information about the grading system. The first will be from 6 to 7:30 p.m. on Thursday, Sept. 19, and the second will be from 7 to 8:30 p.m. on Tuesday, Sept. 24. In the meetings B. Voight plans to share what standards-based grading looks like, how it is grounded in the school's belief systems, and what it looks like for students. B. Voight closed by sharing that the Delano youth basketball association was planning to put a full-size basketball court in the recess lot, which would be a good addition to the school's recreation options.

2. Dr. Heil

S. Heil thanked the board for its support of all in the district, and passed out pins as a sign of appreciation and an encouragement to "be awesome." S. Heil also said that the next school year would include the rollout of the new district-wide safety plan. He said it would be a simple plan to

follow, and will teach students, staff and community members how to react when safety protocols are needed. There will be trainings for staff, students and parents. S. Heil said the plan was put together with the expertise of various law enforcement and other school agencies, administrators and teaching staff. It will be a comprehensive plan that will help anyone understand the process. S. Heil also explained what he meant when he talked about the new Delano benchmark. He said the top 75 percent of Delano students fit within the top 50 percent of Minnesota. He said that Delano students generally do quite well in school, and the new literacy initiative and the updated strategic plan will challenge the district to take more measurements of where local students currently are and where the school can take them. He said districts typically compare to state and national numbers, but in Delano's case those numbers are not necessarily the highest benchmark to look at. As a result, he said he was challenging Delano departments and staff to create a new Delano benchmark by looking at how the district is currently measuring, and deciding what needs to be done to improve. He said the literacy initiative, the cultural competency efforts, and the two-hour late starts to focus on staff development will work in combination to aid that effort. He said the district currently does great work, but is looking to take the next step. S. Heil also thanked longtime counselor Susan Farbo for serving the district in many ways before her retirement this summer.

3. Mr. Schuler

D. Schuler said the elementary has become a busy place this summer as "TKC East," the location that 270 students have migrated to as refurbishing work is done on the Community Education building. He said that group filled all eight classrooms in the kindergarten wing, as well as the music rooms, play area and cafeteria. He said it has been fun to see how big and vibrant the Tiger Kids Club program is. D. Schuler also shared about the connection between Teresa Langton's third-grade classroom and residents at The Estates, and the visit of some of those residents to the school at the end of May. He thanked The Estates for its partnership and said it was a great inter-generational event that was rewarding for students and Estates residents alike. D. Schuler also shared a yearly report from the Student Success Team, made up of general ed. teachers, special ed. teachers, a psychologist and administrator. He said 27 out of 29 teachers participated in the SST process this year by presenting a student case for intervention. A total of 61 students were brought to the committee, and 52 of those students were supported in the regular classroom without special ed. services. He said those were great numbers that showed the right students were being brought for services. D. Schuler said the SST team is a hardworking group that meets twice a month, and he thanked the members for their good work. As for summer projects, D. Schuler said tuck pointing is wrapping up and new carpeting is going in. The upper commons area and more were replaced. The existing carpet was nearly 30 years old and in need of replacement. There will be eight sections of kindergarten, and D. Schuler said it would be exciting to see all eight rooms in the kindergarten wing active.

C. Business Manager

M. Reeder said the audit would start on Sept. 18 and results will be presented in November. She was looking at information on a new GASB standard and was planning to bring it to the July work session to explain it to the board.

D. Community Education Director

D. Johnson said it has been a busy summer and custodians are hard at work in the Community Education building on cleaning and refurbishing work. She thanked the elementary school for taking in the TKC program and allowing extra work to be done in the Community Ed. building. D. Johnson said Community Education has transitioned back to the district phone system, so shortcut keys and extensions have changed. She shared information on the concerts in the park series, which includes the Teddy Bear Band, Rich and the Resisters and more. She thanked the Minnesota Arts Board for funding, as well as the Delano Community Foundation and business sponsors. D. Johnson said there were a number of Early Childhood Family Education programs later in July, and preschool openings are still available. She said Tiger Kids Club has started a waiting list for summer and is at its highest enrollment ever. Registration is still open for the fall program. D. Johnson said aquatics registration has been on the low side, but staff numbers were also low at present. The TAC is on summer hours and the Performing Arts Center has hosted its first big dance recital.

Staff members are learning from that event. The PAC also hosted a Meet the Candidates event for the Delano royalty, and ticket sales were scheduled to open soon for the Tonic Sol-fa show on Sept. 7. D. Johnson said an agreement has been worked out with Emagine Theatre for the PAC to show original movies when a new movie in a series is coming out.

11. Board Reports

A. MAWSECO

A. Johnson reported that teacher negotiations are underway. For the first time, a pay equity study will be used as a foundation to structure the contract, so A. Johnson said this will be a pivotal year for that negotiation.

B. Wright Technical Center

A. Briesemeister reported that a contract was approved for the new business manager, and the present business manager will stay on for a while to train in new manager. Summer school was scheduled for 125 students, the same as last year. The student-built house sold for \$75,000, which is about what they were hoping for. A. Briesemeister also congratulated Maddie S. of Delano, who was a WTC student of the quarter.

C. Professional Development

A. Briesemeister reported that the committee finalized budget details for the 2019-20 year, and discussed calendar days for the next year. Topics were mentioned in the Q Comp presentation. The group plans to start looking at a data management system that will be able to deliver what was sought for in the FocalPointK12 effort, which has been discontinued. The aim is to meet the full spectrum of needs from special ed. students to gifted students. There was also talk of establishing a policy for out-of-state travel.

D. SEE

R. Depa said topics at the most recent meeting included the discipline gap, restorative practices and more. She said that presenters from Education Minnesota talked about how students are taught to read but not how to behave, which needs to be addressed. There was also discussion about final legislative items, particularly the budget and cross subsidy.

12. Old Business

- A. Approve second read of Policy 209 – Code of Ethics, due to substantive and legal reference changes
Upon motion by A. Johnson, seconded by C. Black, the Board of Education approved the second read of Policy 209. Motion passed 6-0.

13. New Business

- A. Approve 2019-20 DES student handbook
Upon motion by A. Johnson, seconded by R. Depa, the Board of Education approved the 2019-20 DES student handbook. Motion passed 6-0.
- B. Approve 2019-20 DIS student handbook
Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved 2019-20 DIS student handbook. Motion passed 6-0.
- C. Approve resolution updating school district population
Upon motion by A. Briesemeister, seconded by J. Rosenow, the Board of Education approved the updated school district population resolution. Motion passed 6-0.
- D. Approve original 2019-20 budget
Upon motion by M. Larson, seconded by A. Johnson, the Board of Education approved the budget. Motion passed 5-1. Voted for: M. Larson, C. Black, A. Johnson, J. Rosenow, R. Depa. Voted against: A. Briesemeister.

- E. Approve the 2019-20 long-term facilities maintenance plan
Upon motion by C. Black, seconded by A. Briesemeister, the Board of Education approved the long-term facilities maintenance plan. Motion passed 6-0.
- F. Approve revised FY19 long-term facilities maintenance expenditure budget
Upon motion by A. Briesemeister, seconded by M. Larson, the Board of Education approved the revised FY19 long-term facilities maintenance expenditure budget. Motion passed 6-0.
- G. Approve 2019-24 strategic plan adjustments
Upon motion by M. Larson, seconded by A. Briesemeister, the Board of Education approved the 2019-24 strategic plan adjustments. Motion passed 6-0.
- H. Approve K-4 language arts curriculum
Upon motion by C. Black, seconded by R. Depa, the Board of Education approved the K-4 language arts curriculum. Motion passed 6-0.
- I. Approve extended field trip request - dance team
Upon motion by M. Larson, seconded by J. Rosenow, the Board of Education approved the extended field trip request. Motion passed 6-0.
- J. Approve MOA with Wright County for transportation of foster care students
Upon motion by A. Johnson, seconded by R. Depa, the Board of Education approved the MOA with Wright County. Motion passed 6-0.
- K. Approve first and only read of Policy 214 - Out-of-State Travel By School Board Members, and Policy 301 - School District Administration, due to non-substantive and legal reference changes
Upon motion by M. Larson, seconded by A. Briesemeister, the Board of Education approved the first and only read of policies 214 and 301. Motion passed 6-0.
- L. Approve first read of Policy Policy 213 - School Board Committees, due to substantive and legal reference changes
Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved the first read of Policy 213. Motion passed 6-0.
- M. Approve first read of Policy 215 - Student School Board Representatives, due to substantive changes
Upon motion by M. Larson, seconded by C. Black, the Board of Education approved the first read of Policy 215. Motion passed 6-0.
- N. Approve first read of Policy 506 - Student Discipline, due to substantive changes
Upon motion by C. Black, seconded by J. Rosenow, the Board of Education approved the first read of Policy 506. Motion passed 6-0.

14. Closed session to discuss superintendent evaluation and contract negotiations

Upon motion by M. Larson, seconded by R. Depa, the Board of Education approved closing the meeting to discuss the superintendent evaluation and contract negotiations at 8:05 p.m. Motion passed 6-0.

15. Adjournment

Upon motion by R. Depa, seconded by J. Rosenow, the meeting was adjourned at 9:37 p.m. Motion passed 6-0.

CLERK

RECORDER



FINANCIAL

Budget Report

FY 2019-2020

July 22, 2019

CURRENT BUDGET STATUS

2019-2020

<i>FUND NAME</i>	<i>FINAL FUND BALANCE June 2019</i>	<i>INCOME BUDGET FY 19-20</i>	<i>EXPENSE BUDGET FY 19-20</i>	<i>PROJECTED NET CHANGE IN F/B FY 19-20</i>	<i>PROJECTED FUND BALANCE June 2020</i>
GENERAL					
Nonspendable Fund Balance	\$42,388	\$0	\$0	\$0	\$42,388
Committed for Severance Obligations	\$152,680	\$0	\$0	\$0	\$152,680
Restricted for Staff Dev 316	\$211,764	\$350,163	\$384,018	(\$33,855)	\$177,909
Restricted for ALC 303	\$18,531	\$63,000	\$63,336	(\$336)	\$18,195
Restricted for MA 372	\$23,281	\$25,000	\$7,630	\$17,370	\$40,651
Assigned for PLTW	\$0	\$0			
Assigned for Donated Funds Carryover	\$114,705	\$0	\$0	\$0	\$114,705
Assigned for Student Activities Carryover	\$28,723	\$0	\$0	\$0	\$28,723
Assigned for QComp Carryover	\$429,382	\$648,742	\$743,208	(\$94,466)	\$334,916
Unassigned Fund Balance	\$6,048,321	\$25,278,015	\$26,178,015	(\$900,000)	\$5,148,321
TOTAL GENERAL & TRANSPORT.	<u>\$7,069,775</u>	<u>\$26,364,920</u>	<u>\$27,376,207</u>	<u>(\$1,011,287)</u>	<u>\$6,058,488</u>
CAPITAL (Finance/Program)					
Nonspendable Fund Balance	\$2,630	\$0	\$0	\$0	\$2,630
Restricted for LTFM 865	\$968,354	\$1,050,207	\$1,467,644	(\$417,437)	\$550,917
Restricted for Oper Capita 302	\$997,952	\$761,561	\$986,328	(\$224,767)	\$773,185
TOTAL CAPITAL	<u>\$1,968,936</u>	<u>\$1,811,768</u>	<u>\$2,453,972</u>	<u>(\$642,204)</u>	<u>\$1,326,732</u>
TOTAL ALL GENERAL	<u>\$9,038,711</u>	<u>\$28,176,688</u>	<u>\$29,830,179</u>	<u>(\$1,653,491)</u>	<u>\$7,385,220</u>
FOOD					
Nonspendable Fund Balance	\$18,445	\$0	\$0	\$0	\$18,445
Restricted for Food Service	\$222,665	\$1,058,678	\$1,101,401	(\$42,723)	\$179,942
TOTAL FOOD	<u>\$241,110</u>	<u>\$1,058,678</u>	<u>\$1,101,401</u>	<u>(\$42,723)</u>	<u>\$198,387</u>
COMMUNITY SERVICE (Finance)					
Nonspendable Fund Balance	\$9,841	\$0	\$0	\$0	\$9,841
Restricted for ABE 322	\$966	\$9,076	\$9,076	\$0	\$966
Restricted for ECFE 325,328	\$29,017	\$126,145	\$118,948	\$7,197	\$36,214
Restricted for Comm Educ 321,332,362,798	\$115,753	\$2,225,752	\$2,225,613	\$139	\$115,892
Restricted for Schl Readin 344	\$2	\$47,952	\$47,955	(\$3)	(\$1)
Restricted Fund Balance 337,338,350-354	(\$566)	\$42,587	\$42,729	(\$142)	(\$708)
TOTAL COMMUNITY SERVICE	<u>\$155,013</u>	<u>\$2,451,512</u>	<u>\$2,444,321</u>	<u>\$7,191</u>	<u>\$162,204</u>
CONSTRUCTION	\$266,200	\$10,000	\$276,200	(\$266,200)	\$0
DEBT SERVICE	\$1,457,635	\$5,358,557	\$5,358,253	\$304	\$1,457,939
TRUST	\$26,478	\$0	\$0	\$0	\$26,478
TOTAL ALL FUNDS	<u>\$11,185,147</u>	<u>\$37,055,435</u>	<u>\$39,010,354</u>	<u>(\$1,954,919)</u>	<u>\$9,230,228</u>

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

AMOUNT	DATE
--------	------

GENERAL FUND (INCLUDES TRANSPORTATION)

INCOME:

Initial Adopted Budget

\$26,364,920 * June-19

NET CURRENT INCOME BUDGET

\$26,364,920

GENERAL FUND (INCLUDES TRANSPORTATION)

EXPENSE:

Initial Adopted Budget

\$27,376,207 * June-19

NET CURRENT EXPENSE BUDGET

\$27,376,207

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

CAPITAL/LTFM EXPENDITURE SUB-FUND:

AMOUNT	DATE
--------	------

INCOME:

Initial Adopted Budget

\$1,811,768 * June-19

NET CURRENT INCOME BUDGET

\$1,811,768

EXPENSE:

Initial Adopted Budget

\$2,453,972 * June-19

NET CURRENT EXPENSE BUDGET

\$2,453,972

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

FOOD SERVICE FUND:

AMOUNT	DATE
--------	------

INCOME:

Initial Adopted Budget

\$1,058,678 * June-19

NET CURRENT INCOME BUDGET

\$1,058,678

EXPENSE:

Initial Adopted Budget

\$1,101,401 * June-19

NET CURRENT EXPENSE BUDGET

\$1,101,401

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

COMMUNITY SERVICE FUND:

AMOUNT	DATE
--------	------

INCOME:

Initial Adopted Budget

\$2,451,512 * June-19

NET CURRENT INCOME BUDGET

\$2,451,512

EXPENSE:

Initial Adopted Budget

\$2,444,321 * June-19

NET CURRENT EXPENSE BUDGET

\$2,444,321

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

CONSTRUCTION FUND:

AMOUNT	DATE
--------	------

INCOME:

Initial Adopted Budget

\$10,000 * June-19

NET CURRENT INCOME BUDGET

\$10,000

EXPENSE:

Initial Adopted Budget

\$276,200 * June-19

NET CURRENT EXPENSE BUDGET

\$276,200

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND:		
INCOME:		
Initial Adopted Budget	\$5,358,557	* June-19
NET CURRENT INCOME BUDGET	<u>\$5,358,557</u>	
EXPENSE:		
Initial Adopted Budget	\$5,358,253	* June-19
NET CURRENT EXPENSE BUDGET	<u>\$5,358,253</u>	

SUMMARY OF YTD BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
TRUST FUND:		
INCOME:		
Initial Adopted Budget	\$0	* June-19
NET CURRENT INCOME BUDGET	<u>\$0</u>	
EXPENSE:		
Initial Adopted Budget	\$0	* June-19
NET CURRENT EXPENSE BUDGET	<u>\$0</u>	

Investment Transactions 2018-2019

As of June 30, 2019

			Cost		Interest	Realized		Cost	Fair Value
	<u>Purchased</u>	<u>Due</u>	<u>Balance</u>	<u>Purchased</u>	<u>Received</u>	<u>Gain/Loss</u>	<u>Matured</u>	<u>Balance</u>	<u>06/30/19</u>
			<u>7/1/18</u>					<u>06/30/19</u>	<u>06/30/19</u>
Fund 1:									
PMA (Operating Investments):									
MN Trust Investment Shares Portfolio .69%								29,186.18	111,379.66
Affiliated Bank	7/27/2017	7/27/2018	246,800.00		3,109.68		246,800.00	0.00	0.00
MN Trust Term Series	8/25/2018	9/25/2018		4,000,000.00	7,224.12		4,007,224.12	0.00	0.00
MN Trust Term Series	9/25/2018	10/25/2018		4,000,000.00	6,969.86		4,006,969.86	0.00	0.00
MN Trust Term Series	11/26/2018	12/26/2018		4,000,000.00	7,331.51		4,007,331.51	0.00	0.00
Cornerstone Bank - 1.213%	6/1/2017	11/28/2018	245,500.00		4,446.48		249,946.48	0.00	0.00
Public Service Credit Union CD	12/18/2017	12/18/2018	246,000.00		3,936.00		249,936.00	0.00	0.00
Sonabank CD	12/18/2017	12/18/2018	245,900.00		4,038.91		249,938.91	0.00	0.00
MN Trust Term Series	12/26/2018	1/25/2019		4,500,000.00	8,887.81		4,508,887.81	0.00	0.00
Bank 7 - 1.212%	6/1/2017	1/28/2019	245,000.00		4,930.02		249,930.02	0.00	0.00
First Bank of Ohio - 1.202%	6/1/2017	1/28/2019	245,000.00		4,891.38		249,891.38	0.00	0.00
Mainstreet Bank	8/30/2017	1/28/2019	245,400.00		4,557.82		249,957.82	0.00	0.00
Industrial and Commercial Bank of China	8/30/2017	1/28/2019	245,400.00		4,551.61		249,951.61	0.00	0.00
MN Trust Term Series	1/25/2019	1/29/2019		3,500,000.00	932.06		3,500,932.06	0.00	0.00
MN Trust Term Series	1/25/2019	2/25/2019		1,000,000.00	2,148.77		1,002,148.77	0.00	0.00
American Express Centurion Bank CD	9/6/2017	3/6/2019	247,228.35		2,021.00		249,021.00	0.00	0.00
American Express Bank Fsb CD	9/6/2017	3/6/2019	247,228.35		2,021.00			0.00	0.00
MN Trust Term Series	2/25/2019	3/25/2019		1,744,000.00	3,384.79		1,747,384.79	0.00	0.00
MN Trust Term Series	3/25/2019	4/25/2019		1,500,000.00	3,146.72		1,503,146.72	0.00	0.00
MN Trust Term Series	4/25/2019	5/24/2019		1,500,000.00	2,872.19		1,502,872.19	0.00	0.00
MN Trust Term Series	5/24/2019	6/25/2019		1,500,000.00	3,103.57		1,503,103.57	0.00	0.00
MN Trust Term Series	6/25/2019	7/25/2019		1,500,000.00				1,500,000.00	1,500,000.00
Farmer's & Merchants Union Bank - 1.409%	6/1/2017	6/3/2019	242,900.00		6,864.90		249,764.90	0.00	0.00
Wells Fargo Bank CD - 1.502%	6/7/2017	6/7/2019	249,726.44		348.94		249,000.00	0.00	0.00
ELGA Credit Union	7/10/2018	1/28/2020		240,400.00				240,400.00	240,400.00
Village Bank & Trust - Wintrust	7/10/2018	1/28/2020		240,700.00				240,700.00	240,700.00
Schaumburg B&TC / Advantage Nat'l Bank	7/10/2018	1/28/2020		240,700.00				240,700.00	240,700.00
Corporate One Federal Credit Union	7/11/2018	1/28/2020		240,500.00				240,500.00	240,500.00
CFG Community Bank	10/29/2018	1/28/2020		241,700.00				241,700.00	241,700.00
Citadel FCU	10/29/2018	1/28/2020		241,800.00				241,800.00	241,800.00
Servisfirst Bank	10/29/2018	1/28/2020		241,600.00				241,600.00	241,600.00
Rockford B&TC	10/29/2018	1/28/2020		241,900.00				241,900.00	241,900.00
Bank of China	3/3/2019	3/5/2020		243,400.00				243,400.00	243,400.00
Pacific Western Bank	3/6/2019	3/5/2020		243,500.00				243,500.00	243,500.00
Cornerstone Bank - York, NE	6/24/2019	7/27/2020		243,800.00				243,800.00	243,800.00
First Internet Bank of IN	6/24/2019	7/27/2020		243,800.00				243,800.00	243,800.00
Bank 7	6/24/2019	7/27/2020		243,900.00				243,900.00	243,900.00

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Northbrook B&TC - Wintrust	6/24/2019	7/27/2020	243,900.00			243,900.00	243,900.00
Lake Forest B&T Co. N.A. - Wintrust	6/24/2019	7/27/2020	243,900.00			243,900.00	243,900.00
Wheaton Bank & Trust - Wintrust	6/24/2019	7/27/2020	243,900.00			243,900.00	243,900.00
Hinsdale B&TC - Wintrust	6/24/2019	7/27/2020	243,900.00			243,900.00	243,900.00
Wintrust Bank	6/24/2019	7/27/2020	243,900.00			243,900.00	243,900.00
Libertyville B&TC - Wintrust	6/24/2019	7/27/2020	243,900.00			243,900.00	243,900.00
Barrington B&TC - Wintrust	6/24/2019	7/27/2020	243,900.00			243,900.00	243,900.00
KS StateBank	12/20/2018	12/21/2020	235,400.00			235,400.00	235,400.00
Sonabank	12/20/2018	12/21/2020	235,800.00			235,800.00	235,800.00
Western Alliance Bank / Torrey Pines Bank	6/21/2019	1/25/2021	240,900.00			240,900.00	240,900.00
Crystal Lake B&TC, NA - Wintrust	6/21/2019	1/25/2021	240,900.00			240,900.00	240,900.00
CIBC Bank USA / Private Bank - MI	3/25/2019	1/26/2021	238,500.00			238,500.00	238,500.00

PMA Total

7,575,686.18

Minnesota School District Liquid Asset Fund:

Liquid Class .75%

2,176,368.42

MAX Class .85%

6,088,620.97

TOTAL MNTRUST

2,952,083.14 34,790,500.00 91,719.14 0.00 30,034,139.52 15,840,675.57 7,657,879.66

Bonds 2016A MN Trust Investment Transactions 2018-2019
As of June 30, 2019

<u>Description</u>	<u>Purchased</u>	<u>Due</u>	<u>Cost Balance 07/01/18</u>	<u>Purchased</u>	<u>Interest Rec'd</u>	<u>Gain/Loss</u>	<u>Matured</u>	<u>Cost Balance 06/30/19</u>	<u>Fair Value 06/30/19</u>
MN Trust Investment Shares Portfolio 2.320%	02/18/16			943.07				943.07	943.07
Associated Bank (SDA) 2.250%				1,614,571.26				1,614,571.26	1,614,571.26
Citibank (SDA) 2.300%	02/23/16			15.03			15.03	0.00	0.00
Federal Home Loan Mtg Corporation Note .870%	02/23/16	10/19/18	251,832.97		990.28		252,823.25	0.00	0.00
First National Bank 1.032%	02/18/16	10/23/18	243,100.00		6,724.52		249,824.52	0.00	0.00
Pacific Western Bank .910%	02/18/16	10/23/18	243,900.00		5,941.75		249,841.75	0.00	0.00
Luana Savings Bank CD .700%	05/18/16	07/06/18	246,300.00		3,679.66		249,979.66	0.00	0.00
Bridgewater Bank CD .811%	06/23/16	10/23/18	500,000.00		9,459.57		509,459.57	0.00	0.00
Bridgewater Bank CD .861%	06/23/16	11/27/18	1,000,000.00		20,911.17		1,020,911.17	0.00	0.00
Commerce Bank 0.946%	01/30/17	09/25/18	246,100.00		3,847.75		249,947.75	0.00	0.00
Bremer Bank 1.050%	01/30/17	12/21/18	245,000.00		4,863.09		249,863.09	0.00	0.00
Financial Federal Bank 0.950%	01/30/17	11/27/18	245,700.00		4,259.03		249,959.03	0.00	0.00
Enerbank USA 0.910%	01/30/17	09/25/18	246,000.00		3,698.30		249,698.30	0.00	0.00
CFG Community Bank 1.000%	02/24/17	07/24/18	246,500.00		3,478.89		249,978.89	0.00	0.00
Central MN Credit Union 0.930%	02/28/17	07/24/18	500,000.00		6,472.14		506,472.14	0.00	0.00
First Internet Bank of Indiana 1.042%	02/23/17	09/25/18	245,900.00		4,048.61		249,948.61	0.00	0.00
Fieldpoint Private Bank & Trust 1.041%	02/23/17	09/25/18	245,900.00		4,060.99		249,960.99	0.00	0.00
Cit Bank/Onewest Bank 1.109%	02/28/17	09/25/18	245,600.00		4,283.47		249,883.47	0.00	0.00
Central MN Credit Union 0.950%	02/28/17	09/25/18	504,400.00		7,500.05		511,900.05	0.00	0.00
Grand Ridge National Bank 1.126%	05/24/17	08/28/18	246,500.00		3,486.63		249,986.63	0.00	0.00
Private Bank - MI 1.271%	05/24/17	12/21/18	245,000.00		4,913.43		249,913.43	0.00	0.00
MN Trust Term Series 1.970%	06/25/18	07/25/18	4,800,000.00		7,969.32		4,807,969.32	0.00	0.00
MN Trust Term Series 2.050%	07/25/18	08/24/18		3,500,000.00	5,897.27		3,505,897.27	0.00	0.00
MN Trust Term Series 2.060%	08/24/18	09/25/18		1,500,000.00	2,709.05		1,502,709.05	0.00	0.00
MN Trust Term Series 2.120%	08/24/18	09/25/18		3,000,000.00	5,227.40		3,005,227.40	0.00	0.00
MN Trust Term Series 2.210%	10/25/18	11/26/18		2,500,000.00	4,843.84		2,504,843.84	0.00	0.00
MN Trust Term Series 2.230%	11/26/18	12/26/18		2,500,000.00	4,582.20		2,504,582.20	0.00	0.00
MN Trust Term Series 2.403%	12/26/18	01/25/19		1,500,000.00	2,962.60		1,502,962.60	0.00	0.00
MN Trust Term Series 2.530%	01/25/19	02/25/19		2,250,000.00		4,834.73	2,254,834.73	0.00	0.00
MN Trust Term Series 2.530%	01/25/19	02/25/19		2,094,417.00		3923.16	2,098,340.16	0.00	0.00
TOTAL MN TRUST BOND ACCOUNT			10,747,732.97	20,459,946.36	136,811.01	8,757.89	29,737,733.90	1,615,514.33	1,615,514.33

WIRE TRANSFER SUMMARY
Delano Public Schools
Independent School District #879
JUNE 2019

DATE	FROM	TO	AMOUNT	PURPOSE
06/03/19	CorTrust Bank	Delta Dental	\$16,849.00	Dental Insurance
06/04/19	CorTrust Bank	BMO	\$48,561.26	P-Card
06/05/19	CorTrust Bank	IRS	\$167,445.46	Payroll Tax
06/06/19	CorTrust Bank	Further	\$3,266.70	FSA
06/06/19	CorTrust Bank	PERA	\$29,816.33	Payroll PERA
06/06/19	CorTrust Bank	MN Dept of Revenue	\$28,424.15	Payroll Tax
06/06/19	CorTrust Bank	MN Teachers Retirement	\$78,144.85	Payroll TRA
06/06/19	CorTrust Bank	State of MN	\$202.20	Payroll Garnishment
06/11/19	CorTrust Bank	Further	\$6,445.58	HSA
06/11/19	CorTrust Bank	Further	\$41,087.48	VEBA Deposit
06/11/19	CorTrust Bank	MN Dept of Revenue	\$626.00	May Sales Tax
06/12/19	CorTrust Bank	MN Dept of Revenue	\$293.49	Payroll Tax
06/12/19	CorTrust Bank	PERA	\$350.00	Payroll PERA
06/12/19	CorTrust Bank	TRA	\$65,719.52	Payroll TRA
06/12/19	CorTrust Bank	IRS	\$66,773.82	Payroll Tax
06/13/19	CorTrust Bank	Further	\$1,263.83	FSA
06/14/19	CorTrust Bank	Further	\$4,000.00	VEBA Deposit
06/20/19	CorTrust Bank	Further	\$5,982.73	FSA
06/21/19	CorTrust Bank	IRS	\$190,892.50	Payroll Tax
06/21/19	CorTrust Bank	MN Dept of Revenue	\$33,393.98	Payroll Tax
06/21/19	CorTrust Bank	PERA	\$30,195.33	Payroll PERA
06/21/19	CorTrust Bank	Valic	\$1,092.85	403 (b) Retirement
06/24/19	CorTrust Bank	MN Teachers Retirement	\$84,950.61	Payroll TRA
06/24/19	CorTrust Bank	State of MN	\$17,580.87	507 Retirement
06/24/19	CorTrust Bank	Ameriprise	\$28,732.74	403 (b) Retirement
06/24/19	CorTrust Bank	Horace Mann	\$4,629.62	403 (b) Retirement
06/24/19	CorTrust Bank	Further	\$935.40	Admin Fees
06/24/19	CorTrust Bank	State of MN	\$36,250.00	Retirement Deposit
06/24/19	CorTrust Bank	AFLAC	\$503.10	Insurance
06/26/19	CorTrust Bank	Further	\$2,161.41	HSA
06/27/19	CorTrust Bank	Further	\$1,621.69	FSA

MINNESOTA LIQUID ASSET FUND
DELANO PUBLIC SCHOOLS

FOR MONTH ENDING: JUNE, 2019

DATE	DESCRIPTION	FUND	CODE	MSDMAX	MAX BALANCE	MSLAF	LAF BALANCE
06/01/19	Beginning Balance				\$7,236,224.98		\$2,979,075.98
06/04/19	Wire - Liquid	1	A01-101-00		\$7,236,224.98	(850,000.00)	\$2,129,075.98
06/05/19	Hennepin County	1	R01-005-000-000-000-001		\$7,236,224.98	900,000.00	\$3,029,075.98
06/05/19	Wright County	1	R01-005-000-000-000-001		\$7,236,224.98	1,460,866.60	\$4,489,942.58
06/05/19	Wire - Liquid	1	A01-101-00		\$7,236,224.98	(375,000.00)	\$4,114,942.58
06/06/19	Pathways II	4	R04-005-550-000-337-040		\$7,236,224.98	1,111.12	\$4,116,053.70
06/06/19	Pathways II	4	R04-005-550-000-337-040		\$7,236,224.98	1,111.12	\$4,117,164.82
06/10/19	Wire - Liquid	1	A01-101-00		\$7,236,224.98	(425,000.00)	\$3,692,164.82
06/13/19	Pathways II	4	R04-005-550-000-337-040		\$7,236,224.98	185.22	\$3,692,350.04
06/13/19	Pathways II	4	R04-005-550-000-337-040		\$7,236,224.98	1,111.09	\$3,693,461.13
06/13/19	Pathways II	4	R04-005-550-000-337-040		\$7,236,224.98	185.22	\$3,693,646.35
06/13/19	Pathways II	4	R04-005-550-000-337-040		\$7,236,224.98	185.22	\$3,693,831.57
06/17/19	Beans/Corn Recall	2	R02-005-770-000-701-099		\$7,236,224.98	118.80	\$3,693,950.37
06/19/19	Wire - Liquid	1	A01-101-00		\$7,236,224.98	(1,350,000.00)	\$2,343,950.37
06/20/19	FY18 Spec Ed	1	A01-121-04	\$123,786.65	\$7,360,011.63		\$2,343,950.37
06/20/19	FY18 LT Fac Maint	5	A05-121-35	\$294.93	\$7,360,306.56		\$2,343,950.37
06/20/19	FY18 LT Fac Maint	7	A07-121-35	\$217.82	\$7,360,524.38		\$2,343,950.37
06/20/19	FY18 Abatement Aid	1	A01-121-19	\$119.21	\$7,360,643.59		\$2,343,950.37
06/20/19	FY18 Abatement Aid	4	A04-121-19	\$4.54	\$7,360,648.13		\$2,343,950.37
06/20/19	FY19 Gen Ed Aid	1	R01-005-000-000-000-211	\$458,851.77	\$7,819,499.90		\$2,343,950.37
06/20/19	FY19 Homestead Mkt Val	4	R04-005-000-000-321-234	\$12.61	\$7,819,512.51		\$2,343,950.37
06/20/19	FY19 Ag Hstd Mkt Val	1	R01-005-000-000-000-234	\$9,179.02	\$7,828,691.53		\$2,343,950.37
06/20/19	FY19 Agr Hstd Mkt Val Cr	4	R04-005-000-000-321-234	\$1,672.85	\$7,830,364.38		\$2,343,950.37
06/20/19	FY19 NonPub Pupil Tran	1	R01-005-000-000-720-300	\$469.56	\$7,830,833.94		\$2,343,950.37
06/20/19	FY19 Career Tech Aid	1	R01-005-000-000-830-300	\$10,628.84	\$7,841,462.78		\$2,343,950.37
06/20/19	FY19 LT Fac Maint Fund 1	5	R05-005-865-000-000-317	\$246,860.26	\$8,088,323.04		\$2,343,950.37
06/20/19	FY19 Literacy Incen Aid	1	R01-005-000-000-000-212	\$132,194.57	\$8,220,517.61		\$2,343,950.37

MINNESOTA LIQUID ASSET FUND
DELANO PUBLIC SCHOOLS

FOR MONTH ENDING: JUNE, 2019

DATE	DESCRIPTION	FUND	CODE	MSDMAX	MAX BALANCE	MSLAF	LAF BALANCE
06/20/19	FY19 Alt Compensation	1	R01-005-000-000-335-300	\$304,600.75	\$8,525,118.36		\$2,343,950.37
06/20/19	State Special Milk	2	R02-005-770-000-703-300	\$516.20	\$8,525,634.56		\$2,343,950.37
06/20/19	State School Lunch	2	R02-005-770-000-701-300	\$5,113.52	\$8,530,748.08		\$2,343,950.37
06/20/19	Special Milk	2	R02-005-770-000-703-475	\$63.75	\$8,530,811.83		\$2,343,950.37
06/20/19	Regular Breakfast	2	R02-005-770-000-705-476	\$1,644.49	\$8,532,456.32		\$2,343,950.37
06/20/19	Free Reduced Lunch	2	R02-005-770-000-701-472	\$13,455.20	\$8,545,911.52		\$2,343,950.37
06/20/19	HHFKA Lunch	2	R02-005-770-000-701-471	\$2,179.56	\$8,548,091.08		\$2,343,950.37
06/20/19	Regular Lunch	2	R02-005-770-000-701-471	\$11,261.06	\$8,559,352.14		\$2,343,950.37
06/20/19	State Breakfast	2	R02-005-770-000-705-300	\$1,008.05	\$8,560,360.19		\$2,343,950.37
06/20/19	SMSU Educ	1	R01-005-000-013-000-099	\$90.00	\$8,560,450.19		\$2,343,950.37
06/21/19	Wright County	1	R01-005-000-000-000-001		\$8,560,450.19	372,206.90	\$2,716,157.27
06/24/19	Wire - Trust	1	A01-104-02	(\$2,500,000.00)	\$6,060,450.19		\$2,716,157.27
06/27/19	Title II SERVS Draw	1	R01-005-000-000-414-400		\$6,060,450.19	4,492.69	\$2,720,649.96
06/27/19	Wire - Liquid	1	A01-101-00		\$6,060,450.19	(550,000.00)	\$2,170,649.96
06/28/19	Title I SERVS Draw	1	R01-005-000-000-401-400	\$14,659.40	\$6,075,109.59		\$2,170,649.96
06/28/19	Accrual Income Div Rein	1	R01-005-000-000-000-092	\$13,511.38	\$6,088,620.97	5718.46	\$2,176,368.42

CASH REPORT FOR SCHOOL BOARD

DELANO PUBLIC SCHOOLS

Independent School District # 879

for month: **June 2019**

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adj	End Balance
General Fund	\$598,823	\$4,234,663	(\$7,015,065)		(\$2,181,580)
Food Service	(\$55,286)	\$30,675	(\$91,765)		(\$116,376)
Community Service	\$850	\$416,049	(\$358,713)		\$58,186
Capital Expenditure	(\$491,989)	\$778,665	(\$52,721)		\$233,956
Building Fund	\$121,312	\$238,538	(\$362,448)		(\$2,598)
Debt Service	(\$173)	\$2,487,049	\$0		\$2,486,876
Trust Fund	\$29,379	\$5,326	(\$2,645)		\$32,060
TOTAL PER BOOKS	\$202,916	\$8,190,965	(\$5,397)		\$510,524
				General Checking Account	\$510,524
				TOTAL PER BANK	\$510,524

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$7,029,394	\$3,811,376	(\$6,050,000)		\$4,790,769
Food Service	\$378,922	\$35,361	\$0		\$414,282
Community Service	\$455,031	\$5,579	\$0		\$460,610
Capital Expenditure	\$1,187,155	\$247,155	\$0		\$1,434,310
Debt Service	\$1,164,799	\$218	\$0		\$1,165,017
MN Trust	\$29,186	\$4,502,793	(\$4,420,600)		\$111,380
Operating Investments	\$5,117,769	\$4,420,631	(\$1,991,900)		\$7,546,500
MN Trust - Construction	\$1,849,180	\$3,332	(\$236,998)		\$1,615,514
MN Trust - Construction Bonds	\$0	\$0	\$0		\$0
MN Trust - Debt Service	\$0	\$0	\$0		\$0
TOTAL PER BOOKS	\$17,207,910	\$13,026,444	(\$12,699,498)		\$17,538,383
				Liquid Asset - MAX Account	\$6,088,621
				Liquid Asset - Regular Account	\$2,176,368
				MN Trust	\$111,380
				Operating Investments	\$7,546,500
				Construction	\$1,615,514
				TOTAL PER BANK	\$17,538,383

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$12,775,172	\$16,969,463	(\$19,477,565)		\$10,267,069
Food Service	\$323,636	\$66,035	(\$91,765)		\$297,906
Community Service	\$455,881	\$421,628	(\$358,713)		\$518,797
Capital Expenditure	\$695,166	\$1,025,821	(\$52,721)		\$1,668,266
Building Fund	\$1,970,492	\$241,870	(\$599,446)		\$1,612,916
Debt Service	\$1,164,627	\$2,487,267	\$0		\$3,651,893
Trust Fund	\$29,379	\$5,326	(\$2,645)		\$32,060
TOTAL PER BOOKS	\$17,414,353	\$21,217,409	(\$20,582,855)		\$18,048,907
				Cash	\$510,524
				Investments	\$17,538,383
				TOTAL PER BANK	\$18,048,907

ACCOUNT NUMBER	FUND	2019-20 Revised Budget	2019-20 FYTD Activity	Unexpended Balance	2019-20 FY %
01 - - - - -	GENERAL FUND	26,364,920.00	7	26,364,913.00	0.00
02 - - - - -	FOOD SERVICE	1,058,678.00	0	1,058,678.00	0.00
04 - - - - -	COMMUNITY SERVICES	2,451,512.00	0	2,451,512.00	0.00
05 - - - - -	CAPITAL OUTLAY	1,811,768.00	0	1,811,768.00	0.00
06 - - - - -	BUILDING FUND	10,000.00	0	10,000.00	0.00
07 - - - - -	DEBT SERVICE	5,358,557.00	0	5,358,557.00	0.00
Grand Revenue Totals		37,055,435.00	7	37,055,428.00	0.00

Number of Accounts: 192

***** End of report *****

ACCOUNT NUMBER	FUND	2019-20 Revised Budget	2019-20 FYTD Activity	Unexpended Balance	2019-20 FY %
01 - - - - -	GENERAL FUND	27,376,207.00	335,460	27,040,753.76	1.23
02 - - - - -	FOOD SERVICE	1,101,401.00	4,862	1,096,540.16	0.44
04 - - - - -	COMMUNITY SERVICES	2,444,321.00	24,878	2,419,443.80	1.02
05 - - - - -	CAPITAL OUTLAY	2,453,972.00	87,442	2,366,531.25	3.56
06 - - - - -	BUILDING FUND	276,200.00	17,600	258,600.00	6.37
07 - - - - -	DEBT SERVICE	5,358,253.00	825	5,357,428.00	0.02
08 - - - - -	TRUST FUND	0.00	4,034	-4,034.30	0.00
Grand Expense Totals		39,010,354.00	475,101	38,535,262.67	1.22

Number of Accounts: 2598

***** End of report *****

ACCOUNT NUMBER	PROGRAM	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- 010 --- ---	BOARD OF EDUCATION	36,881	31,421	35,851	11,588	32.32
01 E --- 020 --- ---	SUPERINTENDENT	278,453	286,437	294,072	20,445	6.95
01 E --- 050 --- ---	PRINCIPAL'S OFFICE	872,477	933,822	976,774	36,869	3.77
01 E --- 105 --- ---	GEN ADMINISTRATIVE S	7,230	7,174	7,500	7,075	94.34
01 E --- 107 --- ---	OTHER ADMINISTRATIVE	38,948	41,090	41,890	2,017	4.81
01 E --- 108 --- ---	Administrative Techn	371,841	260,694	197,552	13,995	7.08
01 E --- 110 --- ---	BUSINESS SERVICES	468,112	483,039	578,772	44,363	7.66
01 E --- 130 --- ---	COMMUNITY RELATIONS	20,309	38,940	22,450	125	0.56
01 E --- 199 --- ---	SCHOOL ELECTIONS	0	1,086	1,100	0	0.00
01 E --- 200 --- ---	GENERAL ED	8,551	21,148	67,962	0	0.00
01 E --- 201 --- ---	KINDERGARTEN	548,709	616,979	680,972	0	0.00
01 E --- 203 --- ---	ELEMENTARY EDUCATION	4,170,520	4,218,575	4,357,194	16,067	0.37
01 E --- 204 --- ---	TI II TEACH/PRIN TRA	27,922	27,825	26,000	0	0.00
01 E --- 207 --- ---	TI V INNOV PROGR	3,917	4,571	800	0	0.00
01 E --- 208 --- ---	GENERAL EDUC - MIDDLE	364,023	259,092	258,301	12,508	4.84
01 E --- 211 --- ---	GENERAL EDUC SECONDA	508,556	653,831	764,821	19,453	2.54
01 E --- 212 --- ---	ART	175,128	261,680	266,389	0	0.00
01 E --- 215 --- ---	BUSINESS	100,418	102,407	105,678	0	0.00
01 E --- 216 --- ---	TITLE I EDUC DISADVA	47,557	48,253	47,000	328	0.70
01 E --- 217 --- ---	ASSURANCE OF MASTERY	108,400	114,890	119,911	-328	-0.27
01 E --- 218 --- ---	GIFTED & TALENTED	141,811	191,608	128,659	0	0.00
01 E --- 219 --- ---	LIMITED ENGLISH (2ND	47,934	58,387	61,247	0	0.00
01 E --- 220 --- ---	ENGLISH	896,063	975,778	997,204	42	0.00
01 E --- 222 --- ---	THEATER ARTS	0	14	500	0	0.00
01 E --- 223 --- ---	7/8 LANGUAGE ARTS	0	2,747	0	0	0.00
01 E --- 230 --- ---	FOREIGN LANGUAGE	269,947	283,917	288,526	0	0.00
01 E --- 240 --- ---	HEALTH	878	1,173	800	0	0.00
01 E --- 241 --- ---	PHYSICAL EDUCATION	760,566	688,233	720,934	0	0.00
01 E --- 250 --- ---	FACS	73,935	77,337	76,540	0	0.00
01 E --- 255 --- ---	INDUSTRIAL EDUCATION	112,380	115,969	113,729	0	0.00
01 E --- 256 --- ---	MATHEMATICS	779,373	802,543	813,388	0	0.00
01 E --- 258 --- ---	INSTRUMENTAL MUSIC	214,207	230,764	220,849	0	0.00
01 E --- 259 --- ---	GENERAL/VOCAL MUSIC	330,581	342,202	345,283	0	0.00
01 E --- 260 --- ---	NATURAL SCIENCES	824,426	862,102	880,551	0	0.00
01 E --- 261 --- ---	BIOLOGY	1,644	2,230	2,000	0	0.00
01 E --- 262 --- ---	CHEMISTRY	5,302	5,910	3,800	0	0.00
01 E --- 263 --- ---	PHYSICS	2,732	2,706	2,500	0	0.00
01 E --- 264 --- ---	9TH GRADE SCIENCE	1,560	1,967	1,800	0	0.00
01 E --- 265 --- ---	7/8 SCIENCE	0	4,962	1,800	0	0.00
01 E --- 270 --- ---	SOCIAL STUDIES	682,589	729,796	760,553	673	0.09
01 E --- 280 --- ---	OTHER REG.INSTR.SEC.	26,776	21,397	35,000	0	0.00
01 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	425,891	366,242	438,109	16,222	3.70
01 E --- 294 --- ---	BOYS ATHLETICS	321,757	361,704	278,822	475	0.17
01 E --- 296 --- ---	GIRLS ATHLETICS	288,115	315,265	228,072	0	0.00
01 E --- 298 --- ---	EXTRA CURRICULAR AC	140,614	148,038	89,368	5,100	5.71
01 E --- 361 --- ---	TRADE & INDUSTRIAL E	99,739	104,324	105,634	0	0.00
01 E --- 380 --- ---	CAREER & TECHNICAL A	65,756	71,710	81,760	0	0.00
01 E --- 385 --- ---	WORK STUDY	628	1,440	0	0	0.00
01 E --- 399 --- ---	VOCATIONAL-GENERAL	134,247	135,612	146,000	10,688	7.32
01 E --- 400 --- ---	General Special Ed	78,715	45,452	53,200	0	0.00
01 E --- 401 --- ---	SPEECH IMPAIRED	553,606	558,366	571,073	0	0.00
01 E --- 402 --- ---	DCD MILD-MODERATE IM	302,074	197,370	197,654	0	0.00
01 E --- 404 --- ---	PHYSICALLY IMPAIRED	126,089	135,264	133,822	0	0.00
01 E --- 405 --- ---	DEAF/HARD OF HEARING	21,858	22,992	33,600	0	0.00
01 E --- 406 --- ---	VISION IMPAIRED	7,830	6,061	8,750	0	0.00
01 E --- 407 --- ---	LEARNING DISABLED	383,822	412,538	439,215	0	0.00
01 E --- 408 --- ---	EMOTIONAL/BEHAVIORAL	450,398	461,880	486,038	0	0.00
01 E --- 410 --- ---	OTHER HEALTH IMPAIRE	348,782	384,051	407,885	0	0.00
01 E --- 411 --- ---	AUTISTIC	767,409	724,355	736,410	0	0.00
01 E --- 412 --- ---	DEVELOPMENTALLY DELA	232,743	437,646	487,095	0	0.00
01 E --- 416 --- ---	SEVERELY MULTIPLE IM	77,386	78,027	92,307	0	0.00
01 E --- 420 --- ---	SPECIAL EDU-GENERAL	599,579	633,074	675,683	0	0.00
01 E --- 421 --- ---	SOCIAL WORKER	253	61	305	0	0.00
01 E --- 422 --- ---	ADSIIS-Sped w/o disab	248,243	299,255	222,059	0	0.00
01 E --- 605 --- ---	GEN.INSTR.SUPPORT	392,207	419,712	445,170	42,439	9.53
01 E --- 610 --- ---	CURRICULUM ADOPTION	31,094	30,105	36,588	0	0.00
01 E --- 611 --- ---	CURRICULUM DEVELOPME	160,960	168,346	242,604	13,762	5.67
01 E --- 620 --- ---	MEDIA CENTER	378,148	408,801	404,983	4,887	1.21
01 E --- 630 --- ---	Instructional-Relate	179,975	319,979	319,830	7,942	2.48
01 E --- 640 --- ---	STAFF DEVELOPMENT	155,363	213,901	242,410	1,764	0.73
01 E --- 641 --- ---	STAFF MENTORSHIP	6,931	7,133	15,487	0	0.00
01 E --- 643 --- ---	ACADEMY	1,908	696	3,486	0	0.00
01 E --- 710 --- ---	GUIDANCE	167,888	248,667	143,118	0	0.00
01 E --- 720 --- ---	HEALTH SERVICES	86,738	135,799	138,591	1,741	1.26
01 E --- 740 --- ---	SOCIAL WORKER	108,335	127,060	160,148	0	0.00
01 E --- 760 --- ---	PUPIL TRANSPORTATION	1,698,739	1,712,199	1,754,374	0	0.00
01 E --- 790 --- ---	PUPIL SUPPORT SERV.	19,106	9	22,050	0	0.00

ACCOUNT NUMBER	PROGRAM	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- 791 --- ---	RETIREE BENEFITS	163,890	193,616	174,197	0	0.00
01 E --- 810 --- ---	OPERATIONS/MAINTENAN	2,102,919	2,555,942	2,625,576	12,883	0.49
01 E --- 850 --- ---	FACILITIES	296,724	332,790	283,082	23,590	8.33
01 E --- 940 --- ---	PROPERTY & OTH INS	109,373	133,575	145,000	8,747	6.03
01 - --- --- ---	GENERAL FUND	25,066,488	26,723,753	27,376,207	335,460	1.23
02 E --- 770 --- ---	FOOD SERVICES	1,016,607	1,121,358	1,101,401	4,862	0.44
02 - --- --- ---	FOOD SERVICE	1,016,607	1,121,358	1,101,401	4,862	0.44
04 E --- 505 --- ---	COMM ED OFFICE	75,958	107,018	95,378	6,822	7.15
04 E --- 510 --- ---	COMM ED CLASSES	223,090	246,996	243,752	620	0.25
04 E --- 520 --- ---	ADULT BASIC EDUCATIO	8,470	7,400	9,076	0	0.00
04 E --- 530 --- ---	SENIOR CITIZENS CENT	5,500	5,500	5,500	0	0.00
04 E --- 550 --- ---	PRESCHOOL	185,464	143,754	373,004	845	0.23
04 E --- 551 --- ---	TIGER KIDS CLUB	1,131,154	1,122,265	992,200	3,096	0.31
04 E --- 554 --- ---	MEAL PROGRAM	88,814	86,237	98,591	3,119	3.16
04 E --- 561 --- ---	ACTIVITY CENTER	198,263	233,580	222,605	3,049	1.37
04 E --- 563 --- ---	AQUATICS	41,128	41,281	56,722	0	0.00
04 E --- 564 --- ---	SUMMER RECREATION	13,790	20,837	19,580	236	1.21
04 E --- 570 --- ---	EXTENDED DAY PROGRAM	517	0	400	0	0.00
04 E --- 580 --- ---	EARLY CHILDHOOD FAMI	129,103	92,244	118,948	2,289	1.92
04 E --- 582 --- ---	SCHOOL READINESS	53,805	41,001	47,955	2,676	5.58
04 E --- 583 --- ---	PRESCHOOL SCREENING	5,665	7,152	6,942	0	0.00
04 E --- 585 --- ---	YOUTH DEVELOP	101,042	97,951	100,081	2,126	2.12
04 E --- 587 --- ---	DESTINATION IMAGINAT	10,892	1,274	3,900	0	0.00
04 E --- 589 --- ---	ROBOTICS	16,391	24,697	28,000	0	0.00
04 E --- 590 --- ---	OTHER COMM SERVICES	1,170	0	900	0	0.00
04 E --- 963 --- ---	HOMESCHOOL	0	695	0	0	0.00
04 E --- 970 --- ---	NP - ST MAX KOLBE CA	10,493	13,814	12,970	0	0.00
04 E --- 972 --- ---	NP - MOUNT OLIVE LUT	6,795	6,507	7,817	0	0.00
04 E --- 977 --- ---	Pvt - RUSSEK HOME SC	481	0	0	0	0.00
04 E --- 993 --- ---	MEEHAN HOME SCHOOL	0	433	0	0	0.00
04 E --- 994 --- ---	ELSEN HOME SCHOOL	0	261	0	0	0.00
04 - --- --- ---	COMMUNITY SERVICES	2,307,985	2,300,897	2,444,321	24,878	1.02
05 E --- 020 --- ---	SUPERINTENDENT	413	0	0	0	0.00
05 E --- 050 --- ---	PRINCIPAL'S OFFICE	235	3,589	9,347	0	0.00
05 E --- 108 --- ---	Administrative Techn	247,574	329,381	271,257	67,689	24.95
05 E --- 110 --- ---	BUSINESS SERVICES	74,384	48,932	40,018	1,187	2.97
05 E --- 203 --- ---	ELEMENTARY EDUCATION	57,680	20,143	7,700	0	0.00
05 E --- 208 --- ---	GENERAL EDUC - MIDDLE	6,622	10,989	7,100	0	0.00
05 E --- 211 --- ---	GENERAL EDUC SECONDA	19,179	48,422	10,750	4,500	41.86
05 E --- 212 --- ---	ART	0	292	0	0	0.00
05 E --- 215 --- ---	BUSINESS	63	0	0	0	0.00
05 E --- 219 --- ---	LIMITED ENGLISH (2ND	1,435	0	0	0	0.00
05 E --- 220 --- ---	ENGLISH	8,139	12,400	0	3,187	0.00
05 E --- 230 --- ---	FOREIGN LANGUAGE	0	6,997	0	0	0.00
05 E --- 256 --- ---	MATHEMATICS	33,434	26,437	0	3,443	0.00
05 E --- 258 --- ---	INSTRUMENTAL MUSIC	6,608	5,400	5,000	0	0.00
05 E --- 260 --- ---	NATURAL SCIENCES	12,390	12,870	0	0	0.00
05 E --- 270 --- ---	SOCIAL STUDIES	29,985	4,626	0	0	0.00
05 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	24,283	70,056	19,000	0	0.00
05 E --- 294 --- ---	BOYS ATHLETICS	42,018	42,938	44,000	0	0.00
05 E --- 296 --- ---	GIRLS ATHLETICS	31,453	31,223	33,000	0	0.00
05 E --- 610 --- ---	CURRICULUM ADOPTION	377	0	0	0	0.00
05 E --- 611 --- ---	CURRICULUM DEVELOPME	0	0	321,000	0	0.00
05 E --- 620 --- ---	MEDIA CENTER	13,236	25,689	21,635	0	0.00
05 E --- 630 --- ---	Instructional-Relate	0	1,166	9,200	0	0.00
05 E --- 720 --- ---	HEALTH SERVICES	300	1,050	1,100	0	0.00
05 E --- 810 --- ---	OPERATIONS/MAINTENAN	-113,517	49,572	10,000	0	0.00
05 E --- 850 --- ---	FACILITIES	245,394	194,461	176,221	5,170	2.93
05 E --- 865 --- ---	LONG-TERM FACILITIES	989,677	920,890	1,467,644	2,266	0.15
05 - --- --- ---	CAPITAL OUTLAY	1,731,362	1,867,523	2,453,972	87,442	3.56
06 E --- 870 --- ---	BUILD. CONSTRUCTION	32,615,574	6,783,170	276,200	17,600	6.37
06 - --- --- ---	BUILDING FUND	32,615,574	6,783,170	276,200	17,600	6.37
07 E --- 910 --- ---	DEBT REDEMPTION	9,034,848	5,226,053	5,358,253	825	0.02
07 - --- --- ---	DEBT SERVICE	9,034,848	5,226,053	5,358,253	825	0.02
08 E --- 010 --- ---	BOARD OF EDUCATION	1,000	0	0	0	0.00
08 E --- 220 --- ---	ENGLISH	500	1,830	0	0	0.00
08 E --- 900 --- ---	TRUST AND AGENCY	74,559	68,456	0	4,034	0.00
08 - --- --- ---	TRUST FUND	76,059	70,286	0	4,034	0.00
Grand Expense Totals		71,848,923	44,093,040	39,010,354	475,101	1.22

ACCOUNT NUMBER	PROGRAM	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
Number of Accounts:		3590				

***** End of report *****

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- --- --- --- 110	EXECUTIVE SALARY	1,117,390	1,162,224	1,194,341	80,680	6.75
01 E --- --- --- --- 113	LIBRARIANS SALARY	206,084	217,871	222,705	0	0.00
01 E --- --- --- --- 140	TEACHERS SALARY	8,159,533	8,603,406	8,890,501	0	0.00
01 E --- --- --- --- 141	PARAPROFESSIONAL SAL	84,262	98,335	106,486	0	0.00
01 E --- --- --- --- 143	LIC INSTR SUPPORT PE	186,962	196,857	201,462	0	0.00
01 E --- --- --- --- 145	SUBSTITUTE TEACHERS	55,864	93,621	59,798	0	0.00
01 E --- --- --- --- 146	SUBSTITUTE NON-LICEN	1,956	95	2,700	0	0.00
01 E --- --- --- --- 152	EDUCATIONAL SPEECH/L	365,496	386,412	399,275	0	0.00
01 E --- --- --- --- 154	SCHOOL NURSE	43,345	44,241	45,874	0	0.00
01 E --- --- --- --- 155	LICENSED NURSING SER	93,979	136,473	135,380	0	0.00
01 E --- --- --- --- 156	SCHOOL SOCIAL WORKER	164,792	172,259	178,561	0	0.00
01 E --- --- --- --- 161	PARAPROFESSIONAL	385,693	515,671	557,088	0	0.00
01 E --- --- --- --- 162	1-1 Para	507,864	398,726	387,202	0	0.00
01 E --- --- --- --- 163	FOREIGN LANG INTERPR	8	0	0	0	0.00
01 E --- --- --- --- 165	SCHOOL COUNSELOR	128,160	187,958	97,120	0	0.00
01 E --- --- --- --- 170	NON-CERTIFIED WAGES	1,328,717	1,567,127	1,636,806	18,190	1.11
01 E --- --- --- --- 171	SUB CUSTODIAN SALARY	6,190	19,130	10,099	0	0.00
01 E --- --- --- --- 174	DAPE	39,735	24,197	24,989	0	0.00
01 E --- --- --- --- 175	STUDENT WORKERS	0	0	1,000	0	0.00
01 E --- --- --- --- 180	EVENT OFFICIALS	5,839	8,677	11,510	0	0.00
01 E --- --- --- --- 181	EVENT WORKERS	23,522	27,847	18,200	0	0.00
01 E --- --- --- --- 182	Admin Supervision	13,009	10,525	12,355	0	0.00
01 E --- --- --- --- 183	Discretionary Coach	12,593	49,933	58,493	0	0.00
01 E --- --- --- --- 184	STUDENT COACH	300	800	0	0	0.00
01 E --- --- --- --- 185	OTHER SALARIES	1,047,008	979,409	1,221,098	0	0.00
01 E --- --- --- --- 186	Non-Cert ESY	24,125	26,825	24,393	0	0.00
01 E --- --- --- --- 189	Booster Coach	17,221	21,359	0	0	0.00
01 E --- --- --- --- 195	SALARY CHARGE-BACKS	-36,500	-36,500	-36,500	0	0.00
01 E --- --- --- --- 1--		13,983,147	14,913,478	15,460,936	98,870	0.64
01 E --- --- --- --- 210	F I C A	1,034,160	1,104,301	1,162,367	7,499	0.65
01 E --- --- --- --- 214	P E R A	194,682	218,555	226,673	1,865	0.82
01 E --- --- --- --- 218	T R A	840,161	907,719	969,593	5,791	0.60
01 E --- --- --- --- 220	HOSPITAL INSURANCE	2,002,296	2,232,418	2,292,242	19,545	0.85
01 E --- --- --- --- 230	LIFE INSURANCE	21,835	21,298	20,633	100	0.49
01 E --- --- --- --- 235	DENTAL INSURANCE	88,623	91,709	91,058	1,050	1.15
01 E --- --- --- --- 240	L T D INSURANCE	34,513	34,195	33,898	177	0.52
01 E --- --- --- --- 250	TAX SHELTERED ANNUIT	144,618	191,010	174,268	3,170	1.82
01 E --- --- --- --- 251	EMPLOYER-SPONSORED H	1,007,386	1,048,902	1,076,832	21,326	1.98
01 E --- --- --- --- 270	WORKERS COMP INS	100,032	110,999	135,615	867	0.64
01 E --- --- --- --- 280	UNEMPLOYMENT INS	6,674	3,670	10,000	0	0.00
01 E --- --- --- --- 291	CONT EMPL RETIREE HL	163,890	193,616	174,197	0	0.00
01 E --- --- --- --- 295	FRINGE CHARGE BACKS	0	0	0	0	0.00
01 E --- --- --- --- 2--		5,638,870	6,158,392	6,367,376	61,390	0.96
01 E --- --- --- --- 303	Fed Sub Award<\$25,00	3,828	3,965	0	0	0.00
01 E --- --- --- --- 305	Consulting	162,011	152,118	206,500	0	0.00
01 E --- --- --- --- 307	SPEC ED CONTRACTED S	57,182	53,139	66,600	0	0.00
01 E --- --- --- --- 310	BCKGRND CKS	486	113	400	-72	-18.00
01 E --- --- --- --- 311	PROFESSIONAL SERVICE	173,398	198,433	146,980	125	0.09
01 E --- --- --- --- 312	LEGAL COSTS	22,983	8,218	23,000	0	0.00
01 E --- --- --- --- 313	AUDTIOR FEES	22,300	22,850	23,500	0	0.00
01 E --- --- --- --- 314	SERVICES FEES	9,581	10,837	12,500	0	0.00
01 E --- --- --- --- 315	REP/MAINT COMPUTERS/	24,093	22,106	25,000	0	0.00
01 E --- --- --- --- 319	OTHER TECHNICAL SERV	37,509	26,028	20,000	0	0.00
01 E --- --- --- --- 320	TELEPHONE	71,602	79,549	101,900	2,915	2.86
01 E --- --- --- --- 329	POSTAGE	9,567	10,298	12,200	0	0.00
01 E --- --- --- --- 330	WATER AND SEWAGE	73,732	91,449	97,000	0	0.00
01 E --- --- --- --- 331	ELECTRICITY	354,445	483,962	477,000	0	0.00
01 E --- --- --- --- 333	GARBAGE SERVICE	36,240	50,031	55,500	0	0.00
01 E --- --- --- --- 336	ADVERTISING EXPENSE	3,854	3,826	4,800	0	0.00
01 E --- --- --- --- 337	PRINTING & BINDING	14,652	15,007	15,000	0	0.00
01 E --- --- --- --- 340	PROPERTY INSURANCE	109,373	133,575	145,000	8,747	6.03
01 E --- --- --- --- 350	CONTRACTED REPAIR	43,062	41,895	67,700	349	0.52
01 E --- --- --- --- 351	LAWN MAINT	26,510	33,893	30,000	1,010	3.37
01 E --- --- --- --- 353	MAINTENANCE AGREEMEN	28,588	26,981	31,150	0	0.00
01 E --- --- --- --- 355	MAINTENANCE CHARGEBA	-44,400	-44,400	-44,400	0	0.00
01 E --- --- --- --- 358	FOREIGN LANG INTERPR	92	1,494	0	0	0.00
01 E --- --- --- --- 360	BUS TRANSPORTATION	126,973	132,531	98,762	0	0.00
01 E --- --- --- --- 361	BUS ROUTE CONTRACTS	1,650,674	1,679,118	1,722,000	0	0.00
01 E --- --- --- --- 363	SNOW REMOVAL	22,910	56,865	0	0	0.00
01 E --- --- --- --- 365	TRANSPORTATION CHARG	0	0	0	0	0.00
01 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	73,492	67,799	160,990	4,264	6.50
01 E --- --- --- --- 367	TRAVEL-PROF DEVELOP	504	632	5,000	0	0.00
01 E --- --- --- --- 369	ENTRY FEES/STUDENT T	86,087	77,274	13,995	475	3.39
01 E --- --- --- --- 370	RENTALS AND LEASES	30,460	26,901	5,300	4,500	84.91
01 E --- --- --- --- 373	Speech/Lang Services	0	731	0	0	0.00

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- --- --- --- 390	PAYMENTS TO OTHER DI	112,480	87,985	136,000	0	0.00
01 E --- --- --- --- 391	PYMT MN SCHDIST (COS	172,201	168,275	198,800	17,763	8.94
01 E --- --- --- --- 393	SPEC ED CONTRACTED S	23,745	0	0	0	0.00
01 E --- --- --- --- 394	PYMTS ED PURP OTHR A	2,473	0	0	0	0.00
01 E --- --- --- --- 396	SPEC ED SAL PURCH FR	145,864	135,626	168,000	0	0.00
01 E --- --- --- --- 397	SPEC ED BEN PURCH AN	19,491	22,255	33,000	0	0.00
01 E --- --- --- --- 398	CHARGEBACK OF EXPENS	7,046	8,999	9,654	0	0.00
01 E --- --- --- --- 399	SPEC ED CONTRACTED S	19,249	14,768	20,000	0	0.00
01 E --- --- --- --- 3--		3,734,337	3,905,126	4,088,831	40,076	1.13
01 E --- --- --- --- 401	GENERAL SUPPLIES	204,125	229,989	142,415	857	2.24
01 E --- --- --- --- 402	PRINTER SUPPLIES	5,950	7,700	7,000	0	0.00
01 E --- --- --- --- 403	Field & Maintenance	2,176	1,444	1,500	0	0.00
01 E --- --- --- --- 405	Non-Instr Software &	78,360	101,774	93,420	57,541	62.13
01 E --- --- --- --- 406	Instructional Softwa	3,200	17,669	12,500	0	0.00
01 E --- --- --- --- 409	Letter & Team Awards	1,500	1,500	1,500	0	0.00
01 E --- --- --- --- 410	CUSTODIAL CLEANING S	26,904	31,573	38,000	344	0.91
01 E --- --- --- --- 411	CUSTODIAL PAPER PROD	31,156	60,879	51,000	0	0.00
01 E --- --- --- --- 412	POOL OPERATION SUPPL	6,307	13,814	6,000	0	0.00
01 E --- --- --- --- 413	VEHICLE OPERATION EX	6,124	7,624	7,000	0	0.00
01 E --- --- --- --- 415	LAWN FERTILIZER	1,684	1,674	3,000	0	0.00
01 E --- --- --- --- 420	REPAIR PARTS AND SUP	44,334	54,707	47,000	483	1.03
01 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	106,870	125,015	106,620	209	7.33
01 E --- --- --- --- 431	CLASSROOM MAGAZINES/	327	0	0	0	0.00
01 E --- --- --- --- 432	COPIER SUPPLIES	17,972	20,136	21,300	21,570	101.27
01 E --- --- --- --- 433	SUPPLIES AND MAT IND	45,912	73,416	77,770	0	0.00
01 E --- --- --- --- 434	DONATED FUNDS	176,477	152,456	0	0	0.00
01 E --- --- --- --- 435	UNIFORM PURCHASES	2,333	8,477	4,000	0	0.00
01 E --- --- --- --- 436	ITEMS PURCHASED FOR	5,143	2,049	0	0	0.00
01 E --- --- --- --- 440	FUEL FOR BUILDINGS	141,860	209,020	231,000	0	0.00
01 E --- --- --- --- 455	NON-INSTR TECH SUPPL	9,926	7,299	9,500	0	0.00
01 E --- --- --- --- 456	INSTRUCTIONAL TECH S	1,059	0	500	0	0.00
01 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	8,815	5,860	7,450	0	0.00
01 E --- --- --- --- 461	STANDARDIZED TESTS	28,260	33,263	11,700	11,760	100.51
01 E --- --- --- --- 465	NON-INSTR TECH DEVIC	414	681	0	0	0.00
01 E --- --- --- --- 466	INSTRUCTIONAL TECH D	77	0	0	0	0.00
01 E --- --- --- --- 470	LIBRARY BOOKS	4,424	7,151	3,000	0	0.00
01 E --- --- --- --- 480	A V AIDS AND MATERIA	2,194	2,673	3,700	0	0.00
01 E --- --- --- --- 489	NEWSPAPERS AND MAGAZ	304	344	650	0	0.00
01 E --- --- --- --- 490	FOOD	15,523	11,679	2,000	0	0.00
01 E --- --- --- --- 4--		979,710	1,189,866	889,525	92,764	11.60
01 E --- --- --- --- 522	BUILDING IMPROVEMENT	0	6,445	0	0	0.00
01 E --- --- --- --- 530	EQUIPMENT	58,358	51,778	70,487	0	0.00
01 E --- --- --- --- 533	FURNISHINGS	0	529	0	0	0.00
01 E --- --- --- --- 545	OPERATING CAPITAL CH	114,126	0	0	0	0.00
01 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	114,288	111,759	12,000	0	134.88
01 E --- --- --- --- 556	TECHNOLOGY EQUIP-SPE	798	0	0	0	0.00
01 E --- --- --- --- 580	LEASE PRINCIPAL	233,820	221,430	242,707	20,372	8.39
01 E --- --- --- --- 581	LEASE INTEREST	49,262	61,652	40,375	3,218	7.97
01 E --- --- --- --- 5--		570,652	453,593	365,569	23,590	10.88
01 E --- --- --- --- 820	DUES-MEMBERSHIP	54,403	53,509	52,955	18,770	35.44
01 E --- --- --- --- 891	TRA Special Funding	80,825	0	83,000	0	0.00
01 E --- --- --- --- 895	FEDERAL INDIRECT COS	-846	-1,034	-990	0	0.00
01 E --- --- --- --- 896	TAXES AND SPECIAL AS	1,417	1,553	1,600	0	0.00
01 E --- --- --- --- 897	TOURNAMENT EXPENSES	11,723	18,879	5,000	0	0.00
01 E --- --- --- --- 898	AWARDS AND SCHOLARSH	12,250	26,673	27,200	0	0.00
01 E --- --- --- --- 8--		159,772	99,580	168,765	18,770	11.12
01 E --- --- --- --- 900	BUDGETED EMERGENCY R	0	3,718	35,205	0	0.00
01 E --- --- --- --- 9--	BUDGETED EMERGENCY R	0	3,718	35,205	0	0.00
01 - --- --- --- --- ---	GENERAL FUND	25,066,488	26,723,753	27,376,207	335,460	1.35

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
02 E --- --- --- ---	110 EXECUTIVE SALARY	8,002	8,242	8,489	354	4.17
02 E --- --- --- ---	170 NON-CERTIFIED WAGES	336,649	395,819	401,243	0	0.00
02 E --- --- --- ---	195 SALARY CHARGE-BACKS	36,500	36,500	36,500	0	0.00
02 E --- --- --- ---	1--	381,151	440,561	446,232	354	0.08
02 E --- --- --- ---	210 F I C A	25,045	29,530	31,237	27	0.09
02 E --- --- --- ---	214 P E R A	25,099	29,859	30,557	27	0.09
02 E --- --- --- ---	218 T R A	0	20	0	0	0.00
02 E --- --- --- ---	220 HOSPITAL INSURANCE	59,905	57,507	58,448	97	0.17
02 E --- --- --- ---	230 LIFE INSURANCE	109	114	108	0	0.00
02 E --- --- --- ---	235 DENTAL INSURANCE	83	83	83	0	0.00
02 E --- --- --- ---	240 L T D INSURANCE	127	142	126	0	0.00
02 E --- --- --- ---	250 TAX SHELTERED ANNUIT	3,795	3,545	3,430	27	0.78
02 E --- --- --- ---	251 EMPLOYER-SPONSORED H	30,841	25,625	26,156	0	0.00
02 E --- --- --- ---	270 WORKERS COMP INS	12,601	13,162	18,274	2	0.01
02 E --- --- --- ---	2--	157,605	159,587	168,419	180	0.11
02 E --- --- --- ---	311 PROFESSIONAL SERVICE	300	520	500	0	0.00
02 E --- --- --- ---	314 SERVICES FEES	21,725	23,246	20,000	0	0.00
02 E --- --- --- ---	320 TELEPHONE	600	450	600	0	0.00
02 E --- --- --- ---	329 POSTAGE	0	19	0	0	0.00
02 E --- --- --- ---	336 ADVERTISING EXPENSE	0	39	0	0	0.00
02 E --- --- --- ---	350 CONTRACTED REPAIR	4,239	12,890	5,000	0	0.00
02 E --- --- --- ---	355 MAINTENANCE CHARGEBA	11,000	11,000	11,000	0	0.00
02 E --- --- --- ---	366 TRAVEL/WORKSHOP COST	1,150	1,392	2,000	400	20.00
02 E --- --- --- ---	398 CHARGEBACK OF EXPENS	2,500	0	0	0	0.00
02 E --- --- --- ---	3--	41,514	49,556	39,100	400	1.02
02 E --- --- --- ---	401 GENERAL SUPPLIES	17,372	18,567	20,000	0	3.02
02 E --- --- --- ---	405 Non-Instr Software &	3,228	3,351	3,500	3,478	99.37
02 E --- --- --- ---	420 REPAIR PARTS AND SUP	118	382	500	0	0.00
02 E --- --- --- ---	435 UNIFORM PURCHASES	1,926	2,216	2,500	0	0.00
02 E --- --- --- ---	490 FOOD	295,874	305,515	301,000	0	0.00
02 E --- --- --- ---	491 COMMODITIES	59,002	86,872	60,000	0	0.00
02 E --- --- --- ---	495 MILK	55,285	51,113	56,650	0	0.00
02 E --- --- --- ---	4--	432,805	468,016	444,150	3,478	0.92
02 E --- --- --- ---	530 EQUIPMENT	544	0	0	0	0.00
02 E --- --- --- ---	5--	544	0	0	0	0.00
02 E --- --- --- ---	820 DUES-MEMBERSHIP	2,777	3,638	3,500	450	12.86
02 E --- --- --- ---	891 TRA Special Funding	211	0	0	0	0.00
02 E --- --- --- ---	8--	2,988	3,638	3,500	450	12.86
02 - --- --- --- ---	FOOD SERVICE	1,016,607	1,121,358	1,101,401	4,862	0.50

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
04 E --- --- --- --- 110	EXECUTIVE SALARY	9,712	8,772	4,204	757	17.98
04 E --- --- --- --- 111	NURSES SALARY	1,365	1,902	2,718	0	0.00
04 E --- --- --- --- 114	DIRECTOR/SUPERVISOR	77,250	78,795	81,947	3,414	4.17
04 E --- --- --- --- 120	ECFE ADMIN/SUPERVISI	49,273	46,800	48,533	3,638	7.50
04 E --- --- --- --- 121	COORDINATOR	82,362	85,976	88,197	3,675	4.17
04 E --- --- --- --- 140	TEACHERS SALARY	163,226	127,390	202,041	0	0.00
04 E --- --- --- --- 154	SCHOOL NURSE	6,995	7,592	7,477	0	0.00
04 E --- --- --- --- 160	AQUATICS MANAGER/COO	3,211	1,250	3,000	0	0.00
04 E --- --- --- --- 161	AQUATICS INSTRUCTOR	14,980	12,692	20,000	0	0.00
04 E --- --- --- --- 162	AQUATICS LIFEGUARD	6,049	9,040	10,000	0	0.00
04 E --- --- --- --- 165	SCHOOL COUNSELOR	221	1,616	1,873	0	0.00
04 E --- --- --- --- 170	NON-CERTIFIED WAGES	901,142	899,982	880,162	2,051	0.23
04 E --- --- --- --- 171	CUSTODIAN SALARY	24,381	40,531	44,915	0	0.00
04 E --- --- --- --- 172	CUSTODIAL - EVENT RE	11,542	12,885	12,000	0	0.00
04 E --- --- --- --- 175	STUDENT WORKERS	79,637	80,980	95,785	0	0.00
04 E --- --- --- --- 185	OTHER SALARIES	39,494	45,428	41,800	0	0.00
04 E --- --- --- --- 195	SALARY CHARGE-BACKS	0	0	0	0	0.00
04 E --- --- --- --- 1--		1,470,840	1,461,631	1,544,652	13,535	0.88
04 E --- --- --- --- 210	F I C A	103,396	102,875	109,962	1,035	0.94
04 E --- --- --- --- 214	P E R A	74,247	76,663	79,002	428	0.54
04 E --- --- --- --- 218	T R A	22,264	21,458	21,222	618	2.91
04 E --- --- --- --- 220	HOSPITAL INSURANCE	91,577	94,536	88,619	1,472	1.66
04 E --- --- --- --- 230	LIFE INSURANCE	753	737	713	8	1.18
04 E --- --- --- --- 235	DENTAL INSURANCE	2,423	2,257	2,256	47	2.08
04 E --- --- --- --- 240	L T D INSURANCE	960	882	887	11	1.21
04 E --- --- --- --- 250	TAX SHELTERED ANNUIT	10,722	12,100	13,513	1,010	7.47
04 E --- --- --- --- 251	EMPLOYER-SPONSORED H	56,058	54,388	51,879	257	0.49
04 E --- --- --- --- 270	WORKERS COMP INS	9,357	9,429	12,086	82	0.67
04 E --- --- --- --- 291	CONT EMPL RETIREE HL	0	14,657	14,921	0	0.00
04 E --- --- --- --- 295	FRINGE CHARGE BACKS	0	0	0	0	0.00
04 E --- --- --- --- 2--		371,757	389,982	395,060	4,968	1.26
04 E --- --- --- --- 305	CLEANING CONSULTANT	16,302	0	0	0	0.00
04 E --- --- --- --- 310	BCKGRND CKS	462	198	500	0	0.00
04 E --- --- --- --- 311	PROFESSIONAL SERVICE	74,334	55,094	66,950	1,002	1.50
04 E --- --- --- --- 314	SERVICES FEES	55,564	65,321	61,730	0	0.00
04 E --- --- --- --- 320	TELEPHONE	4,493	4,511	5,900	451	7.65
04 E --- --- --- --- 329	POSTAGE	4,414	3,207	4,145	0	0.00
04 E --- --- --- --- 330	WATER AND SEWAGE	6,017	6,333	6,000	0	0.00
04 E --- --- --- --- 331	ELECTRICITY	14,682	15,309	15,000	0	0.00
04 E --- --- --- --- 333	GARBAGE SERVICE	4,627	5,145	5,500	0	0.00
04 E --- --- --- --- 336	ADVERTISING EXPENSE	1,559	1,315	2,150	0	0.00
04 E --- --- --- --- 337	PRINTING & BINDING	10,529	12,173	12,100	0	0.00
04 E --- --- --- --- 350	CONTRACTED REPAIR	2,209	1,891	5,000	0	0.00
04 E --- --- --- --- 353	MAINTENANCE AGREEMEN	1,760	2,050	1,810	0	0.00
04 E --- --- --- --- 355	MAINTENANCE CHARGEBA	33,400	33,400	33,400	0	0.00
04 E --- --- --- --- 360	BUS TRANSPORTATION	15,439	12,711	15,150	0	0.00
04 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	813	357	1,625	0	0.00
04 E --- --- --- --- 369	ENTRY FEES/STUDENT T	24,527	45,293	39,500	0	0.00
04 E --- --- --- --- 370	RENTALS AND LEASES	9,784	7,867	9,268	0	0.00
04 E --- --- --- --- 380	COMPUTER TECH-RELTD	0	290	300	0	0.00
04 E --- --- --- --- 398	CHARGEBACK OF EXPENS	-9,546	-8,999	-9,654	0	0.00
04 E --- --- --- --- 3--		271,369	263,466	276,374	1,453	0.53
04 E --- --- --- --- 401	GENERAL SUPPLIES	48,065	61,914	59,600	548	2.04
04 E --- --- --- --- 405	Non-Instr Software &	0	368	400	0	0.00
04 E --- --- --- --- 410	CUSTODIAL CLEANING S	5,454	4,357	6,000	0	0.00
04 E --- --- --- --- 413	VEHICLE OPERATION EX	418	0	0	0	0.00
04 E --- --- --- --- 420	REPAIR PARTS AND SUP	455	2,285	3,000	0	0.00
04 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	11,676	9,447	15,600	0	10.09
04 E --- --- --- --- 432	COPIER SUPPLIES	3,580	3,654	3,750	1,135	30.27
04 E --- --- --- --- 434	DONATED FUNDS	16,260	7,645	2,500	0	0.00
04 E --- --- --- --- 440	FUEL FOR BUILDINGS	17,029	17,625	20,000	0	0.00
04 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	8,570	9,999	8,935	0	0.00
04 E --- --- --- --- 490	FOOD	43,998	45,045	51,450	3,119	6.06
04 E --- --- --- --- 495	MILK	5,177	3,123	6,000	0	0.00
04 E --- --- --- --- 4--		160,682	165,462	177,235	4,802	3.97
04 E --- --- --- --- 530	EQUIPMENT	7,643	13,060	25,000	120	0.48
04 E --- --- --- --- 5--		7,643	13,060	25,000	120	0.48
04 E --- --- --- --- 820	DUES-MEMBERSHIP	2,030	2,594	2,310	0	0.00
04 E --- --- --- --- 891	TRA Special Funding	2,721	0	2,100	0	0.00
04 E --- --- --- --- 895	FEDERAL INDIRECT COS	846	1,034	990	0	0.00
04 E --- --- --- --- 897	TOURNAMENT EXPENSES	1,275	525	600	0	0.00
04 E --- --- --- --- 898	SCHOLARSHIP EXP.	18,822	3,143	20,000	0	0.00

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
04 E --- --- --- --- 8--		25,694	7,296	26,000	0	0.00
04 - --- --- --- --- ---	COMMUNITY SERVICES	2,307,985	2,300,897	2,444,321	24,878	1.11

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
05 E --- --- --- --- 110	EXECUTIVE SALARY	14,740	14,646	20,424	718	3.52
05 E --- --- --- --- 154	SCHOOL NURSE	2,139	2,616	2,668	0	0.00
05 E --- --- --- --- 170	NON-CERTIFIED WAGES	979	0	16,882	0	0.00
05 E --- --- --- --- 185	OTHER SALARIES	465	570	0	0	0.00
05 E --- --- --- --- 1--		18,323	17,832	39,974	718	1.80
05 E --- --- --- --- 210	F I C A	1,404	1,367	2,984	55	1.84
05 E --- --- --- --- 214	P E R A	1,146	1,098	2,798	54	1.93
05 E --- --- --- --- 218	T R A	195	246	211	0	0.00
05 E --- --- --- --- 220	HOSPITAL INSURANCE	2,793	2,440	7,311	243	3.32
05 E --- --- --- --- 230	LIFE INSURANCE	33	31	137	0	0.00
05 E --- --- --- --- 235	DENTAL INSURANCE	304	285	578	0	0.00
05 E --- --- --- --- 240	L T D INSURANCE	50	47	100	0	0.00
05 E --- --- --- --- 250	TAX SHELTERED ANNUIT	392	354	810	35	4.37
05 E --- --- --- --- 251	EMPLOYER-SPONSORED H	1,619	1,900	4,795	0	0.00
05 E --- --- --- --- 270	WORKERS COMP INS	607	443	905	24	2.62
05 E --- --- --- --- 2--		8,543	8,211	20,629	411	1.99
05 E --- --- --- --- 305	Consulting	126	126	150	0	0.00
05 E --- --- --- --- 311	PROFESSIONAL SERVICE	244,306	249,903	85,204	0	0.80
05 E --- --- --- --- 350	CONTRACTED REPAIR	73,736	465,953	1,315,000	0	9.12
05 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	346	410	500	0	0.00
05 E --- --- --- --- 370	RENTALS AND LEASES	167,866	183,006	171,474	3,093	1.80
05 E --- --- --- --- 390	PAYMENTS TO OTHER DI	12,528	12,240	13,644	1,137	8.33
05 E --- --- --- --- 3--		498,908	911,638	1,585,972	4,230	7.87
05 E --- --- --- --- 401	GENERAL SUPPLIES	8,083	5,338	18,500	0	0.00
05 E --- --- --- --- 405	Non-Instr Software &	1,294	0	0	0	0.00
05 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	100,559	123,179	346,550	11,130	87.94
05 E --- --- --- --- 470	LIBRARY BOOKS	10,293	18,327	15,465	0	0.00
05 E --- --- --- --- 4--		120,229	146,844	380,515	11,130	80.09
05 E --- --- --- --- 505	CAPIT NON-INST TECH	850	0	0	0	0.00
05 E --- --- --- --- 520	BLDG CONSTRUCTION/RE	621,600	0	0	0	0.00
05 E --- --- --- --- 530	EQUIPMENT	292,265	526,163	123,190	3,264	46.30
05 E --- --- --- --- 545	OPERATING CAPITAL CH	-114,126	0	0	0	0.00
05 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	257,475	239,350	257,470	67,689	55.48
05 E --- --- --- --- 556	TECHNOLOGY EQUIP-SPE	1,249	0	0	0	0.00
05 E --- --- --- --- 561	A.V. EQUIPMENT	2,720	4,196	2,900	0	0.00
05 E --- --- --- --- 580	LEASE PRINCIPAL	10,347	0	0	0	0.00
05 E --- --- --- --- 581	LEASE INTEREST	605	0	0	0	0.00
05 E --- --- --- --- 5--		1,072,985	769,709	383,560	70,953	52.12
05 E --- --- --- --- 820	DUES-MEMBERSHIP	0	300	300	0	0.00
05 E --- --- --- --- 896	TAXES AND SPECIAL AS	12,374	12,989	43,022	0	0.00
05 E --- --- --- --- 8--		12,374	13,289	43,322	0	0.00
05 - --- --- --- --- ---	CAPITAL OUTLAY	1,731,362	1,867,523	2,453,972	87,442	25.70

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
06 E --- --- --- --- 170	NON-CERTIFIED WAGES	3,392	0	0	0	0.00
06 E --- --- --- --- 185	OTHER SALARIES	8,260	0	0	0	0.00
06 E --- --- --- --- 1--		11,652	0	0	0	0.00
06 E --- --- --- --- 210	F I C A	882	0	0	0	0.00
06 E --- --- --- --- 214	P E R A	254	0	0	0	0.00
06 E --- --- --- --- 218	T R A	620	0	0	0	0.00
06 E --- --- --- --- 270	WORKERS COMP INS	219	0	0	0	0.00
06 E --- --- --- --- 2--		1,975	0	0	0	0.00
06 E --- --- --- --- 311	PROFESSIONAL SERVICE	1,803,221	463,279	65,000	0	13.52
06 E --- --- --- --- 340	PROPERTY INSURANCE	0	20,659	0	0	0.00
06 E --- --- --- --- 350	CONTRACTED REPAIR	413	0	0	0	0.00
06 E --- --- --- --- 3--		1,803,634	483,938	65,000	0	13.52
06 E --- --- --- --- 401	GENERAL SUPPLIES	8,117	15,057	0	0	0.00
06 E --- --- --- --- 4--		8,117	15,057	0	0	0.00
06 E --- --- --- --- 520	BLDG CONSTRUCTION/RE	29,865,912	4,883,208	0	0	0.00
06 E --- --- --- --- 522	BUILDING IMPROVEMENT	68,444	0	0	0	0.00
06 E --- --- --- --- 530	EQUIPMENT	654,079	948,205	211,200	17,600	16.67
06 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	201,761	452,762	0	0	0.00
06 E --- --- --- --- 5--		30,790,196	6,284,175	211,200	17,600	16.67
06 - --- --- --- --- ---	BUILDING FUND	32,615,574	6,783,170	276,200	17,600	15.93

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
07 E --- --- --- --- 710	BOND PRINCIPAL	2,835,000	2,765,000	3,015,000	0	0.00
07 E --- --- --- --- 720	BOND INTEREST	2,595,246	2,455,853	2,336,253	0	0.00
07 E --- --- --- --- 790	OTHER DEBT SERVICE	68,861	5,200	7,000	825	11.79
07 E --- --- --- --- 7--		5,499,107	5,226,053	5,358,253	825	0.02
07 E --- --- --- --- 920	BOND REFUNDING PAYME	3,535,741	0	0	0	0.00
07 E --- --- --- --- 9--	BUDGETED EMERGENCY R	3,535,741	0	0	0	0.00
07 - --- --- --- --- ---	DEBT SERVICE	9,034,848	5,226,053	5,358,253	825	0.02

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
08 E --- --- --- --- 311	PROFESSIONAL SERVICE	49,325	49,933	0	4,034	0.00
08 E --- --- --- --- 320	TELEPHONE	720	780	0	0	0.00
08 E --- --- --- --- 329	POSTAGE	170	150	0	0	0.00
08 E --- --- --- --- 336	ADVERTISING EXPENSE	514	360	0	0	0.00
08 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	1,122	497	0	0	0.00
08 E --- --- --- --- 370	RENTALS AND LEASES	750	0	0	0	0.00
08 E --- --- --- --- 3--		52,601	51,720	0	4,034	0.00
08 E --- --- --- --- 401	GENERAL SUPPLIES	14,434	13,986	0	0	0.00
08 E --- --- --- --- 4--		14,434	13,986	0	0	0.00
08 E --- --- --- --- 898	AWARDS AND SCHOLARSH	4,200	4,580	0	0	0.00
08 E --- --- --- --- 899	MISC EXPENSE	4,824	0	0	0	0.00
08 E --- --- --- --- 8--		9,024	4,580	0	0	0.00
08 - --- --- --- --- ---	TRUST FUND	76,059	70,286	0	4,034	0.00

ACCOUNT NUMBER	OBJ	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
Grand Expense Totals		71,848,923	44,093,040	39,010,354	475,101	2.77

Number of Accounts: 3590

***** End of report *****

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
July	2019	113125	COLE PAPERS INC	Cust No. 18702500 Order No. 2400839	07/17/2019	9562975	343.91
						Totals for 113125	343.91
July	2019	113126	CULINEX	Reach-in Refrigerator - DHS Food Service	07/17/2019	INV802663	3,263.55
						Totals for 113126	3,263.55
July	2019	113127	ELECTRIC MOTOR REPAI	#051070	07/17/2019	450715	483.24
						Totals for 113127	483.24
July	2019	113128	FASTBRIDGE LEARNING	FY20 FAST Subscription Renewal and Fastflix online training	07/17/2019	INV-4880	12,760.00
						Totals for 113128	12,760.00
July	2019	113129	FRONTIER	Account No. 763-972-3365-091376-2	07/17/2019	07.04.2019	2,769.52
July	2019	113129	FRONTIER	Account No. 763-972-6210-110491-2	07/17/2019	07.04.2019	14.45
July	2019	113129	FRONTIER	Account No. 763-972-2636-091508-2	07/17/2019	07.04.2019	436.87
						Totals for 113129	3,220.84
July	2019	113130	GREATER MN COMMUNICA	Concert in the Park (OMS 534790) - Posters	07/17/2019	18985	31.05
July	2019	113130	GREATER MN COMMUNICA	Concert in the Park (OMS 534790) - Flyers	07/17/2019	18986	128.25
						Totals for 113130	159.30
July	2019	113131	INNOVATIVE GRAPHICS	Delano Boys Basketball Camp T-Shirts	07/17/2019	48099	500.00
						Totals for 113131	500.00
July	2019	113132	LOGISOFT COMPUTER PR	Faronics Deep Freeze - 3 Years	07/17/2019	LCP00-INV-	21,685.24
						Totals for 113132	21,685.24
July	2019	113133	MN STATE HIGH SCHOOL	Letter Of Intent - 2019-2020 Delano High School	07/17/2019	09.01.2019	600.00
						Totals for 113133	600.00
July	2019	113134	MOUNTAIN STREAM SPOR	Sandlot T-Shirts	07/17/2019	10348	119.90
						Totals for 113134	119.90
July	2019	113135	PNC EQUIPMENT FINANC	Contract No. 137021000 7/4/2019 - 8/3/2019	07/17/2019	506422	23,590.17
						Totals for 113135	23,590.17
July	2019	113136	RUMBLE ON THE RED	Rumble on the Red - Wrestling Championships Delano High School	07/17/2019	12.27.2019	475.00
						Totals for 113136	475.00
July	2019	113137	UPPER LAKES FOODS IN	Account #309840	07/17/2019	513661-00	1,224.73
						Totals for 113137	1,224.73
July	2019	113138	VITAL SIGNS	Construction - Monument Signs - 1/2 Down Payment	07/17/2019	07.13.2019	17,600.00
						Totals for 113138	17,600.00
July	2019	113139	XEROX FINANCIAL SERV	6/28/2019-7/27/2019 Lease Payment Contract 020-0091597-001	07/17/2019	1687439	1,187.00
						Totals for 113139	1,187.00
						Totals for checks	950,482.53

Resolution # 07-22-19-10

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and

Member _____ moved for its adoption:

WHEREAS Delano Lions - \$2,000.00 for Overdrawn School Lunches; Delano Loretto United Way - \$450.00 for Delano Elementary; Target - \$40.00 for Delano Elementary; Boys Swim - \$115.00 Reimbursement for Boys State Swim Food Overage; Baseball - \$1,705.53 Reimbursement for Coaches Training and Supplies; Wrestling Boosters - \$3,956.09 Reimbursement for Hotel and Supplies; Belgarde Services - \$375.00 for Boys Hockey; Velocity - \$11,355.00 for Bleachers

have generously offered to donate to the Delano Public School District.

WHEREAS the conditions on these gifts are for the programs noted above.

THEREFORE, BE IT RESOLVED by the Delano School Board to gratefully accept the gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same: None

The foregoing resolution was approved this 22nd day of July, 2019.

SCHOOL BOARD PERSONNEL ITEMS

July 22, 2019

Retirements/Resignations/Terminations

1. Beavers, Tiffany: TKC Site Supervisor, resigned effective August 1, 2019.
2. Kuka, Monica: TKC Classroom Teacher, resigned effective July 31, 2019.
3. Snoke, Taylor: TKC Classroom Aide, resigned effective July 26, 2019.

Recommendations for Employment

1. Bahn, Heather: 8th Grade Volleyball Coach, replacing Julie Longstreet, effective August 16, 2019.
2. Barfnecht, Bria: Tiger Strength Coach, replacing Joel Koenecke, effective June 26, 2019.
3. Brisley, Nathan: DHS Paraprofessional, replacing Krystal Georges, effective September 3, 2019.
4. Burns, Lori: Kindergarten Teacher, Long-Term Sub for Margaret Goudy, effective September 3, 2019.
5. Coliman, Ruben: JV Boys Soccer Coach, replacing Martin Lira Landa, effective August 12, 2019.
6. Gilmer, Joel: Drivers Education Classroom Instructor, new position, effective July 8, 2019.
7. Gruba, Robert: Summer Recreation Field Trip Chaperone, new position, effective June 28, 2019.
8. Jensen, Jens: ECFE Substitute Teacher, new position, effective July 11, 2019
9. Kurre, Allie: JV Girls Soccer Coach, replacing Susan Farbo, effective August 12, 2019.
10. Neveaux, John: Play Director, replacing Joe Lawrence, effective February 3, 2020.
11. Olson, Kerri: Musical Director, replacing Joe Lawrence, effective September 9, 2019.
12. Tool, AnnaMarie: Volleyball Camp Coach, new position, effective June 17, 2019.

Contracted New Hires

1. Kewitsch, Lauren: 6th Grade Teacher, 1 year LTS for Katie Culviner, effective August 26, 2019.
2. Lash, Carly: Kindergarten Teacher, new position, effective August 26, 2019.

Unofficial

MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE

Board Meeting - Joint Powers Board #0938

Tuesday, June 25, 2019

MAWSECO Education Center, 720 9th Avenue, Howard Lake, MN 55349

PRESENT: Irene Bender, Gena Jacobson, Amy Johnson, Jessica Johnson, Katie Koch, Julie Rae Pennertz.

ABSENT: Chris Paumen.

OTHERS PRESENT: Janell Bullard and Tim Miller.

MINUTES

I. Call to Order

The meeting was called to order at 7:04 p.m.

II. Pledge of Allegiance

III. Acceptance of Agenda

Motion to approve agenda as presented was made by Irene Bender, seconded by Julie Rae Pennertz. Carried unanimously.

IV. Minutes of Previous Meeting

Motion to approve the minutes of the May 28, 2019 board meeting as presented was made by Katie Koch, seconded by Jessica Johnson. Carried unanimously.

V. Bills for Payment and other financial reports as attached

Motion to approve the bills for payment and other financial reports for June was made by Gena Jacobson, seconded by Irene Bender. Carried unanimously.

VI. Acknowledgements – The Board acknowledged the staff recognition honorees: Matthew Barron, Lead Teacher at MAWSECO Education Center; Jana Kragerud, Teacher at Eastern Wright Program, JoLee Marquette, Brailist. These individuals were selected by their peers and recognized at the June 6 end of year staff inservice.

VII. Fund Transfers - 5/14/19 \$500,000.00

Motion to approve the above fund transfer with the date change of 6/14/19 was made by Jessica Johnson, seconded by Irene Bender. Carried unanimously.

VIII. Reports

A. Director Report – Janell Bullard provided an update on employment agreements, teacher and coordinator negotiations, and the MAWSECO and member districts self-review during the 2018-19 school year to focus on proactive training next year. In addition, she reviewed the Strategic Plan and the plan to increase focus on Onboarding/orientation for new employees. The completed CEIS plan will give

attention to resiliency for students and staff. A student and staff recognition process will be explored to connect students and staff within our communities.

IX. Old Business

A. Move Start Time of Board Meetings from 7:00 p.m. to 6:00 p.m.

Motion to move the start time of board meetings from 7:00 p.m. to 6:00 p.m. for the months of July-December, 2019 was made by Gena Jacobson, seconded by Jessica Johnson. Carried unanimously.

B. FY20 Expenditure and Revenue Budgets

Motion to approve the second reading of the FY20 Expenditure and Revenue Budgets as presented was made by Julie Rae Pennertz, seconded by Jessica Johnson. Carried unanimously.

X. New Business

A. Personnel

Motion to approve the following personnel items with the correction to #10 was made by Irene Bender, seconded by Jessica Johnson. Carried unanimously.

1. At Will Agreement for the 2018-2019 school year: Kandice Voigt, Special Education Supervisor.
2. At Will Agreements for the 2019-2020 school year:
 - a. Marie Erickson, Behavior Analyst
 - b. Emily Hilbelink, Behavior Analyst
 - c. Amber Michels, Mental Health Professional (Journeys Program)
3. Employment: Catheryn Barth, Teacher (STEP), 182 days at MA, 4, effective August 26, 2019.
4. Employment: Nicole Meier, School Psychologist, 182 days at MA+45, 6, effective August 26, 2019.
5. Employment: Jessica Shogren-Carlson, Teacher (Sholund School for Girls), 182 days at MA, 4, effective August 26, 2019.
6. Resignation: Linnea Manske, Teacher, effective June 6, 2019.
7. Resignation: Kandice Voigt, Special Education Supervisor, effective June 30, 2019.
8. Child Care Leave: Emily Hilbelink, Behavior Analyst, 12 weeks effective approximately October 25, 2019 - January 20, 2020.
9. Resignation: Caren Heltne, Teacher (Village Ranch Alternative Program) effective June 6, 2019.
10. Employment: Caren Heltne, Alternative Site Specialist (Village Ranch Alternative Program/**Sholund School for Girls**) effective July 1, 2019 - June 30, 2020.
11. Employment: Joel Selensky, School Psychologist, NRRC Trainer, up to 56 hours effective July 1, 2019 - June 5, 2020.

B. 2019 Summer Services Listing

Motion to approve the revised 2019 summer services listing was made by Jessica Johnson, seconded by Katie Koch. Carried unanimously.

C. Resolution for Acceptance of Donations

The motion for the resolution accepting donations is documented in Attachment A.

XI. Future Board Meetings

A. July 23, 2019, 6:00 p.m., MAWSECO Education Center, Howard Lake

B. August 27, 2019 6:00 p.m., MAWSECO Education Center, Howard Lake

C. September 24, 2019, 6:00 p.m., MAWSECO Education Center, Howard Lake

XII. Future Committee Meetings

A. Administrative Negotiations (Coordinators), July 2, 2019, 5:30-7:30 p.m., MAWSECO Education Center, Howard Lake

B. Certified Negotiations (Education MN), July 9, 2019, 4:30-6:30 p.m., MAWSECO Education Center, Howard Lake

XIII. Adjournment

Motion to adjourn the meeting was made by Jessica Johnson, seconded by Julie Rae Pennertz. Carried unanimously at 7:55 p.m.

Submitted by,

Janell Bullard
Executive Secretary

This document is available in the following formats upon request: Braille, Large Print, Audio MP3 file, Computer Disk. Please call (320) 543-1122 for more information or to request a copy.

Attachment A

The following resolution was moved by Julie Rae Pennertz and seconded by Jessica Johnson.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Meeker and Wright Special Education Cooperative, #0938, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Annandale Community Improvement	\$156.00	Sholund School for Girls Program Supplies

The vote on adoption of the Resolution was as follows:

Aye: Irene Bender, Gena Jacobson, Amy Johnson, Jessica Johnson, Katie Koch, Julie Rae Pennertz

Nay: None

Absent: Chris Paumen

Whereupon, said Resolution was declared duly adopted.

Adopted: 1996-97

Revised: December 15, 2008

Revised: September 28, 2009

Revised: July 22, 2019

213 SCHOOL BOARD COMMITTEES

[NOTE: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.

- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES and REPRESENTATIVES

- A. The school board hereby appoints the following standing committees:
 - 1. District Advisory Committee
 - 2. Buildings and Grounds
 - 3. Meet and Confer
 - 4. Transportation Negotiations
 - 5. Classified Employee Negotiations
 - 6. Teacher Negotiations
 - 7. Administrative Negotiations
 - 8. Finance/Insurance
 - 9. Delano City/School
 - 10. Spirit of Community Commission
- B. The school board hereby appoints the following representatives to other organizations and committees:
 - 1. Meeker and Wright Special Education Cooperative (MAWSECO)
 - 2. Wright Technical Center
 - 3. Community Education Advisory Council
 - 4. MN High School League & Activities Council
 - 5. District Professional Development Committee
 - 6. Site Base Committees (Elementary School, Intermediate School and High School)
 - 7. Delano Area Sports Association (DASA)
 - 8. Safe Schools
 - 9. Schools for Equity in Education (SEE)
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.

- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat.Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

Adopted: November 18, 2013

Revised: July 22, 2019

215 STUDENT SCHOOL BOARD REPRESENTATIVES

I. PURPOSE

The student school board representative shall be an advisor to, and meet and work constructively with, the Delano Public School Board and administration in the formation and evaluation of policy and regulations in the operation of our school system. The only meetings the student school board members shall attend in their representative capacity are the regular monthly Delano Public School Board meetings. The student school board representative shall be a non-voting participant in the Board of Directors for the Delano Public School District. He/she shall also provide a communication link with the student body, and by participation obtain practical governmental experience.

II. ELIGIBILITY

Representatives will be chosen in May of their sophomore year to serve a two-year term beginning in September and continuing through May of their senior year. To ensure continuity, there shall be one junior representative and one senior representative for each school year. Eligibility requirements are as follows:

1. Any student entering their junior year at Delano High School, having good moral character, and who has been a resident of the Delano Public School District for at least one (1) year prior to the date of selection, shall be eligible to serve as a student representative.
2. The representative must meet and maintain all eligibility requirements for extra-curricular activities as detailed in the "DHS Student Handbook."
3. The representative must exhibit characteristics of good citizenship and have no history of serious disciplinary actions.
4. The representative must maintain at least 95% attendance and a minimum GPA of 2.5.

III. SELECTION PROCESS

1. The representative candidates must submit an application and a written essay explaining their reason(s) for wishing to be the student representative to the board on behalf of their classmates.
2. A committee consisting of the superintendent, principal, assistant principal and school board members will read the essays and interview the candidates.

3. Each year the committee will choose one candidate to represent Delano Public Schools as a student school board representative.

IV. GUIDELINES FOR STUDENT SCHOOL BOARD REPRESENTATIVES

The student school board representative shall:

1. Be aware of the great responsibility of his/her position in representing the total student community and not an individual group.
2. Be aware that the Board of Education is a policy making body rather than an administrative body.
3. Act only when the Board is in session unless authorized by the Board to perform a specific assignment.
4. Direct requests for action through proper administrative channels.
5. Recognize that effective democratic procedure exists when all Board members support the implementation of policy that has been approved by majority action at an open public meeting.
6. Be willing and able to attend all meetings, except sessions concerning specific personnel matters including, but not limited to, employee performance, student discipline hearing, negotiations and grievances, as well as consideration of the sale or transfer of property and/or any other matter permitted to be discussed by the Board of School Directors in closed executive session under the Public Open Meeting Law.
7. Be non-voting participants of the Board of Directors.
8. Not attend special or emergency meetings unless by invitation of the Board.
9. Receive the agenda that is sent to all Board members and other related materials, as deemed appropriate by the superintendent.
10. Sit at the Board table along with other Board members, voting and non-voting, and have a place to speak on the agenda.
11. Be advised by the superintendent, along with an appointed School Board member.

V. EXPECTATIONS FOR STUDENT REPRESENTATIVE

1. Be prepared with the agenda at each meeting, including review of any appropriate items with the superintendent.
2. Be prepared to give a report at each public monthly meeting.

3. Be courteous with Board members and public at all times.
4. Keep remarks brief and to the point; ask clear and concise questions.
5. Learn the identity of the Board members so that they can be addressed by name; make opportunities to talk with them informally.
6. Dress accordingly – appearance is important as it reflects the school you represent.
7. Meetings sometimes can run late; have a clear understanding as to time commitment and transportation.
8. A student school board representative who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absences from the district, may be removed from his/her position by the superintendent.
9. A student school board representative may be removed from his/her position for reasonable cause by the superintendent.

Delano Public Schools

Independent School District #879

Delano, Minnesota

2019 – 2021

Employee Handbook

**Community Education
Non-certified Employees**

Approved by the Board of Education: July 22, 2019

This document is approved by the Board of Education of the Delano Public Schools, Independent School District #879, Delano, Minnesota and covers the following Delano Community Education non-certified employees:

- Classroom Assistants in Early Childhood programs (to include ECFE, School Readiness, DPS Preschool, and Early Childhood Screening)
- Tiger Kids Club Program Leads and Classroom Assistants / Adult Program Aides
- Tiger Activity Center supervisors
- Community Education Program Supervisors
- Delano Public Schools Preschool teachers
- Community Education Center cook
- Tiger Kids Club and Tiger Activity Center student employees
- Community Education aquatics staff
- Community Education gymnastics staff
- Performing Arts Center (PAC) technicians

DURATION

This handbook shall be in force beginning July 1, 2019 through June 30, 2021.

HOURS OF SERVICE AND WORK YEAR

A normal work year for purposes of this handbook shall be established each year by the school district. Hours per day may vary by position and shall be established by the school district.

Total hours worked in all positions covered in this document will be combined to determine an employee's benefits.

STEP PLACEMENT AND ADVANCEMENT

The School District shall determine the placement and advancement of an employee on the wage schedules. The district reserves the right to withhold a wage increase in individual cases when it can be shown that a deficiency exists in the individual's work performance.

Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021).

AT WILL EMPLOYEES

Community Education employees are employed at will and may be terminated at any time with or without cause.

RATES OF PAY

See attached wage schedules.

OVERTIME

An employee will receive overtime pay at the rate of one and one half (1.5) times the employee's regular rate of pay for hours worked in excess of forty (40) during the regular workweek. No employee may work in excess of forty (40) hours during a regular workweek without prior approval from the Community Education Director or the Community Education Director's designee. Paid leave in any form will not be considered "hours worked" for purposes of determining whether an employee is eligible to receive overtime.

RECORDING HOURS WORKED

The District may require employees to use a time clock or other method of recording hours worked. The District may round the hours worked by an employee up or down by five minutes per week. Employees shall be paid for all time worked.

INSURANCE

HEALTH & HOSPITALIZATION INSURANCE

Employees who are assigned to work 30 or more hours per week may elect to participate in one of the district's health insurance options. Employees may elect either single or family coverage.

The District shall contribute a sum not to exceed eight thousand two hundred dollars (\$8,200) toward the premium for single or family coverage for employees working 30 hours or more per week for twelve (12) months and seven thousand five hundred eighty-five dollars (\$7,585) toward the premium for single or family coverage for employees working 30 hours or more per week for nine (9) months for the 2019-2020 and 2020-2021 school years for group medical and hospitalization for each full-time employee who is enrolled in the group health and hospitalization plan selected by the District, and that any additional costs of the premium shall be borne by the employee and paid by payroll deduction;

1. **Advantage Plan.** From July 1, 2019 through June 30, 2021, the District will contribute up to six hundred eighty-three dollars and thirty-three cents (\$683.33) per month toward the cost of the premium for each twelve-month full-time employee or six hundred thirty-two dollars and eight cents (\$632.08) toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage Plan. The employee will pay any remaining premium costs by payroll deduction. The District will not contribute any money toward the cost of any deductible under any level of PEIP's Advantage Plan.
2. **Advantage Value Plan.** From July 1, 2019 through June 30, 2021, the District will contribute up to six hundred eighty-three dollars and thirty-three cents (\$683.33) per month toward the cost of the premium for each twelve-month full-time employee or six hundred thirty-two dollars and eight cents (\$632.08) toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage Value Plan. The employee will pay any remaining premium costs by payroll deduction. The District will contribute the difference between the monthly single

premium cost and the District's monthly contribution to the premium into the employee's VEBA or HSA account each month, if there is any excess difference.

3. **Advantage HSA Compatible Plan.** From July 1, 2019 through June 30, 2021, the District will contribute up to four hundred thirty-three dollars and thirty-three cents (\$433.33) per month toward the cost of the premium for each twelve-month full-time employee or three hundred eighty-two dollars and eight cents (\$382.08) toward the cost of the premium for each nine-month full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan. The employee will pay any remaining premium costs by payroll deduction. In addition, for the period of July 1, 2019 through June 30, 2021, the District will contribute two hundred fifty dollars and zero cents (\$250.00) per month to the VEBA or HSA account of each full-time employee who has selected single or family coverage under PEIP's Advantage HSA Compatible Plan
4. **Early Deductible Need.** If an employee has selected PEIP's Advantage HSA Compatible Plan, and the employee or a covered dependent has medical needs that would cause the employee to incur the entire cost of the deductible before June 30, 2020 or June 30, 2021, the employee may apply to the District for advance payment of the entire amount of the District's twelve-month contribution. The District will consider each request on an individual basis. An employee must not be in a disciplinary proceeding which may lead to termination to be eligible for this benefit. The District will make an advance payment for the remaining amount of the District's twelve-month contribution (July 1, 2019 to June 30, 2020 or July 1, 2020 to June 30, 2021), provided that the employee signs a VEBA/HSA Funds Reimbursement Agreement requiring the employee to repay the District a proportionate amount of the advance contribution for the twelve-month period of July 1, 2019 to June 30, 2020, if the employee separates from employment with the District, for any reason, before June 30, 2020 or for the twelve-month period of July 1, 2020 to June 30, 2021, if the employee separates from employment with the District, for any reason, before June 30, 2021.
5. **Eligibility.** The eligibility and proration requirements continue to apply.
6. **No Claims Against District.** The District is not guaranteeing that any particular claim will be paid or covered by insurance, or that any specific amount will be paid out under any insurance policy. The District's only obligation is to pay the amounts stated. No grievance, claim, or cause of action may be brought against the District as the result of a denial of insurance benefits by the insurance carrier.

Duration of Insurance Contribution:

Upon termination of employment for any reason, an employee is no longer eligible to receive any contribution from the District toward the cost of any insurance premium. The District's obligation to make any payment toward any insurance premium for such an employee shall cease effective on the employee's last day of employment.

Retiree Health Insurance. Access to single insurance:

Employees who are eligible for health insurance under this document who retire after reaching the age of sixty-two (62) may participate at their own expense, and without any contribution from the District, in the single coverage group health insurance plan selected by the District until they are eligible for Medicare.

Eligibility for Paid Leave Days:

Nine (9) month employees: In order to be eligible for paid holidays, sick leave, personal leave, and bereavement leave as outlined below, employees must be assigned to work 30 or more hours per week during the school year.

Twelve (12) month employees: In order to earn paid leave days during the summer, twelve (12) month employees must be assigned to work 30 or more hours per week during the school year and 30 or more hours per week for at least eight weeks during the summer.

Even if an employee does not work a sufficient number of hours to earn paid leave days during the summer, they may use sick leave and family critical illness leave days earned during the school year if an absence qualifies for paid leave.

Length of Paid Leave Day

The number of hours allocated for paid leave days for eligible employees will be prorated based on their assigned work hours. The number of hours allocated for any type of paid leave will not exceed eight (8) hours per day.

An employee may only claim paid leave equal to their assigned work hours on a day of absence. If the number of assigned work hours for a given day is less than the hours of leave earned by the employee, the remaining hours may be claimed for a subsequent absence(s). An employee may not claim paid leave on a day when they are not scheduled to work.

Tracking of Paid Leave Days:

All tracking of paid leave earned by an employee will be calculated in hours and tracked by the payroll department.

All employees requesting paid leave days must enter the request in the Skyward system for their supervisor to approve.

Paid Holidays:

Employees who meet the eligibility requirement for paid leave days will receive holiday pay, provided that they work their normally scheduled day before or after the holiday. This assigned work day must occur either in the week of the holiday or the week before / week after the holiday (i.e., if the program is not in session, employees will not receive holiday pay – for example, ECFE staff will not receive Labor Day pay because the program starts in late September.)

Nine (9) month employees: An employee who meets eligibility requirement for paid leave days will receive the following paid holidays: Labor Day, Thanksgiving, Christmas Day, New Year's Day and Memorial Day.

Twelve (12) month employees: A twelve month employee who meets the eligibility requirement for earning paid leave days during the summer will receive July 4 as a paid holiday in addition to the holidays listed above for nine month employees.

Sick Leave:

Nine (9) month employees: An employee who meets the eligibility requirement for paid leave days shall earn sick leave at a rate of one (1) day for each month of service (September through May – 9 days per year) in the employment of the school district. Sick leave shall accrue monthly as it is earned.

Twelve (12) month employees: A twelve month employee who meets the eligibility requirement for earning paid leave days during the summer shall earn sick leave at a rate of one (1) day for each month of service (12 days per year).

Unused sick leave days may accumulate to a maximum of 384 hours.

An employee may use accumulated sick leave whenever the employee's absence is found to have been due to an illness or disability that prevented the employee from attending work and performing duties on that day. An employee may use accumulated sick leave for absences due to an illness or injury to the employee's child.

An employee may only claim paid sick leave equal to their assigned work hours on the day of absence.

The District may require that an employee provide a certification from a medical provider if the employee has taken sick leave for more than three (3) consecutive days or on the day immediately before or after a holiday or a vacation day on more than one occasion during the school year. The employee will have one week to provide the certification confirming that an illness or disability prevented the employee from attending work and performing his/her duties. The final determination as to the eligibility of an employee for sick leave is reserved to the District. In the event that a medical certificate is required, the employee will be so advised.

Sick leave shall be deducted from the accrued sick leave hours earned by an employee. Upon termination of employment for any reason, any accumulated sick leave shall be forfeited. The employee shall not be reimbursed for any unused accumulated sick leave.

Family Critical Illness:

An employee may use up to three (3) days of sick leave per year for the critical illness of the employee's spouse, parent, brother, sister, mother-in-law or father-in-law. The District may

grant additional days without pay. This document does not govern or limit additional benefits that may be available to employees under federal or state law.

Bereavement Leave:

Each employee may be granted up to three (3) days of paid bereavement leave per occurrence, non-accumulative, in the case of the death of a spouse, child, parent, grandparent, grandchild, brother, sister, or in-law. Such leave will not be deducted from the employee's accumulated sick leave. The Community Education Director may grant additional days of leave, but such additional days shall be deducted from the employee's accumulated sick leave.

An employee may only claim paid bereavement leave equal to their assigned work hours on the day of absence.

Personal Leave:

Nine (9) month employee: An employee who meets the eligibility requirement for paid leave days shall be eligible for one (1) day of personal leave per school year (September through May). Such leave shall not accumulate from one year to the next or be used during the summer. An employee who separates from employment with the District for any reason shall forfeit any unused personal leave. The Community Education Director shall have the right to determine whether or not personal leave will be granted for a given day.

Requests for personal leave shall be made in writing at least three (3) days in advance, unless in the case of an emergency.

An employee may only claim paid personal leave equal to their assigned work hours on the day of absence.

Paid Vacation:

Twelve (12) month employee: A twelve (12) month employee who meets the eligibility requirement for paid leave days during both the school year and the summer (see "Eligibility for Paid Leave Days" section) shall be eligible for five (5) days of paid vacation per year.

The vacation will be allocated on July 1, based on the employee's work schedule for the previous year. Employees who are eligible for paid vacation and who are in their first year of employment will receive a pro-rated number of vacation days, which will be allocated on July 1st.

Paid vacation shall not accumulate from one year to the next, and an employee who separates from employment with the District for any reason shall forfeit any unused paid vacation days.

All requests for paid vacation days must be pre-approved by the respective program coordinator. Requests for particular days may be denied due to staffing needs of Community Education programs.

Jury Duty:

Employees involuntarily called and selected for jury duty shall receive their regular compensation for their employment, less the amount received by them as jurors, exclusive of mileage.

Unpaid Leave:

An employee shall be granted up to five (5) days of unpaid leave if approved by the Community Education Director. The employee shall request the leave in writing at least three days prior to date of leave.

ATTACHMENTS

Wage Schedules

Tiger Kids Club

Wage increases will be effective July 1 each year. Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021).

The District retains the right to place employees above the first step.

The current state / federal 90-day training wage will apply for all employees under 20 years of age when deemed appropriate.

Tiger Kids Club Program Leads:

	<u>2019-2020</u>		<u>2020-2021</u>
Step 1	\$14.62		\$14.62
Step 2	\$15.60		\$15.60
Step 3	\$16.75		\$16.75
Step 4	\$17.44		\$17.44
Step 5	\$17.92		\$17.92
<i>Career Increment</i>			
Beginning the 6 th year	\$0.30		\$0.30
Beginning the 10 th year	n/a		\$0.30
For a total of			\$0.60
Plus \$1.50 per hour for TKC Program Leads who hold a current MN teaching license			

TKC Program Assistants and Adult Program Aides (High School graduates):

	<u>2019-2020</u>		<u>2020-2021</u>
Step 1	\$13.69		\$13.69
Step 2	\$14.62		\$14.62
Step 3	\$15.60		\$15.60
Step 4	\$16.75		\$16.75
Step 5	\$17.44		\$17.44
<i>Career Increment</i>			
Beginning the 6 th year	\$0.30		\$0.30
Beginning the 10 th year	n/a		\$0.30
For a total of			\$0.60

Tiger Kids Club Differential:

This differential applies to TKC Program Leads, TKC Program Assistants and Adult Program Aides, and the TKC Site Supervisors.

Plus \$3.00 per 15-minutes for time worked, beginning at 6:16 PM, due to late pick up of students (differential does NOT apply for evening staff meetings, registration nights, special events, etc.)

Community Education Center Cook:

Current Food Service Manager Certification is required.

2019-2020: \$17.77 / hour

2020-2021: \$18.12 / hour

Early Childhood Programs

Wage increases will be effective July 1 each year. Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021).

The District retains the right to place employees above the first step.

The current state / federal 90-day training wage will apply for all employees under 20 years of age when deemed appropriate.

Delano Public Schools Preschool Teachers:

	<u>2019-2020</u>		<u>2020-2021</u>
Step 1	\$19.82		\$19.82
Step 2	\$20.65		\$20.65
Step 3	\$21.50		\$21.50
Step 4	\$22.40		\$22.40
Step 5	\$23.35		\$23.35
<i>Career Increment</i>			
Beginning the 6 th year	\$0.30		\$0.30
Beginning the 10 th year	n/a		\$0.30
For a total of			\$0.60
Plus \$1.00 per hour for DPS Preschool teachers who hold a current MN teaching license			

Community Education Classroom Assistants:

Programs: ECFE, School Readiness, DPS Preschool, Early Childhood Screening

<i>See note on next page</i>	<u>2019-2020</u>		<u>2020-2021</u>
Step 1	\$14.62		\$14.62
Step 2	\$15.60		\$15.60
Step 3	\$16.75		\$16.75
Step 4	\$17.44		\$17.44
Step 5	\$17.92		\$17.92
<i>Career Increment</i>			
Beginning the 6 th year	\$0.30		\$0.30
Beginning the 10 th year	n/a		\$0.30
For a total of			\$0.60

Note regarding step placement for Community Education Classroom Assistants:

During 2019 – 2020, Community Education Classroom Assistants will remain on the same step number as in 2018 – 2019 due to the steps being renumbered when the previous bottom step was eliminated and a new top step was added.

During 2020 – 2021, Community Education Classroom Assistants who qualify will receive step advancement.

Tiger Activity Center / Community Ed Program Supervisors

Wage increases will be effective July 1 each year. Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021).

The District retains the right to place employees above the first step.

The current state / federal 90-day training wage will apply for all employees under 20 years of age when deemed appropriate.

Tiger Activity Center Supervisors:

	<u>2019-2020</u>		<u>2020-2021</u>
Step 1	\$12.50		\$13.00
Step 2	\$13.00		\$13.50
Step 3	\$13.50		\$14.00
Step 4	\$14.00		\$14.50
Step 5	\$14.50		\$15.00

Community Education Program Supervisors:

	<u>2019-2020</u>		<u>2020-2021</u>
Step 1	\$16.58		\$16.91
Step 2	\$17.34		\$17.69
Step 3	\$18.11		\$18.47
Step 4	\$18.87		\$19.25
Step 5	\$19.87		\$20.27
Plus \$1.50 per hour for TKC Site Supervisors who hold a current MN teaching license			

Tiger Kids Club differential applies to TKC Site Supervisors.

Community Education Driver Education Classroom Instructors:

Driver Education Classroom Instructors:

2019 – 2020 \$29.07 per hour, effective from 7/1/2019 through 6/30/2020

2020 – 2021 \$29.65 per hour, effective from 7/1/2020 through 6/30/2021

Delano Community Education Student Employees:

These employees do not qualify for benefits or paid leave.

Wage increases will be effective July 1 each year. Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021).

The District retains the right to place employees above the first step.

The current state / federal 90-day training wage will apply for all employees under 20 years of age when deemed appropriate.

High School and College Age Students – Tiger Kids Club and Tiger Activity Center

	2019 - 2020	2019 – 2020 “merit”	2020 – 2021	2020 – 2021 “merit”
Step 1	\$8.20*	n/a	\$8.30*	n/a
Step 2	\$9.10	\$9.35	\$9.25	\$9.50
Step 3	\$10.00 **	\$10.25**	\$10.20**	\$10.45**
Step 4	\$11.00	\$11.25	\$11.20	\$11.45
Step 5	\$11.50	\$11.75	\$11.70	\$11.95
Step 6	\$12.00	\$12.25	\$12.20	\$12.45
*Or current Minnesota youth (under 18 years of age) minimum wage, if it is higher				
**Or current federal / state minimum wage for age 18 and older, if it is higher. The “merit” rate will be \$0.25 higher than the Step 3 rate.				
TAC monitors will be paid an additional \$1.00 per hour during shifts when they work as the supervisor on duty.				

When a student employee turns 18 years of age, he/she will be paid according to the federal/state minimum wage law.

A one-time “merit” increase of \$0.25 may be given to a student who has proven to be an exceptional employee. The merit raise will be based on the recommendation of the Community Education Director and the respective program coordinator.

Delano Performing Arts Center (PAC) Technicians

These employees do not qualify for benefits or paid leave.

Wage increases will be effective July 1 each year. Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021).

The District retains the right to place employees above the first step.

The current state / federal 90-day training wage will apply for all employees under 20 years of age when deemed appropriate.

Performing Arts Center (PAC) Technicians

	2019 – 2020	2020 – 2021
Step 1	\$10.00	\$10.20
Step 2	\$10.50	\$10.70
Step 3	\$11.00	\$11.20
Step 4	\$11.50	\$11.70
Step 5	\$12.00	\$12.20

When a student employee turns 18 years of age, he/she will be paid according to the federal/state minimum wage law.

PAC Technician Step Advancement: In order to advance a step on the PAC Technician wage schedule, an employee must meet specified skill levels and work consistently. Step placement will be reviewed annually. Step advancements will be effective July 1 for those who qualify for advancement.

Delano Community Education Aquatics:

These employees do not qualify for benefits or paid leave.

Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021). Additional criteria for step advancement are listed for each position.

The current state / federal 90-day training wage will apply for all employees under 20 years of age when deemed appropriate.

Water Safety Instructors – Requires current American Red Cross WSI certificate:

<u>Step</u>	<u>Rate (WSI)</u>
Step 1	\$11.00 per hour
Step 2	\$11.50
Step 3	\$12.00
Step 4	\$13.00
Step 5	\$13.50
Step 6	\$14.00
Step 7	\$14.50
Master Teacher 1*	\$16.50
Master Teacher 2*	\$17.00

Career Increment: WSI instructors on Step 7 may continue to receive a \$ 0.25 increase each year, to a maximum hourly rate of \$16.00

Master Teacher: The Community Education Director may designate WSI instructors as Master Teachers based on their qualifications and experience.

Lead teacher: In the absence of a pool manager or assistant manager, a lead teacher may be designated; the lead teacher will receive a \$1.00 / hour bonus while serving in this capacity.

WSI Step Placement: Step placement will be determined by administration and may take into account experience as a WSI at other programs or as a swimming lesson aide.

WSI Step Advancement: In order to advance a step on the WSI wage schedule, an employee must teach a regular lesson schedule during at least three sessions. Step placement will be reviewed annually. Step advancements will be effective July 1 for those who qualify for advancement.

Swimming Lesson Aides who are not ARC certified lifeguards:

<u>Step</u>	<u>Non-Lifeguard</u>
Step 1	\$8.50 per hour
Step 2	\$8.75
Step 3	\$9.00

When a student employee turns 18 years of age, he/she will be paid according to the federal/state minimum wage law.

Swimming Lesson Aide Step Advancement: In order to advance a step on the wage schedule, an employee must teach a regular lesson schedule during at least three sessions. Step placement will be reviewed annually. Step advancements will be effective July 1 for those who qualify for advancement.

Lifeguards and Swimming Lesson Aides who are ARC certified lifeguards:

Requires current American Red Cross Lifeguard Certificate

Step 1	\$9.75
Step 2	\$10.25
Step 3	\$10.75
Step 4	\$11.25
Step 5	\$12.25
Step 6	\$12.75
Step 7	\$13.25

When a student employee turns 18 years of age, he/she will be paid according to the federal/state minimum wage law.

Career Increment: Lifeguards on Step 7 may continue to receive a \$ 0.25 increase each year, to a maximum hourly rate of \$15.00

Lifeguard Step Placement: Step placement will be determined by administration and may take into account experience as a lifeguard at other pools. Adult (age 21 or older) lifeguards will start at Step 4 or higher.

Lifeguard Step Advancement: In order to advance a step on the wage schedule, an employee must work as a lifeguard on a regular schedule. Step placement will be reviewed annually. Step advancements will be effective July 1 for those who qualify for advancement.

Water Aerobics Instructors:

<u>Step</u>	<u>Rate</u>
Step 1	\$15.50 per hour
Step 2	\$15.75
Step 3	\$16.00
Step 4	\$16.25
Step 5	\$16.50

Water Aerobics Instructors who are certified lifeguards will receive a \$3.00 / hr differential.

Water Aerobics Instructors Step Placement: Step placement will be determined by administration and may take into account experience as an instructor at other programs.

Water Aerobics Instructor Step Advancement: In order to advance a step on the wage schedule, an employee must work as an instructor on a regular schedule. Step placement will be reviewed annually. Step advancements will be effective July 1 for those who qualify for advancement.

Delano Community Education Gymnastics:

These employees do not qualify for benefits or paid leave.

Employees hired on or after January 15 will not receive a step advancement until July 1 of the following year (i.e., employees hired on or after January 15, 2020 through June 2020, step advancement will occur on July 1, 2021). Additional criteria for step advancement are listed for each position.

The current state / federal 90-day training wage will apply for all employees under 20 years of age when deemed appropriate.

	Coach 1	Coach 2	Coach 3
90-day training wage (under 20 years of age)	Per current federal / state law		
Step 1	\$9.00	\$12.00	\$17.00
Step 2	\$9.50	\$12.50	\$18.00
Step 3	\$10.00	\$13.00	\$19.00
Step 4	\$10.50	\$13.50	\$20.00
Step 5	\$11.00	\$14.00	\$21.00
Step 6		\$14.50	\$22.00
Step 7		\$15.00	\$23.00
Career Increment		\$0.25	\$0.50
Maximum		\$17.00	\$25.00

When a student employee turns 18 years of age, he/she will be paid according to the federal/state minimum wage law.

Lead teacher: In the absence of the gymnastics coordinator, a lead teacher may be designated. The lead teacher will receive a \$1.00 / hour bonus while serving in this capacity.

Step Advancement: In order to advance a step, an employee must teach regularly. Step placement will be reviewed annually. Step advancements will be effective July 1 for those who qualify for advancement.

Member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION LIMITING OPEN ENROLLMENT AND ADOPTING STANDARDS
FOR ACCEPTING AND REJECTING OPEN ENROLLMENT APPLICATIONS**

WHEREAS, pursuant to Minnesota Statutes section 124D.03, subdivisions 2 and 6, the Board may reject applications for enrollment based on the number of students in a particular grade level if the Board adopts a resolution limiting the number of nonresident students enrolling at that grade level to a number that is not less than the lesser of one percent of the total enrollment at that grade level in District 879, or the number of District 879 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act;

BE IT RESOLVED by the School Board of Independent School District No. 879, Delano as follows:

1. For the 2019-20 school year, the number of nonresident students who may enroll under the Enrollment Options Program in grade seven may not cause the total enrollment in grade seven to exceed two hundred sixteen (216) students. This restriction shall not be applied in a manner that limits the number of nonresident students who may enroll under the Enrollment Options Program in seventh grade to less than one percent (1%) of the total enrollment in grade seven in District 879, or the number of District 879 residents in grade seven who are enrolled in a nonresident district under the Enrollment Options Act, whichever is less.
2. In accordance with Minnesota Statutes section 124D.03, subdivision 2(b), the Superintendent or his designee must report to the Minnesota Department of Education (MDE) on the number of nonresident students who are denied admission as a result of the limitations established in the first paragraph of this Resolution. The report must be submitted to the MDE by July 15, 2020.

The motion for the adoption of this Resolution was duly seconded by _____ and upon a vote being taken, the following Board members voted in favor of the Resolution:

And the following Board members voted against this Resolution:

Whereupon this Resolution was declared duly passed and adopted.

**2019-2020 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 879, County of Wright, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Delano High School

is/are authorized by this, the Governing Board of said school district or school to:

1. Make new application for membership in the Minnesota State High School League; School Enrollment (9-12):

OR;

X Renew its membership in the Minnesota State High School League; and,

2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
Clerk/Secretary - Local Governing Board

Signed: _____
Superintendent or Head of School

Date: _____

Date: _____

District Office Address, City, Zip: 700 Elm Avenue East, Delano, MN 55328

School Superintendent's Phone: 763-972-3365

Superintendent's Email: Matt.Schoen@Delanoschools.org

RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019
Retain one copy for the school files.

(over)

**2019-2020 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2019-2020 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Delano High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Corey Black

Designated School Board Member
(Please Print)

corey.black@delanoschools.org

Email Address

Matt Schoen

Designated School Representative
(Please Print)

matt.schoen@delanoschools.org

Email Address

208.02 ACTIVITY REPRESENTATIVES

Mitch Rue

Boys' Sports
(Please Print)

NA

Speech
(Please Print)

Ryan Tool

*Mailing Representative (Please Print)

Becca Rue

Girls' Sports
(Please Print)

Jason Koets

Music
(Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Corey Black

Board Member (Please Print)

Maria Menz

Parent (Please Print)

Kylie Strobl

Student (Please Print)

Jeff Olson

Faculty Member (Please Print)

Adopted: 1995-96

Revised: 2004

Revised: May 21, 2007

Revised: December 15, 2008

Revised: November 22, 2010

Revised: May 21, 2012

Revised: May 18, 2015

Revised: February 25, 2019

Revised: July 22, 2019

205 OPEN MEETINGS AND CLOSED MEETINGS

[Note: The provisions of this policy accurately reflect the Open Meeting Law statute and are not discretionary in nature.]

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board,

or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include email.

IV. PROCEDURES

A. Meetings.

1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.

(Note: While the statute leaves the question to the board of whether the circumstances require immediate consideration at an emergency meeting, the advisory opinions of the Commissioner of Administration would limit such meetings to responding to natural disasters or health epidemics caused by an event such as an accident or terrorist attack.)

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8. Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be

preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.

- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or

personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993).
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA Model Policy 204 (School Board Meeting Minutes)
MSBA Model Policy 206 (Public Participation in School Board Meetings/
Complaints about Persons at School Board Meetings and Data Privacy
Considerations)
MSBA Model Policy 207 (Public Hearings)
MSBA Model Policy 406 (Public and Private Personnel Data)
MSBA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota's Open Meeting Law)

Adopted: 1995-96

Revised: 2004

Revised: April 26, 2010

Revised: July 22, 2019

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. At least annually, these written procedures shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Adopted: 1995-96

Revised: June 28, 2010

Revised: July 25, 2016

Revised: July 25, 2016

Revised: July 22, 2019

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities, because of the disabilities of such individuals, in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Superintendent Matt Schoen at 700 Elm Ave. E in Delano, MN 55328, by phone at 763-972-3365, or by email at matt.schoen@delanoschools.org. This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)

29 C.F.R. Part 32
34 C.F.R. Part 35
34 C.F.R. Part 104

Cross References: MSBA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: 1999

Revised: July 26, 2010

Revised: January 26, 2015

Revised: January 28, 2019

Revised: July 22, 2019

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual nature with a student.

3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

[Note such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

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

IV. SCHOOL DISTRICT ACTION

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

violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

V. SCOPE OF LIABILITY

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence of Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)
Minn. Stat. § 122A.40, Subd. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341–609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 3512.5200 (Code of Ethics for School Administrators)
Minnesota Rules, Part 8710.2100 (Code of Ethics for Minnesota Teachers)

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

MSBA/MASA Model Policy 507 (Corporal Punishment)

Original: 2003

Adopted: February, 2004

Revised: September 27, 2010

Revised: August 25, 2014

Revised: October 27, 2014

Revised: November 28, 2016

Revised: July 22, 2019

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate; and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of

school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the

school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status,

physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any

person may report bullying or other prohibited conduct directly to the school district human rights officer, DMS Assistant Principal, Mr. Steven Schauburger. If the complaint involves the building report taker, the complaint shall be made or filed directly with the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fails to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other

prohibited conduct the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim or the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
 - D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
 - E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

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

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
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 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: 1995-96
Revised: April 1998
Revised: September 27, 2010
Revised: August 26, 2013
Revised: July 19, 2019

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints - Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings; Complaints About Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use/Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 511	Student Fundraising
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Busses

Model Policy 712 Video Surveillance Other Than on Buses
Model Policy 801 Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References:

Cross References:

Adopted: February 21, 2006

Revised: May 23, 2011

Revised: March 16, 2015

Revised: July 22, 2019

714 FUND BALANCES

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB). Financial stability is a key component to school district financial planning. The purpose of this policy is to assure sufficient cash flow, taking into consideration the timing of state aid and property tax payments, unexpected revenue shortfalls, or any emergency or unexpected expenses. A sufficient fund balance strengthens the position of the school district for bond rating purposes.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are comprised of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and

includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.

- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. “Nonspendable” fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned and unassigned.

V. MINIMUM FUND BALANCE

It is the policy of the Delano Public School District to strive for 12% of operating expenditures as its June 30 unassigned General Fund Balance. General Fund operating expenditures do not include committed, restricted, or assigned fund balance expenditures. When the District is projected to drop below its minimum fund balance, district administration shall initiate measures to either generate additional revenue or to reduce expenditures through a budget reduction plan, or a combination of both. Spend down below the minimum fund balance can only occur after School Board approval of such spend down.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to

last): restricted (excluding Operating Capital and Deferred Maintenance), committed, assigned and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Superintendent or Business Manager. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

Adopted: January 24, 2011

Revised: July 22, 2019

749 Use of Credit and Procurement Cards

I. Purpose

Credit and procurement cards issued in the name of the School District will be made available for employees' use for official school business. These cards are intended to be used for the purchase of goods and services directly by employees in accordance with pre-approved budgetary guidelines and procedures established by the business office. This will eliminate some time consuming and costly purchasing procedures and also offers rebates.

II GENERAL STATEMENT OF POLICY

It is the practice of Delano Public Schools #879 to allow a district credit card to be checked out from the District Office when it is deemed needed by an employee. The credit card will be the sole responsibility of the employee while checked out. The credit card may only be used for expenditures that are within school district policy and/or state statutes. Any use of the card that is deemed not within school district policy and/or state statutes will be the responsibility of the employee.

Each employee shall keep sales receipt and supporting documentation for each use of the card and remit to the business office. Any transaction without supporting documentation will be the responsibility of the user. All paperwork must be submitted to the appropriate office immediately in order to avoid any late payment or interest charges on the account. If the school district incurs late payment or finance charges due to paperwork not submitted in a timely manner by the employee, the district may restrict the employee from future use of the card.

Under no circumstances should the card number be given to anyone other than the authorized user.

Employees issued cards are responsible for the security of the card and any transactions against the card. In the event of gross misuse or fraud involving district funds, disciplinary action will be taken which may include termination of employment and/or legal prosecution.

Legal References: Minn. Stat. § 123B.02, Subd. 23

Adopted: 1995-96

Revised: 2004

Revised: June 25, 2012

Revised: August 26, 2019

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system. The Superintendent must hold a provisional or permanent Superintendent's license in the State of Minnesota.

The Superintendent is directly responsible to the School Board for all the functions of the school system. He is authorized to delegate responsibility and authority to staff employed under his direction, but he retains ultimate responsibility and accountability to the Board. All staff in the district are accountable to the Superintendent.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B. 143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)

MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)
MSBA Service Manual, Chapter 3, Superintendent of Schools

Adopted: 1995-96

Revised: 2004

Revised: March 22, 2010

Revised: August 26, 2019

304 SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as model instruments.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

Adopted: 1995-96

Revised: December 15, 2008

Revised: March 21, 2011

Revised: July 22, 2013

Revised: July 28, 2014

Revised: August 24, 2015

Revised: July 25, 2016

Revised: October 24, 2016

Revised: August 26, 2019

506 STUDENT DISCIPLINE

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

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing of the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the

position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of the this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, 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.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/ learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher 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.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their

responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;

- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;

4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs or other controlled substances (except as prescribed by a physician), or look-alike substances (except as prescribed by a physician) or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing or distributing weapons or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing

a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or

clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations (if applicable);
45. Violation of school rules, regulations, policies or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;

- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act;
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- 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.

[Note: The following sections C. – K. must be developed and inserted by each school district based upon individual district practices, procedures and preferences.]

C. Procedures for Removal of a Student from a Class

Procedures for administering student discipline policy are identified by the principals in the building student handbooks.

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

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

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

F. Procedures for Notification.

1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
2. Actions or approvals required, such as notes, conferences, readmission plans.

G. Disabled Students; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;
2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined; and
3. Any procedures determined appropriate for referring students in need of special education services to those services.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;

2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
3. *Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.*

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 3. Willful conduct which endangers the student or other students or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team, including at least one of the child’s teachers, shall meet and determine the

extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than time (10) ten days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time

the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the

expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon that which the proposed

dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the

student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance, and of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13.

XIII. DISABLED STUDENTS

Students who are currently identified eligible under IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation

of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.26 (School Preassessment Teams)
 Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
 Minn. Stat. § 121A.582 (Reasonable Force)
 Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
 Minn. Stat. § 122A.42 (General Control of Schools)
 Minn. Stat. § 123A.05 (Area Learning Center Organization)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
 Minn. Stat. Ch.125A (Students With Disabilities)
 Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
 Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
 Minn. Stat. Ch. 260A (Truancy)
 Minn. Stat. Ch. 260C (Juvenile Court Act)
 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
 MSBA/MASA Model Policy 501 (School Weapons)
 MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 MSBA/MASA Model Policy 503 (Student Attendance)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 MSBA/MASA Model Policy 525 (Violence Prevention)
 MSBA/MASA Model Policy 526 (Hazing Prohibition)
 MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
 MSBA/MASA Model Policy 610 (Field Trips)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: August 26, 2019

713 Student Activity Accounting

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.
3. 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 713-4 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.

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)

Adopted: January 25, 2016

Revised: August 26, 2019

750 POST-ISSUANCE DEBT COMPLIANCE POLICY

I. PURPOSE

The School Board (the “Board”) of Independent School District No. 879 (Delano), Minnesota (the “District”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

II. IRS BACKGROUND

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC BACKGROUND

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer and obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary

financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

III. POST-ISSUANCE DEBT COMPLIANCE POLICY OBJECTIVE

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

IV. POST-ISSUANCE DEBT COMPLIANCE POLICY

The Business Manager of the District is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Business Manager shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Business Manager shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Business Manager will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Business Manager or any other individuals responsible for assisting the Business Manager in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational

resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Business Manager shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

V. PRIVATE ACTIVITY BONDS

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Business Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonable within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Business Manager may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Business Manager is concerned about the compliance ability of a private party, the Business Manager may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Business Manager is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy

Adopted this date, August 26, 2019, by the School Board of Independent School District No. 879 (Delano), Minnesota.