

DELANO PUBLIC SCHOOLS
Independent School District #879

Regular School Board Meeting
Delano City Hall
Monday, September 23, 2019
5:45 PM

1. Call to order
2. Approval of Meeting Agenda
Motion: _____ Second: _____ Vote: _____
3. Work Session
4. Pledge of Allegiance
5. Program Review - Activities update (Ryan Tool)
6. Consent Agenda
Motion: _____ Second: _____ Vote: _____
 - A. School Board Minutes
 1. Aug. 26, 2019 minutes 4
 - B. Financial Affairs
 1. Current Budget Status with Year-to-Date Adjustments 11
 2. Investment Transactions 17
 3. Construction Bond Investment Transactions 18
 4. Wire Transfers 19
 5. Minnesota Liquid Asset Fund 20
 6. Cash Report 21
 7. Revenue Report by Fund 22
 8. Expense Report by Fund 23
 9. Expense Report by Program 24
 10. Expense Report by Object 27
 11. List of Bills Presented for Payment 37
7. Resolution for Acceptance of Gifts 53
Motion: _____ Second: _____ Roll Call Vote:

8. Personnel Matters 54
Motion: _____ Second: _____ Vote: _____
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.

10. Administrative Reports	
A. Superintendent	
B. Principals:	
1. Mr. Voight	
2. Dr. Heil	
3. Mr. Schuler	
C. Business Manager	
D. Community Education Director	
11. Student Board Representatives Report	
12. Board Reports	
A. MAWSECO	56
B. Wright Technical Center	59
C. Professional Development	60
D. Schools for Equity in Education (SEE)	
13. Old Business	
A. Approve the second read of Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices, due to substantive changes	64
Motion: _____ Second: _____ Vote: _____	
B. Approve the second read of Policy 522 - Student Sex Nondiscrimination, due to substantive and legal reference changes	67
Motion: _____ Second: _____ Vote: _____	
C. Approve the second read of Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds, due to substantive and legal reference changes	71
Motion: _____ Second: _____ Vote: _____	
14. New Business	
A. Approve 2019 Pay 2020 Proposed Property Tax Levy	76
Motion: _____ Second: _____ Vote: _____	
B. Set Date, Time and Location of Truth in Taxation Meeting	
7 PM on Monday, Dec. 16, 2019, in New Delano High School Media Center	
Motion: _____ Second: _____ Vote: _____	
C. Approve Annual Student Wellness and Policy 533 Compliance Report	77
Motion: _____ Second: _____ Vote: _____	
D. Approve the first and only read of Policy 403 - Discipline, Suspension and Dismissal of School District Employees, due to non-substantive and legal reference changes	86
Motion: _____ Second: _____ Vote: _____	
E. Approve the first read of Policy 524 - Internet Acceptable Use and Safety	90

Policy, due to substantive and legal reference changes

Motion: _____ Second: _____ Vote: _____

F. Approve the first read of Policy 603 - Curriculum Development, due to substantive and legal reference changes 101

Motion: _____ Second: _____ Vote: _____

G. Approve the first read of Policy 611 - Home Schooling, due to substantive and legal reference changes 105

Motion: _____ Second: _____ Vote: _____

H. Approve the first read of Policy 618 - Assessment of Student Achievement, due to substantive and legal reference changes 109

Motion: _____ Second: _____ Vote: _____

I. Approve the first read of Policy 624 - Online Learning Options, due to substantive and legal reference changes 116

Motion: _____ Second: _____ Vote: _____

15. Adjournment

Motion: _____ Second: _____ Vote: _____

SCHOOL BOARD MINUTES
Monday, Aug. 26, 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, J. Rosenow and L. Seguin

Members absent: M. Larson

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

DHS Assistant Principal Steve Schauberger presented the Annual Student Wellness and Policy 533 Compliance Report. He explained that the Wellness Committee gathered data, wrote a report card, determined strengths and weaknesses, and formulated building goals in 2017-18. In 2018-19 the district met five goals out of the six that it set, and the committee determined that the district is currently in compliance in all areas. In the report, areas of strength for the district continued to be food service meals, an absence of gratuitous food and beverage marketing, and plentiful physical activity. This year, S. Schauberger said an attempt is being made to use more data from the Minnesota Student Survey. S. Schauberger also reviewed each building's goals. The elementary met both goals by incorporating yoga calming techniques, teaching social and emotional skills, and embedding mindfulness in the curriculum. Positive Behavioral Interventions and Supports were also incorporated in monthly lessons. The elementary has also been designated an active school, and offers seasonal activities like Walk, Roll and Stroll. At the intermediate level, S. Schauberger said Zero Hour allowed for lots of new activities, and the school also did mental health events like Unity Day and the chain of kindness. PBIS themes were also emphasized, and a number of speakers and parent workshops were held. The building's goal was to promote peer interaction, relationships and exercise, as well as to create awareness about improper use of social media. At the high school, a goal to provide health challenges in the areas of nutrition and exercise, and to provide incentives to accomplish healthy tasks, was met. The second goal was to provide incentives to staff for attending two student activity events and one fine arts performance to promote relationships with students. This goal was partially met, as 95 percent of staff attended at least two activities, but follow-up documentation varied. Superintendent Matt Schoen said the district is on track with Policy 533 – Wellness.

Activities Administrator Ryan Tool shared information and details about a number of extended trip requests. M. Schoen said all of these trips should be approved by the board, per policy. C. Black asked if there is a policy for teams regarding parent-to-student ratios on these trips. R. Tool said that is part of what the activities office looks for when teams request trips, though there is not a specific ratio specified in writing. M. Schoen said that in the past the guideline has been at least one adult for 10 students. C. Black asked if the board was comfortable with three coaches overseeing 30 students. R. Depa said she was less concerned with that ratio for older high school students because there is a certain amount of self-monitoring at that stage. R. Tool said families usually travel with the teams as well, and those groups are accustomed to traveling together. J. Rosenow asked if all chaperones fill out the volunteer application and get background checks. R. Tool and M. Schoen said that is standard procedure. R. Tool added that the activities office obtains itineraries from all teams on trips so they know where the groups are at. A. Johnson said she appreciated grouping the trips together for board approval, but suggested that additional details could be shared as the trips are finalized. A. Briesemeister said it might be nice to see a report after the fact outlining the number of students and chaperones who went. A. Johnson said M. Schoen or R. Tool should also have authority to rescind or cancel a trip, and M. Schoen said that is always the case. C. Black suggested to R. Tool that the matter be reviewed at the next activities committee meeting.

M. Schoen outlined updates to a number of school policies. Policies 419, 522, 532 and 603 were updated. In addition, policies 306 and 307 received non-substantive updates that did not require discussion during the workshop. M. Schoen explained that Policy 419 related to tobacco use was updated to refer more generally to electronic delivery devices, adding that vaping has become a widespread problem in schools around the nation. Policy 522 changes were made to update contact people. In reference to Policy 532, M. Schoen said that it has been very rare for a School Resource Officer to step in to work with a student with an IEP because administrators, case managers and teachers have been good at managing behavior. A portion of the changes dealt with parental communication, which the district does as soon as possible. Other changes took out language that was open to interpretation and replaced it with more concise guidelines. R. Depa asked how it works if a student's misbehavior is a manifestation of a disability. M. Schoen said that if a student is removed for more than five consecutive days or 10 days in a year a team needs to make sure the education of the student is not interrupted by providing make-up opportunities. If frequent removals are necessary, different strategies are pursued. He said removing a student from school is a last resort, but can be necessary if it is a matter of safety. In regard to Policy 603, M. Schoen said students on an IEP can be serviced beyond the chronological date of graduation.

Business Manager M. Reeder informed board members that they would be certifying the Fiscal Year 20 preliminary levy in September at the maximum allowable amount, which is standard procedure since changes are possible throughout the fall before the final levy is approved in December. M. Reeder said the levy would likely be for the same amount or a little less than the past year. M. Schoen said that before the final levy is approved the district will hold a Truth in Taxation meeting to allow property owners an opportunity to provide feedback.

L. Seguin said that M. Larson's resignation from the board has been expected, and that the board needed to discuss how to fill the open seat. She said the board could simply appoint an individual, or could advertise the opening, collect applications, interview candidates and choose from there, which is the option she recommended. A. Johnson said in the past the full board has participated in the selection process, which requires a public meeting. R. Depa said she would prefer full board participation. A. Johnson said that in the past there have typically been four or five candidates. She said prospective board members typically feel less intimidated by the appointment process than by running for election, so it is a good opportunity to try serving on the board with a shorter time commitment. A. Briesemeister and L. Seguin said they would like to move quickly on obtaining a replacement. Board members discussed methods of advertising the position, including the newspaper and school district communications. L. Seguin asked M. Schoen if any substitutes for M. Larson were needed immediately for committee work, but that was not believed necessary. It was also clarified that, as vice chair, L. Seguin automatically assumes the role of the chair through the end of the year. Clerk C. Black will run meetings if L. Seguin is absent. M. Schoen said he would provide members with a procedure for proceeding, and said board members could potentially discuss applications at their retreat in early October.

C. Black reported that the Administrative Committee has continued to follow up with M. Schoen regarding his standard board review, and said the goals outlined were good and reasonable. Areas of improvement that were discussed included overall visibility in the community. L. Seguin also said M. Schoen was challenged to make goals outcome-focused rather than activity-focused.

A. Johnson said the MAWSECO board accepted the resignation of the cooperative's business manager at a recent meeting, and that DASA did not renew the contract for the current ice rink manager. Until a replacement is obtained for DASA, the board will meet weekly to make sure the facility is maintained and secure.

Board members also resumed discussion about Tiger Activity Center rates. J. Rosenow said she did not feel like the proposed rates were too high, but she did think there was a problem with accessibility that has not been addressed. She said she did not favor raising rates while people were already dissatisfied with what they could get out of their current membership, and before anything was decided about how to improve the situation. R. Depa said she had the same concern, and said the TAC is only accessible about 30 percent of the time. A. Briesemeister asked if accessibility had been a discussion topic early on with the TAC, and if there was ever talk of designating a gym specifically for TAC users. C. Black said it had not been a discussion at that early point. A. Briesemeister asked if the matter came up when the intermediate gym was added. C. Black said it did not, to his recollection, and that some very efficient task forces have addressed issues like this. He said this matter did not come up all

that long ago, and there had not been sufficient time for a task force to talk about it. He said he felt the rates needed to be approved, but a task force could be formed to address the accessibility issue. A. Johnson said progress is being made on the creation of a survey for TAC membership to measure the level of concern. She said that forward movement was enough to earn her support of the proposed rates. J. Rosenow said it felt like increasing rates and then distributing a survey felt like improper timing. C. Black said he agreed that it was a problem that needed to be fixed regardless of how the board voted that evening, but that steps could be taken to make gym space more available, such as reservations being forfeited if groups do not arrive by a certain time. A. Briesemeister said much of the current information was anecdotal, and he would like to see what spaces are actually available. A. Johnson said a task force would be appropriate, but that Community Education staff members already have a number of ideas to improve the experience for users and she didn't want to interfere with those ideas. She added that some of them might not be a quick fix, however. R. Depa said that voting for the increase would be like saying she is OK with not getting a definitive answer about how the situation will be improved. J. Rosenow said she did not oppose the increase based on the amount of money involved, but simply on the accessibility issue. M. Schoen said that the accessibility could be a board listening session topic in October, and that feedback could be combined with the survey data to present a clearer picture of user sentiment. C. Black asked for clarification of A. Johnson's position. She said she did not want to hurt employees who would get small wage increases as a result of the new rates, and said that voting it down would not accomplish what needs to be accomplished. However, she said the district must stay committed to finding a solution because she did not want this to go on another year. J. Rosenow asked who is responsible for implementing solutions. C. Black said he and A. Briesemeister, who have been on the facilities task force, could work on it with Community Education staff. He said the district has high quality space and it should be used efficiently. A. Johnson added that climate control and parking were also issues for users.

Upon motion by C. Black, seconded by J. Rosenow, the Board of Education called the meeting to recess at 6:58 p.m. Motion passed 6-0.

Board Vice Chair L. Seguin called the meeting out of recess and to order at 7:02 p.m.

4. Pledge of Allegiance

5. Program Review

S. Schauberger provided a recap of his wellness report that was shared during the work session.

6. Consent Agenda

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

A. School Board Minutes

1. July 22, 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 R. Depa, seconded by A. Briesemeister, the Board of Education approved the Resolution for Acceptance of Gifts. Motion passed 6-0.

8. Personnel Matters

Upon motion by A. Johnson, seconded by J. Rosenow, the Board of Education approved the consent portion of the Personnel Matters. 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 there were 13 new teachers joining the district, and that activities were underway to integrate them into the staff and acquaint them with Delano. He added that new staff members are surveyed each year to make sure the process is continually improved. The full staff had returned for the first time earlier in the day, and the all-employee meeting was held that morning in the Performing Arts Center. M. Schoen said it was a great start to the week and the school year. A number of district leaders took the stage to share more information and their perspectives on the literacy initiative. M. Schoen said this is the first time he is aware of that the district is changing its model of how it does professional development. He added that he was looking forward to getting committees back together to do final reviews of the strategic plan work plans. When that review is complete he said he would present the plans to the board. He added that those adjustments will help drive the direction of the district in the next five years, and that the board will receive regular updates along the way.

B. Principals

a. Mr. Voight

Barry Voight reported that an all-staff meeting was also held at DIS in the morning, during which he introduced nine new staff members. He welcomed the new teachers, new paras and two new Math Corps tutors. He added that Math Corps is a brand new program to DIS this year. B. Voight reported that the office has been working hard to prepare for the year throughout August, and that the school was eight students ahead of last year's enrollment, with another seven or eight planning to come on board soon.

b. Dr. Heil

Steve Heil reported that the office is busy registering new students and processing departures. He said he has taken on registering new foreign exchange students. The high school has rolled out an updated safety and security plan with a Run, Hide, Fight model. All teachers, paras and custodians received training in the plan earlier in the day. Food service staff, TAC staff and some bus drivers will also receive training. He said the plan and trainings are to help everyone react appropriately in an emergency situation. Safety and security nights for parents and community members were planned for September because many people come to the school for various reasons, and survey data indicated that parents do not know much about safety and security measures that are in place. He said the plan covers all kinds of emergency situations, medical incidents as well as attacks. He thanked parents, community members, students and staff members for completing the surveys, which helped ensure that a better system will be in place. He said students would be age-appropriately trained in safety protocol in the first days of school. While it is a sobering subject, S. Heil said he was excited to be working on the plan and talking with agencies and other people to make sure the plan implements the most appropriate solutions. S. Heil added that Homecoming is Sept. 16-21, and that the open house night runs from 4 to 6 p.m. at the high school.

c. Mr. Hinker

DES Assistant Principal Greg Hinker reported in place of Principal Darren Schuler. He said trainers have come in to help implement the new Benchmark Literacy curriculum, that it is a fantastic product, and that the curriculum closely aligns with guidance the district has received from literacy consultant Bonnie Houck. G. Hinker said there are two new non-certified staff members this year and two new teachers. As for enrollment, there were 171 kindergartners in eight sections, up by 16 from the previous year. First grade had a net gain of six students, second grade had a net gain of five, and third grade increased by three students. G. Hinker also shared information about workshop week activities and Orientation Days. He said the focus in the elementary this year will be on the work the district is doing with Bonnie Houck, along with Benchmark Literacy. He said the literacy committee read B. Houck's book last year and is excited about her ideas, the way she does her classroom visits and her philosophies. L. Seguin said there had been a lot of discussion about potential logistical concerns, particularly for elementary families, on the two-hour late start days. She asked if those concerns had been resolved. G. Hinker said the elementary had worked closely with Tiger Kids Club to address concerns, and the matter was about 90 percent resolved. R. Depa asked if concerns about lower income families were ironed out. G. Hinker said work has been done with TKC, and the goal was to make sure the cost was not an obstacle. M. Schoen said the district would know more after open houses and will have action plans put together at the sites or TKC as appropriate.

C. Business Manager

M. Reeder said the business office has been busy with new teachers and staff members, as well as finalizing items for the audit. She said that preliminary levy numbers would come to the board in September.

D. Community Education Director

Diane Johnson said that summer programs were wrapped up and Community Education was now plunging into the school year. She expected the fall brochure to be out later in the week. She thanked sponsors for the summer concert series, and promoted the upcoming "Aladdin Jr." production and the Tonic Sol-fa concert. She said a list of fall movies was coming, and the Delano Community Band had scheduled a November concert in the PAC. D. Johnson also shared about a new community book study on Race, Religion and American History using the book "Lies my teacher told me" by James Loewen for discussion. Discussion dates will take place in October and November, and the author will come to the library and speak about why the topic is important in today's world. D. Johnson said that J. Loewen is very well known, and the book has sold several million copies. As for ECFE programming, D. Johnson said the Magic School Bus program was very successful, and parents have asked if it would be repeated. The ECFE kickoff would take place next month, and during that event Creature Encounters will bring in live, exotic animals from all over the world. Three new preschool teachers have joined Community Ed., and there has been an increase from six to seven sections. Registration numbers for preschool are at about 150 children. Sarah Stone is replacing Tiffany Beavers as the new TKC site supervisor, and there are 186 K-6 students enrolled in TKC. In the youth enrichment realm, D. Johnson said 45 classes were run with 443 participants. The most popular programs were the Gale Woods Farm events. The 66 recreation programs had over 1,000 registrations.

11. Board Reports

A. MAWSECO

A. Johnson referred board members to the minutes, saying the most recent meeting was fairly standard. She said some contracts were finalized and some bargaining groups are negotiating.

B. Wright Technical Center

A. Johnson reported that the most recent meeting was the first for the new business manager, who presented a finance report and did a wonderful job. She will provide a more full-time presence at WTC. Finances were tight at the time, but district revenue was expected to start coming in at the end of the month. The principal was excited about summer school numbers, and was working to finalize staffing. The director gave an update on final payment for the house that students constructed.

12. Old Business

A. Approve the second read of Policy 302 - Superintendent, due to substantive changes

Upon motion by A Briesemeister, seconded by R. Depa, the Board of Education approved the second read of Policy 302. Motion passed 6-0.

- B. Approve the second read of Policy 304 - Superintendent Contract, Duties and Evaluation, due to substantive changes
Upon motion by C. Black, seconded by A. Briesemeister, the Board of Education approved the second read of Policy 304. Motion passed 6-0.
- C. Approve the second read of Policy 506 - Student Discipline, due to substantive changes
Upon motion by A. Johnson, seconded by J. Rosenow, the Board of Education approved the second read of Policy 506. Motion passed 6-0.
- D. Approve the second read of Policy 713 - Student Activity Accounting, a new policy
Upon motion by A. Briesemeister, seconded by A. Johnson, the Board of Education approved the second read of Policy 713. Motion passed 6-0.
- E. Approve the second read of Policy 750 - Post-Issuance Debt Compliance Policy, due to substantive changes
Upon motion by A. Briesemeister, seconded by A. Johnson, the Board of Education approved the second read of Policy 750. Motion passed 6-0.

13. New Business

- A. Accept the resignation of school board member Mark Larson
Upon motion by A. Johnson, seconded by C. Black, the Board of Education approved the resignation of school board member Mark Larson after thanking M. Larson for his service. Motion passed 6-0.
- B. Approve facility usage manual
Upon motion by R. Depa, seconded by A. Briesemeister, the Board of Education approved the facility usage manual. Motion passed 6-0.
- C. Approve TAC membership rates
Upon motion by A. Briesemeister, seconded by C. Black, the Board of Education approved the TAC membership rates. Motion passed 5-1. Voted for: A. Johnson, J. Rosenow, C. Black, L. Seguin, A. Briesemeister. Voted against: R. Depa.
- D. Approve facility maintenance and scheduling agreement with the city of Delano
Upon motion by A. Briesemeister, seconded by R. Depa, the Board of Education approved the facility maintenance and scheduling agreement. Motion passed 6-0.
- E. Approved extended trips for athletics
Upon motion by J. Rosenow, seconded by C. Black, the Board of Education approved the extended trips for athletics. Motion passed 6-0.
- F. Approve vending agreement
Upon motion by C. Black, seconded by A. Briesemeister, the Board of Education approved the vending agreement with Bernick's Full Line Vending. Motion passed 6-0.
- G. Approve the first and only read of Policy 306 - Administrator Code of Ethics, and Policy 307 - Administrative Goals, due to non-substantive changes
Upon motion by L. Seguin, seconded by R. Depa, the Board of Education approved the first and only read of Policy 306 and Policy 307. Motion passed 6-0.
- H. Approve the first read of Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices, due to substantive changes

Upon motion by J. Rosenow, seconded by R. Depa, the Board of Education approved the first read of Policy 419. Motion passed 6-0.

- I. Approve the first read of Policy 522 - Student Sex Nondiscrimination, due to substantive and legal reference changes

Upon motion by A. Briesemeister, seconded by L. Seguin, the Board of Education approved the first read of Policy 522. Motion passed 6-0.

- J. Approve the first read of Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds, due to substantive and legal reference changes

Upon motion by C. Black, seconded by A. Briesemeister, the Board of Education approved the first read of Policy 532. Motion passed 6-0.

- K. Approve the first read of Policy 603 - Curriculum Development, due to substantive and legal reference changes

Upon motion by L. Seguin, seconded by C. Black, the Board of Education approved the first read of Policy 603. Motion passed 6-0.

14. Adjournment

Upon motion by R. Depa, seconded by J. Rosenow, the meeting was adjourned at 8:03 p.m. Motion passed 6-0.

CLERK

RECORDER



FINANCIAL

Budget Report

FY 2019-2020

September 23, 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	\$51,906	\$0	\$0	\$0	\$51,906
Committed for Severance Obligations	\$117,942	\$0	\$0	\$0	\$117,942
Restricted for Staff Dev 316	\$237,822	\$348,219	\$384,018	(\$35,799)	\$202,023
Restricted for ALC 303	\$12,861	\$44,017	\$47,778	(\$3,761)	\$9,100
Restricted for MA 372	\$6,246	\$30,000	\$26,721	\$3,279	\$9,525
Assigned for PLTW	\$4,109	\$0	\$0	\$0	\$4,109
Assigned for Donated Funds Carryover	\$377,507	\$0	\$335,084	(\$335,084)	\$42,423
Assigned for Student Activities Carryover	\$33,718	\$0	\$33,716	(\$33,716)	\$2
Assigned for QComp Carryover	\$425,936	\$652,004	\$881,257	(\$229,253)	\$196,683
Unassigned Fund Balance	\$6,523,255	\$25,387,190	\$26,047,155	(\$659,965)	\$5,863,290
TOTAL GENERAL & TRANSPORT.	\$7,791,302	\$26,461,430	\$27,755,729	(\$1,294,299)	\$6,497,003
CAPITAL (Finance/Program)					
Nonspendable Fund Balance	\$3,443	\$0	\$0	\$0	\$3,443
Restricted for LTFM 865	\$972,994	\$1,050,207	\$1,467,644	(\$417,437)	\$555,557
Restricted for Oper Capita 302	\$1,089,261	\$761,561	\$986,328	(\$224,767)	\$864,494
TOTAL CAPITAL	\$2,065,698	\$1,811,768	\$2,453,972	(\$642,204)	\$1,423,494
TOTAL ALL GENERAL	\$9,857,000	\$28,273,198	\$30,209,701	(\$1,936,503)	\$7,920,497
FOOD					
Nonspendable Fund Balance	\$23,180	\$0	\$0	\$0	\$23,180
Restricted for Food Service	\$246,503	\$1,058,678	\$1,101,401	(\$42,723)	\$203,780
TOTAL FOOD	\$269,683	\$1,058,678	\$1,101,401	(\$42,723)	\$226,960
COMMUNITY SERVICE (Finance)					
Nonspendable Fund Balance	\$14,573	\$0	\$0	\$0	\$14,573
Restricted for ABE 322	\$966	\$9,076	\$9,076	\$0	\$966
Restricted for ECFE 325,328	\$42,477	\$126,145	\$118,948	\$7,197	\$49,674
Restricted for Comm Educ 321,332,362,798	\$183,496	\$2,225,752	\$2,225,613	\$139	\$183,635
Restricted for Schl Readin 344	\$8,139	\$47,952	\$47,955	(\$3)	\$8,136
Restricted Fund Balance 337,338,350-354	\$1,836	\$42,587	\$42,729	(\$142)	\$1,694
TOTAL COMMUNITY SERVICE	\$251,487	\$2,451,512	\$2,444,321	\$7,191	\$258,678
CONSTRUCTION	\$394,722	\$10,000	\$276,200	(\$266,200)	\$128,522
DEBT SERVICE	\$1,269,980	\$5,358,557	\$5,358,253	\$304	\$1,270,284
TRUST/CUSTODIAL	\$30,910	\$0	\$0	\$0	\$30,910
TOTAL ALL FUNDS	\$12,073,782	\$37,151,945	\$39,389,876	(\$2,237,931)	\$9,835,851

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
+Revise Revenue Budget	96,510	* Sept-19

NET CURRENT INCOME BUDGET	<u>\$26,461,430</u>
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GENERAL FUND (INCLUDES TRANSPORTATION)		
EXPENSE:		
Initial Adopted Budget	\$27,376,207	* June-19
+Donated Funds Carryover from FY19	335,084	* Aug-19
+Student Activities Carryover from FY19	33,716	* Sept-19
+Revise Expense Budget	10,722	* Sept-19

NET CURRENT EXPENSE BUDGET	<u>\$27,755,729</u>
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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	<u>\$1,811,768</u>	
EXPENSE:		
Initial Adopted Budget	\$2,453,972	* June-19
NET CURRENT EXPENSE BUDGET	<u>\$2,453,972</u>	

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	<u>\$1,058,678</u>	
EXPENSE:		
Initial Adopted Budget	\$1,101,401	* June-19
NET CURRENT EXPENSE BUDGET	<u>\$1,101,401</u>	

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>	

Delano Public Schools ISD #879
Investment Transactions 2019-2020
As of August 31, 2019

	<u>Purchased</u>	<u>Due</u>	<u>Cost Balance 07/01/19</u>	<u>Purchased</u>	<u>Interest Received</u>	<u>Realized Gain/Loss</u>	<u>Matured</u>	<u>Cost Balance 08/31/19</u>	<u>Fair Value 08/31/19</u>
Fund 1:									
PMA (Operating Investments):									
MN Trust Investment Shares Portfolio - 2.22%								117,134.20	117,134.20
MN Trust Term Series - 2.260%	06/25/19	07/25/19	1,500,000.00	1,500,000.00	2,786.31		1,502,786.31	0.00	0.00
MN Trust Term Series - 2.150%	07/25/19	08/23/19		1,500,000.00	2,562.33		1,502,562.33	0.00	0.00
MN Trust Term Series - 2.05%	08/23/19	09/25/19		1,500,000.00				1,500,000.00	1,500,000.00
ELGA Credit Union - 2.473%	07/10/18	01/28/20	240,400.00	240,400.00				240,400.00	240,400.00
Village Bank & Trust - Wintrust - 2.450%	07/10/18	01/28/20	240,700.00	240,700.00				240,700.00	240,700.00
Schaumburg B & TC/Advantage Nat'l - 2.450%	07/10/18	01/28/20	240,700.00	240,700.00				240,700.00	240,700.00
Corporate One Federal CU - 2.450%	07/11/18	01/28/20	240,500.00	240,500.00				240,500.00	240,500.00
CFG Community Bank - 2.643%	10/29/18	01/28/20	241,700.00	241,700.00				241,700.00	241,700.00
Citadel FCU - 2.644%	10/29/18	01/28/20	241,800.00	241,800.00				241,800.00	241,800.00
Servisfirst Bank - 2.701%	10/29/18	01/28/20	241,600.00	241,600.00				241,600.00	241,600.00
Rockford B & TC - 2.603%	10/29/18	01/28/20	241,900.00	241,900.00				241,900.00	241,900.00
Bank of China - 2.640%	03/03/19	03/05/20	243,400.00	243,400.00				243,400.00	243,400.00
Pacific Western Bank - 2.589%	03/06/19	03/05/20	243,500.00	243,500.00				243,500.00	243,500.00
Cornerstone Bank - York, NE - 2.279%	06/24/19	07/27/20	243,800.00	243,800.00				243,800.00	243,800.00
First Internet Bank of Indiana - 2.284%	06/24/19	07/27/20	243,800.00	243,800.00				243,800.00	243,800.00
Bank 7 - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Northbrook B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Lake Forest B & T - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Wheaton Bank & Trust - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Hinsdale B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Wintrust Bank - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Libertyville B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
Barrington B & TC - Wintrust - 2.241%	06/24/19	07/27/20	243,900.00	243,900.00				243,900.00	243,900.00
KS State Bank - 2.883%	12/20/18	12/21/20	235,400.00	235,400.00				235,400.00	235,400.00
Sonabank - 2.838%	12/20/18	12/21/20	235,800.00	235,800.00				235,800.00	235,800.00
Western Alliance Bank - 2.278%	06/21/19	01/25/21	240,900.00	240,900.00				240,900.00	240,900.00
Crystal Lake B & TC - Wintrust - 2.271%	06/21/19	01/25/21	240,900.00	240,900.00				240,900.00	240,900.00
CIBC Bank USA/Private Bank - MI - 2.501%	03/25/19	01/26/21	238,500.00	238,500.00				238,500.00	238,500.00
PMA Total								7,663,634.20	
Minnesota School District Liquid Asset Fund:									
Liquid Class - 2.18%								1,254,186.63	
MAX Class - 2.27%								5,915,870.41	
TOTAL INVESTMENTS			7,546,500.00	10,546,500.00	5,348.64	0.00	3,005,348.64	14,833,691.24	7,663,634.20

**Bonds 2016A MN Trust Investment Transactions 2019-2020
As of August 31, 2019**

<u>Description</u>	<u>Purchased</u>	<u>Due</u>	<u>Cost Balance 07/01/19</u>	<u>Purchased</u>	<u>Interest Rec'd</u>	<u>Gain/Loss</u>	<u>Matured</u>	<u>Cost Balance 08/31/19</u>	<u>Fair Value 08/31/19</u>
MN Trust Investment Shares Portfolio 2.040%	02/18/16			2,359.33				2,359.33	2,359.33
Associated Bank (SDA) 2.050%				860,329.86				860,329.86	860,329.86
TOTAL MN TRUST BOND ACCOUNT			0.00	862,689.19	0.00	0.00	0.00	862,689.19	862,689.19

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

DATE	FROM	TO	AMOUNT	PURPOSE
08/01/19	CorTrust Bank	Delta Dental	\$16,851.80	Dental Insurance
08/01/19	CorTrust Bank	Further	\$1,655.79	FSA
08/06/19	CorTrust Bank	MN Dept of Revenue	\$21,752.93	Payroll Tax
08/06/19	CorTrust Bank	IRS	\$128,779.43	Payroll Tax
08/06/19	CorTrust Bank	PERA	\$17,599.34	Payroll PERA
08/06/19	CorTrust Bank	MN Dept of Revenue	\$21,752.93	Payroll Tax
08/06/19	CorTrust Bank	BMO	\$108,978.03	P-Card
08/08/19	CorTrust Bank	MN Teachers Retirement	\$67,618.89	Payroll TRA
08/08/19	CorTrust Bank	Further	\$1,843.73	FSA
08/09/19	CorTrust Bank	MN Dept of Revenue	\$1,796.00	August Sales Tax
08/14/19	CorTrust Bank	Further	\$1,944.74	HSA
08/14/19	CorTrust Bank	Further	\$20,294.02	VEBA Deposit
08/15/19	CorTrust Bank	MN UI Fund	\$95.36	Quarter 2 Unemployment
08/15/19	CorTrust Bank	Further	\$769.13	FSA
08/19/19	CorTrust Bank	Further	\$1,390.26	FSA
08/21/19	CorTrust Bank	IRS	\$133,232.58	Payroll Tax
08/21/19	CorTrust Bank	MN Dept of Revenue	\$22,602.10	Payroll Tax
08/22/19	CorTrust Bank	Further	\$239.00	FSA
08/22/19	CorTrust Bank	MN Teachers Retirement	\$68,437.88	Payroll TRA
08/22/19	CorTrust Bank	PERA	\$19,587.07	Payroll PERA
08/22/19	CorTrust Bank	Valic	\$1,023.85	403 (b) Retirement
08/22/19	CorTrust Bank	Ameriprise	\$10,638.01	403 (b) Retirement
08/22/19	CorTrust Bank	AFLAC	\$503.10	Insurance
08/22/19	CorTrust Bank	Horace Mann	\$3,918.72	403 (b) Retirement
08/23/19	CorTrust Bank	State of MN	\$12,264.90	507 Retirement
08/27/19	CorTrust Bank	Further	\$1,694.74	HSA

MINNESOTA LIQUID ASSET FUND
DELANO PUBLIC SCHOOLS

FOR MONTH ENDING: AUGUST, 2019

DATE	DESCRIPTION	FUND	CODE	MSDMAX (+ = Debit A104)	MAX BALANCE	MSLAF (+ = Debit A104)	LAF BALANCE
08/01/19	Beginning Balance				\$3,975,104.05		\$1,468,395.93
08/01/19	FY19 Title I SERVS	1	A01-122-01		\$3,975,104.05	\$6,858.34	\$1,475,254.27
08/02/19	Wire - Max	1	A01-101-00	(\$850,000.00)	\$3,125,104.05		\$1,475,254.27
08/12/19	FY19 AP Exam	1	A01-121-15		\$3,125,104.05	\$7,413.00	\$1,482,667.27
08/15/19	FY19 Homestead Mkt Val	1	A01-121-12	\$7.69	\$3,125,111.74		\$1,482,667.27
08/15/19	FY19 Homestead Mkt Val	4	A04-121-12	\$1.40	\$3,125,113.14		\$1,482,667.27
08/15/19	FY19 Homestead Mkt Val	7	A07-121-12	\$23.39	\$3,125,136.53		\$1,482,667.27
08/15/19	FY19 Ag Hstd Cr 1	1	A01-121-13	\$1,019.89	\$3,126,156.42		\$1,482,667.27
08/15/19	FY19 Ag Hstd Cr 4	4	A04-121-13	\$185.87	\$3,126,342.29		\$1,482,667.27
08/15/19	FY19 Ag Hstd Cr 7	7	A07-121-13	\$3,101.84	\$3,129,444.13		\$1,482,667.27
08/15/19	FY19 School Bldg Bond	7	A07-121-36	\$13,685.00	\$3,143,129.13		\$1,482,667.27
08/15/19	FY20 Gen Ed Aid	1	R01-005-000-000-000-211	\$2,191,836.29	\$5,334,965.42		\$1,482,667.27
08/16/19	Henn Cty Apportion	1	R01-005-000-000-000-010		\$5,334,965.42	\$13,556.72	\$1,496,223.99
08/16/19	FY19 SSAE Grant	1	A01-122-00		\$5,334,965.42	\$5,381.22	\$1,501,605.21
08/19/19	Wire - Max	1	A01-101-00	(\$950,000.00)	\$4,384,965.42		\$1,501,605.21
08/28/19	Wire - Liquid	1	A01-101-00		\$4,384,965.42	(\$250,000.00)	\$1,251,605.21
08/28/19	FY19 Gen Ed Aid	1	A01-121-01	\$545,256.17	\$4,930,221.59		\$1,251,605.21
08/28/19	FY19 NonPub Pupil Trans	1	A01-121-33	\$1,173.88	\$4,931,395.47		\$1,251,605.21
08/28/19	FY19 SpEd	1	A01-121-04	\$231,129.54	\$5,162,525.01		\$1,251,605.21
08/28/19	FY19 Career Tech Aid	1	A01-121-26	\$295.24	\$5,162,820.25		\$1,251,605.21
08/28/19	FY19 ECFE	4	A04-121-41	\$2,116.43	\$5,164,936.68		\$1,251,605.21
08/28/19	FY19 School Readiness	4	A04-121-42	\$1,278.44	\$5,166,215.12		\$1,251,605.21
08/28/19	FY19 Pre/Health Screen	4	A04-121-43	\$105.00	\$5,166,320.12		\$1,251,605.21
08/28/19	FY19 LT Fac Maint	5	A05-121-35	\$6,857.23	\$5,173,177.35		\$1,251,605.21
08/28/19	FY19 LT Fac Maint	7	A07-121-35	\$4,777.88	\$5,177,955.23		\$1,251,605.21
08/28/19	FY19 Literacy Incent	1	A01-121-25	\$3,672.08	\$5,181,627.31		\$1,251,605.21
08/28/19	FY19 Alt Comp	1	A01-121-28	\$9,042.84	\$5,190,670.15		\$1,251,605.21
08/28/19	FY19 Home Visiting	4	A01-121-44	\$41.42	\$5,190,711.57		\$1,251,605.21
08/28/19	FY19 NonPub Pupil Aid	4	A04-121-45	\$560.99	\$5,191,272.56		\$1,251,605.21
08/28/19	FY19 Abatement Aid	1	A01-121-19	\$111.85	\$5,191,384.41		\$1,251,605.21
08/28/19	FY19 Abatement Aid	4	A04-121-19	\$2.75	\$5,191,387.16		\$1,251,605.21
08/28/19	FY19 Deb Svc Equaliz	7	A07-121-16	\$5,640.36	\$5,197,027.52		\$1,251,605.21
08/28/19	FY20 Gen Ed Aid	1	R01-005-000-000-000-211	\$615,765.66	\$5,812,793.18		\$1,251,605.21
08/28/19	FY20 Hstd Mkt Val	7	R07-005-000-000-000-234	\$12.25	\$5,812,805.43		\$1,251,605.21
08/28/19	FY20 Agr Hstd Mkt Val	7	R07-005-000-000-000-234	\$4,379.15	\$5,817,184.58		\$1,251,605.21
08/28/19	FY20 Sch Bldg Bond Ag	7	R07-005-000-000-000-258	\$19,240.05	\$5,836,424.63		\$1,251,605.21
08/28/19	FY20 LTFM Fund 7	7	R07-005-000-000-000-317	\$71,918.70	\$5,908,343.33		\$1,251,605.21
08/31/19	Accrual Income Div Rein	1	R01-005-000-000-000-092	\$7,527.08	\$5,915,870.41	\$2,581.42	\$1,254,186.63

CASH REPORT FOR SCHOOL BOARD

DELANO PUBLIC SCHOOLS

Independent School District # 879

for month: **August 2019**

101 - CASH ACCOUNTS

	Beg Balance	Receipts	Checks	Adj	End Balance
General Fund	(\$444,304)	\$2,735,042	(\$2,288,419)		\$2,320
Food Service	(\$7,705)	\$21,271	(\$19,444)		(\$5,878)
Community Service	\$81,384	\$270,734	(\$316,636)		\$35,482
Capital Expenditure	\$366,544	\$10,615	(\$246,016)		\$131,142
Building Fund	\$0	\$727,159	(\$727,159)		\$0
Debt Service	\$188,085	\$0	\$0		\$188,085
Trust Fund	\$50,375	\$28,100	(\$8,068)		\$70,408
TOTAL PER BOOKS	\$234,378	\$3,792,921	(\$5,397)		\$421,558
				General Checking Account	\$421,558
				TOTAL PER BANK	\$421,558

104 - INVESTMENT ACCOUNTS

	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$892,864	\$3,642,629	(\$2,050,000)		\$2,485,493
Food Service	\$294,282	\$0	\$0		\$294,282
Community Service	\$461,166	\$4,292	\$0		\$465,458
Capital Expenditure	\$1,434,310	\$6,857	\$0		\$1,441,168
Debt Service	\$2,360,877	\$122,779	\$0		\$2,483,656
MN Trust	\$114,372	\$1,502,762	(\$1,500,000)		\$117,134
Operating Investments	\$7,546,500	\$1,500,000	(\$1,500,000)		\$7,546,500
MN Trust - Construction	\$1,587,166	\$2,682	(\$727,159)		\$862,689
MN Trust - Construction Bonds	\$0	\$0	\$0		\$0
MN Trust - Debt Service	\$0	\$0	\$0		\$0
TOTAL PER BOOKS	\$14,691,539	\$6,782,000	(\$5,777,159)		\$15,696,380
				Liquid Asset - MAX Account	\$5,915,870
				Liquid Asset - Regular Account	\$1,254,187
				MN Trust	\$117,134
				Operating Investments	\$7,546,500
				Construction	\$862,689
				TOTAL PER BANK	\$15,696,380

CASH AND INVESTMENT BALANCE SUMMARY BY FUND

	Beg Balance	Deposits	Withdrawals	Adj	End Balance
General Fund	\$8,109,432	\$9,380,434	(\$7,338,419)		\$10,151,447
Food Service	\$286,577	\$21,271	(\$19,444)		\$288,404
Community Service	\$542,550	\$275,027	(\$316,636)		\$500,940
Capital Expenditure	\$1,800,854	\$17,472	(\$246,016)		\$1,572,310
Building Fund	\$1,587,166	\$729,841	(\$1,454,318)		\$862,689
Debt Service	\$2,548,962	\$122,779	\$0		\$2,671,741
Trust Fund	\$50,375	\$28,100	(\$8,068)		\$70,408
TOTAL PER BOOKS	\$14,925,917	\$10,574,922	(\$9,382,901)		\$16,117,938
				Cash	\$421,558
				Investments	\$15,696,380
				TOTAL PER BANK	\$16,117,938

ACCOUNT NUMBER	FUND	2019-20 Revised Budget	2019-20 FYTD Activity	Unexpended Balance	2019-20 FY %
01 - - - - -	GENERAL FUND	26,461,430.00	2,955,754	23,505,675.88	11.17
02 - - - - -	FOOD SERVICE	1,058,678.00	18,262	1,040,416.03	1.72
04 - - - - -	COMMUNITY SERVICES	2,451,512.00	445,112	2,006,401.07	18.16
05 - - - - -	CAPITAL OUTLAY	1,811,768.00	12,115	1,799,653.05	0.67
06 - - - - -	BUILDING FUND	10,000.00	5,763	4,236.73	57.63
07 - - - - -	DEBT SERVICE	5,358,557.00	139,537	5,219,020.57	2.60
08 - - - - -	TRUST FUND	0.00	52,250	-52,250.00	0.00
Grand Revenue Totals		37,151,945.00	3,628,793	33,523,153.33	9.77

Number of Accounts: 212

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

ACCOUNT NUMBER	FUND	2019-20 Revised Budget	2019-20 FYTD Activity	Unexpended Balance	2019-20 FY %
01 - - - - -	GENERAL FUND	27,755,729.00	3,212,243	24,543,508.10	11.57
02 - - - - -	FOOD SERVICE	1,101,401.00	68,768	1,032,633.47	6.24
04 - - - - -	COMMUNITY SERVICES	2,444,321.00	534,069	1,910,256.29	21.85
05 - - - - -	CAPITAL OUTLAY	2,453,972.00	821,256	1,632,717.85	33.47
06 - - - - -	BUILDING FUND	276,200.00	-437,382	713,581.99	-158.36
07 - - - - -	DEBT SERVICE	5,358,253.00	1,168,951	4,189,301.75	21.82
08 - - - - -	TRUST FUND	0.00	12,992	-12,991.84	0.00
Grand Expense Totals		39,389,876.00	5,380,897	34,009,007.61	13.66

Number of Accounts: 2829

***** 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	36,755	13,967	38.00
01 E --- 020 --- ---	SUPERINTENDENT	278,453	286,437	312,572	66,788	21.37
01 E --- 050 --- ---	PRINCIPAL'S OFFICE	872,477	938,188	1,077,821	176,507	16.38
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	8,946	21.35
01 E --- 108 --- ---	Administrative Techn	371,841	302,901	197,569	57,354	29.03
01 E --- 110 --- ---	BUSINESS SERVICES	468,112	483,570	534,772	114,373	21.39
01 E --- 130 --- ---	COMMUNITY RELATIONS	20,309	38,940	22,450	5,326	23.72
01 E --- 199 --- ---	SCHOOL ELECTIONS	0	1,086	1,100	0	0.00
01 E --- 200 --- ---	GENERAL ED	8,551	21,148	67,962	630	0.93
01 E --- 201 --- ---	KINDERGARTEN	548,709	611,085	666,270	58,637	8.80
01 E --- 203 --- ---	ELEMENTARY EDUCATION	4,170,520	4,275,081	4,423,422	455,581	10.30
01 E --- 204 --- ---	TI II TEACH/PRIN TRA	27,922	27,825	36,816	6,132	16.65
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	306,169	46,277	15.11
01 E --- 211 --- ---	GENERAL EDUC SECONDA	508,556	653,709	792,733	119,737	15.10
01 E --- 212 --- ---	ART	175,128	261,680	267,290	26,117	9.77
01 E --- 215 --- ---	BUSINESS	100,418	102,407	105,678	9,870	9.34
01 E --- 216 --- ---	TITLE I EDUC DISADVA	47,557	48,253	57,171	5,732	10.03
01 E --- 217 --- ---	ASSURANCE OF MASTERY	108,400	114,890	112,365	9,409	8.37
01 E --- 218 --- ---	GIFTED & TALENTED	141,811	191,608	144,896	13,745	9.49
01 E --- 219 --- ---	LIMITED ENGLISH (2ND	47,934	58,387	63,995	5,991	9.36
01 E --- 220 --- ---	ENGLISH	896,063	975,775	984,859	117,589	11.94
01 E --- 222 --- ---	THEATER ARTS	0	14	500	0	0.00
01 E --- 223 --- ---	7/8 LANGUAGE ARTS	0	2,747	782	692	88.49
01 E --- 230 --- ---	FOREIGN LANGUAGE	269,947	283,917	277,975	26,342	9.48
01 E --- 240 --- ---	HEALTH	878	1,173	800	0	0.00
01 E --- 241 --- ---	PHYSICAL EDUCATION	760,566	688,233	744,446	68,520	9.20
01 E --- 250 --- ---	FACS	73,935	77,337	76,540	7,972	10.42
01 E --- 255 --- ---	INDUSTRIAL EDUCATION	112,380	115,969	129,996	11,350	8.73
01 E --- 256 --- ---	MATHEMATICS	779,373	802,543	764,768	73,993	9.68
01 E --- 258 --- ---	INSTRUMENTAL MUSIC	214,207	230,764	235,878	23,585	10.00
01 E --- 259 --- ---	GENERAL/VOCAL MUSIC	330,581	342,202	356,345	34,668	9.73
01 E --- 260 --- ---	NATURAL SCIENCES	824,426	862,102	883,432	84,134	9.52
01 E --- 261 --- ---	BIOLOGY	1,644	2,230	2,000	309	15.44
01 E --- 262 --- ---	CHEMISTRY	5,302	5,910	3,800	702	18.47
01 E --- 263 --- ---	PHYSICS	2,732	2,706	2,500	81	3.22
01 E --- 264 --- ---	9TH GRADE SCIENCE	1,560	1,967	1,800	0	0.00
01 E --- 265 --- ---	7/8 SCIENCE	0	4,962	2,414	355	14.70
01 E --- 270 --- ---	SOCIAL STUDIES	682,589	729,796	783,329	74,288	9.48
01 E --- 280 --- ---	OTHER REG.INSTR.SEC.	26,776	29,560	35,000	20	0.06
01 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	425,891	367,304	469,255	59,519	12.68
01 E --- 294 --- ---	BOYS ATHLETICS	321,757	361,739	283,416	11,112	3.92
01 E --- 296 --- ---	GIRLS ATHLETICS	288,115	315,265	261,588	24,062	9.20
01 E --- 298 --- ---	EXTRA CURRICULAR AC	140,614	148,625	131,849	11,447	8.68
01 E --- 361 --- ---	TRADE & INDUSTRIAL E	99,739	104,324	105,634	9,989	9.46
01 E --- 380 --- ---	CAREER & TECHNICAL A	65,756	71,710	81,760	6,769	8.28
01 E --- 385 --- ---	WORK STUDY	628	1,440	177	0	0.00
01 E --- 399 --- ---	VOCATIONAL-GENERAL	134,247	136,255	146,000	32,064	21.96
01 E --- 400 --- ---	General Special Ed	78,715	61,437	53,200	240	0.45
01 E --- 401 --- ---	SPEECH IMPAIRED	553,606	558,366	570,473	60,830	10.66
01 E --- 402 --- ---	DCD MILD-MODERATE IM	302,074	197,370	241,416	22,001	9.11
01 E --- 403 --- ---	DCD SEVERE PROFOUND	0	0	33,063	1,126	3.40
01 E --- 404 --- ---	PHYSICALLY IMPAIRED	126,089	138,851	76,989	2,385	3.10
01 E --- 405 --- ---	DEAF/HARD OF HEARING	21,858	32,237	33,600	0	0.00
01 E --- 406 --- ---	VISION IMPAIRED	7,830	19,842	8,750	0	0.00
01 E --- 407 --- ---	LEARNING DISABLED	383,822	412,538	366,944	45,128	12.30
01 E --- 408 --- ---	EMOTIONAL/BEHAVIORAL	450,398	461,880	605,777	39,697	6.55
01 E --- 410 --- ---	OTHER HEALTH IMPAIRE	348,782	381,038	362,143	12,973	3.58
01 E --- 411 --- ---	AUTISTIC	767,409	724,355	712,383	52,435	7.36
01 E --- 412 --- ---	DEVELOPMENTALLY DELA	232,743	437,646	372,675	24,156	6.48
01 E --- 416 --- ---	SEVERELY MULTIPLE IM	77,386	78,027	139,325	6,266	4.50
01 E --- 420 --- ---	SPECIAL EDU-GENERAL	599,579	671,110	680,603	30,273	4.45
01 E --- 421 --- ---	SOCIAL WORKER	253	61	305	0	0.00
01 E --- 422 --- ---	ADSI-Sped w/o disab	248,243	299,255	228,331	21,256	9.31
01 E --- 605 --- ---	GEN.INSTR.SUPPORT	392,207	424,673	445,170	110,426	24.81
01 E --- 610 --- ---	CURRICULUM ADOPTION	31,094	30,105	36,588	10,049	27.47
01 E --- 611 --- ---	CURRICULUM DEVELOPME	160,960	168,346	242,604	41,993	17.31
01 E --- 620 --- ---	MEDIA CENTER	378,148	408,834	409,248	36,022	8.80
01 E --- 630 --- ---	Instructional-Relate	179,975	321,194	326,989	63,488	19.42
01 E --- 640 --- ---	STAFF DEVELOPMENT	155,363	215,076	242,410	14,437	5.96
01 E --- 641 --- ---	STAFF MENTORSHIP	6,931	7,133	15,487	7,714	49.81
01 E --- 643 --- ---	ACADEMY	1,908	696	3,486	0	0.00
01 E --- 710 --- ---	GUIDANCE	167,888	248,667	131,977	12,444	9.43
01 E --- 720 --- ---	HEALTH SERVICES	86,738	135,799	128,579	14,833	11.54
01 E --- 740 --- ---	SOCIAL WORKER	108,335	127,060	160,431	23,554	14.68
01 E --- 760 --- ---	PUPIL TRANSPORTATION	1,698,739	1,716,540	1,753,684	28,486	1.62

ACCOUNT NUMBER	PROGRAM	2017-18 FY Activity	2018-19 FY Activity	2019-20 Revised Budget	2019-20 FYTD Activity	2019-20 FYTD %
01 E --- 790 --- ---	PUPIL SUPPORT SERV.	19,106	19,547	22,050	0	0.00
01 E --- 791 --- ---	RETIREE BENEFITS	163,890	193,616	174,197	8,680	4.98
01 E --- 810 --- ---	OPERATIONS/MAINTENAN	2,102,919	2,577,407	2,703,931	482,597	17.85
01 E --- 850 --- ---	FACILITIES	296,724	343,355	283,082	72,952	25.77
01 E --- 940 --- ---	PROPERTY & OTH INS	109,373	133,575	145,000	78,046	53.82
01 - --- --- ---	GENERAL FUND	25,066,488	26,972,748	27,755,729	3,212,243	11.57
02 E --- 770 --- ---	FOOD SERVICES	1,016,607	1,131,666	1,101,401	68,768	6.24
02 - --- --- ---	FOOD SERVICE	1,016,607	1,131,666	1,101,401	68,768	6.24
04 E --- 505 --- ---	COMM ED OFFICE	75,958	93,408	95,378	65,140	68.30
04 E --- 510 --- ---	COMM ED CLASSES	223,090	255,351	243,752	56,794	23.30
04 E --- 520 --- ---	ADULT BASIC EDUCATIO	8,470	7,555	9,076	382	4.21
04 E --- 530 --- ---	SENIOR CITIZENS CENT	5,500	5,500	5,500	1,375	25.00
04 E --- 550 --- ---	PRESCHOOL	185,464	137,759	373,004	28,352	7.60
04 E --- 551 --- ---	TIGER KIDS CLUB	1,131,154	1,121,658	992,200	248,707	25.07
04 E --- 554 --- ---	MEAL PROGRAM	88,814	86,237	98,591	24,889	25.24
04 E --- 561 --- ---	ACTIVITY CENTER	198,263	237,420	222,605	39,811	17.88
04 E --- 563 --- ---	AQUATICS	41,128	41,295	56,722	11,266	19.86
04 E --- 564 --- ---	SUMMER RECREATION	13,790	20,841	19,580	5,686	29.02
04 E --- 570 --- ---	EXTENDED DAY PROGRAM	517	3,011	400	0	0.00
04 E --- 580 --- ---	EARLY CHILDHOOD FAMI	129,103	96,250	118,948	8,440	7.10
04 E --- 582 --- ---	SCHOOL READINESS	53,805	43,001	47,955	8,029	16.74
04 E --- 583 --- ---	PRESCHOOL SCREENING	5,665	7,152	6,942	276	3.97
04 E --- 585 --- ---	YOUTH DEVELOP	101,042	89,504	100,081	27,191	27.17
04 E --- 587 --- ---	DESTINATION IMAGINAT	10,892	1,274	3,900	0	0.00
04 E --- 589 --- ---	ROBOTICS	16,391	24,697	28,000	1	0.01
04 E --- 590 --- ---	OTHER COMM SERVICES	1,170	1,331	900	0	0.00
04 E --- 963 --- ---	HOMESCHOOL	0	695	0	0	0.00
04 E --- 964 --- ---	DeVrie Homeschool	0	0	0	167	0.00
04 E --- 970 --- ---	NP - ST MAX KOLBE CA	10,493	13,814	12,970	5,190	40.02
04 E --- 972 --- ---	NP - MOUNT OLIVE LUT	6,795	6,507	7,817	2,294	29.35
04 E --- 977 --- ---	Pvt - RUSSEK HOME SC	481	0	0	0	0.00
04 E --- 993 --- ---	MEEHAN HOME SCHOOL	0	433	0	79	0.00
04 E --- 994 --- ---	ELSEN HOME SCHOOL	0	261	0	0	0.00
04 - --- --- ---	COMMUNITY SERVICES	2,307,985	2,294,954	2,444,321	534,069	21.85
05 E --- 020 --- ---	SUPERINTENDENT	413	0	0	0	0.00
05 E --- 050 --- ---	PRINCIPAL'S OFFICE	235	3,589	9,347	206	2.21
05 E --- 108 --- ---	Administrative Techn	247,574	294,861	271,257	233,583	86.11
05 E --- 110 --- ---	BUSINESS SERVICES	74,384	48,932	40,018	3,561	8.90
05 E --- 201 --- ---	KINDERGARTEN	0	0	0	1,013	0.00
05 E --- 203 --- ---	ELEMENTARY EDUCATION	57,680	20,143	7,700	8,410	109.22
05 E --- 208 --- ---	GENERAL EDUC - MIDL	6,622	10,989	7,100	1,810	25.49
05 E --- 211 --- ---	GENERAL EDUC SECONDA	19,179	48,422	10,750	4,526	42.10
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	291,722	0.00
05 E --- 230 --- ---	FOREIGN LANGUAGE	0	6,997	0	0	0.00
05 E --- 256 --- ---	MATHEMATICS	33,434	26,437	0	23,172	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	1,835	0.00
05 E --- 270 --- ---	SOCIAL STUDIES	29,985	4,626	0	0	0.00
05 E --- 292 --- ---	BOYS/GIRLS ATHLETIC	24,283	69,636	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	0	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	4,762	47.62
05 E --- 850 --- ---	FACILITIES	245,394	183,896	176,221	60,363	34.25
05 E --- 865 --- ---	LONG-TERM FACILITIES	989,677	920,890	1,467,644	186,293	12.69
05 - --- --- ---	CAPITAL OUTLAY	1,731,362	1,820,852	2,453,972	821,256	33.47
06 E --- 870 --- ---	BUILD. CONSTRUCTION	32,615,574	6,791,170	276,200	-437,382	-158.36
06 - --- --- ---	BUILDING FUND	32,615,574	6,791,170	276,200	-437,382	-158.36
07 E --- 910 --- ---	DEBT REDEMPTION	9,034,848	5,226,053	5,358,253	1,168,951	21.82
07 - --- --- ---	DEBT SERVICE	9,034,848	5,226,053	5,358,253	1,168,951	21.82
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	69,606	0	12,992	0.00
08 - --- --- ---	TRUST FUND	76,059	71,436	0	12,992	0.00

<u>ACCOUNT NUMBER</u>	<u>PROGRAM</u>	<u>2017-18 FY Activity</u>	<u>2018-19 FY Activity</u>	<u>2019-20 Revised Budget</u>	<u>2019-20 FYTD Activity</u>	<u>2019-20 FYTD %</u>
Grand Expense Totals		71,848,923	44,308,879	39,389,876	5,380,897	13.66

Number of Accounts: 3732

***** 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	274,906	23.02
01 E --- --- --- --- 113	LIBRARIANS SALARY	206,084	217,871	222,705	17,969	8.07
01 E --- --- --- --- 140	TEACHERS SALARY	8,159,533	8,603,405	8,852,030	703,278	7.94
01 E --- --- --- --- 141	PARAPROFESSIONAL SAL	84,262	98,335	122,211	3,027	2.48
01 E --- --- --- --- 143	LIC INSTR SUPPORT PE	186,962	196,857	201,462	20,844	10.35
01 E --- --- --- --- 145	SUBSTITUTE TEACHERS	55,864	93,621	65,024	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	36,831	9.22
01 E --- --- --- --- 154	SCHOOL NURSE	43,345	44,241	37,421	4,190	11.20
01 E --- --- --- --- 155	LICENSED NURSING SER	93,979	136,473	131,954	7,981	6.05
01 E --- --- --- --- 156	SCHOOL SOCIAL WORKER	164,792	172,259	178,561	14,193	7.95
01 E --- --- --- --- 161	PARAPROFESSIONAL	385,693	515,671	411,369	11,095	2.70
01 E --- --- --- --- 162	1-1 Para	507,864	398,726	539,536	14,662	2.72
01 E --- --- --- --- 163	FOREIGN LANG INTERPR	8	0	0	0	0.00
01 E --- --- --- --- 165	SCHOOL COUNSELOR	128,160	187,958	97,120	7,868	8.10
01 E --- --- --- --- 170	NON-CERTIFIED WAGES	1,328,717	1,580,012	1,638,537	282,454	17.24
01 E --- --- --- --- 171	SUB CUSTODIAN SALARY	6,190	19,130	15,149	1,884	12.44
01 E --- --- --- --- 174	DAPE	39,735	24,197	16,007	0	0.00
01 E --- --- --- --- 175	STUDENT WORKERS	0	0	1,000	0	0.00
01 E --- --- --- --- 180	EVENT OFFICIALS	5,839	8,677	10,280	0	0.00
01 E --- --- --- --- 181	EVENT WORKERS	23,522	27,847	26,626	286	1.07
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	1,318,727	159,836	12.12
01 E --- --- --- --- 186	Non-Cert ESY	24,125	26,825	13,975	13,963	99.92
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	14,926,362	15,530,358	1,575,267	10.14
01 E --- --- --- --- 210	F I C A	1,034,160	1,105,251	1,167,482	116,783	10.00
01 E --- --- --- --- 214	P E R A	194,682	219,536	228,585	27,473	12.02
01 E --- --- --- --- 218	T R A	840,161	907,718	928,927	95,258	10.25
01 E --- --- --- --- 220	HOSPITAL INSURANCE	2,002,296	2,226,524	2,258,259	250,776	11.10
01 E --- --- --- --- 230	LIFE INSURANCE	21,835	21,295	20,633	2,158	10.51
01 E --- --- --- --- 235	DENTAL INSURANCE	88,623	91,709	91,390	10,936	11.96
01 E --- --- --- --- 240	L T D INSURANCE	34,513	34,194	33,773	3,171	9.39
01 E --- --- --- --- 250	TAX SHELTERED ANNUIT	144,618	191,010	175,564	21,768	12.40
01 E --- --- --- --- 251	EMPLOYER-SPONSORED H	1,007,386	1,048,902	1,090,373	289,476	26.55
01 E --- --- --- --- 270	WORKERS COMP INS	100,032	111,648	132,159	15,865	12.01
01 E --- --- --- --- 280	UNEMPLOYMENT INS	6,674	3,765	10,000	0	0.00
01 E --- --- --- --- 291	CONT EML RETIREE HL	163,890	193,616	174,197	8,680	4.98
01 E --- --- --- --- 295	FRINGE CHARGE BACKS	0	0	0	0	0.00
01 E --- --- --- --- 2--		5,638,870	6,155,168	6,311,342	842,344	13.35
01 E --- --- --- --- 303	Fed Sub Award<\$25,00	3,828	3,965	0	0	0.00
01 E --- --- --- --- 305	Consulting	162,011	152,118	206,000	660	0.32
01 E --- --- --- --- 307	SPEC ED CONTRACTED S	57,182	53,139	66,600	617	0.93
01 E --- --- --- --- 310	BCKGRND CKS	486	113	400	125	31.23
01 E --- --- --- --- 311	PROFESSIONAL SERVICE	173,398	224,662	148,480	14,327	10.56
01 E --- --- --- --- 312	LEGAL COSTS	22,983	8,759	23,000	762	3.31
01 E --- --- --- --- 313	AUDTIOR FEES	22,300	22,850	23,500	0	0.00
01 E --- --- --- --- 314	SERVICES FEES	9,581	12,124	12,500	1,987	15.91
01 E --- --- --- --- 315	REP/MAINT COMPUTERS/	24,093	22,106	25,000	10,848	43.39
01 E --- --- --- --- 319	OTHER TECHNICAL SERV	37,509	26,028	20,000	3,150	15.75
01 E --- --- --- --- 320	TELEPHONE	71,602	86,076	96,900	9,231	9.53
01 E --- --- --- --- 329	POSTAGE	9,567	10,298	12,200	1,459	11.96
01 E --- --- --- --- 330	WATER AND SEWAGE	73,732	91,449	97,000	8,523	8.79
01 E --- --- --- --- 331	ELECTRICITY	354,445	483,962	477,000	120,332	25.23
01 E --- --- --- --- 333	GARBAGE SERVICE	36,240	50,343	55,500	3,522	6.35
01 E --- --- --- --- 336	ADVERTISING EXPENSE	3,854	3,826	4,800	510	10.64
01 E --- --- --- --- 337	PRINTING & BINDING	14,652	15,007	15,000	4,489	29.93
01 E --- --- --- --- 340	PROPERTY INSURANCE	109,373	133,575	145,000	78,046	53.82
01 E --- --- --- --- 350	CONTRACTED REPAIR	43,062	42,314	71,694	19,032	26.54
01 E --- --- --- --- 351	LAWN MAINT	26,510	33,893	30,000	15,769	52.56
01 E --- --- --- --- 353	MAINTENANCE AGREEMEN	28,588	26,981	30,700	900	2.93
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	132,586	99,486	4,249	4.27
01 E --- --- --- --- 361	BUS ROUTE CONTRACTS	1,650,674	1,679,118	1,722,000	25,469	1.48
01 E --- --- --- --- 363	SNOW REMOVAL	22,910	56,865	45,000	0	0.00
01 E --- --- --- --- 365	TRANSPORTATION CHARG	0	1	0	0	0.00
01 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	73,492	73,615	165,774	10,612	9.78
01 E --- --- --- --- 367	TRAVEL-PROF DEVELOP	504	632	5,000	0	0.00
01 E --- --- --- --- 369	ENTRY FEES/STUDENT T	86,087	77,274	19,633	3,730	19.00
01 E --- --- --- --- 370	RENTALS AND LEASES	30,460	26,901	9,800	4,945	50.46
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	96,148	120,728	20	0.02
01 E --- --- --- --- 391	PYMT MN SCHDIST (COS	172,201	175,501	199,800	39,139	19.59
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	170,914	168,000	0	0.00
01 E --- --- --- --- 397	SPEC ED BEN PURCH AN	19,491	26,720	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	23,630	20,000	0	0.00
01 E --- --- --- --- 3--		3,734,337	4,010,317	4,134,749	382,453	9.42
01 E --- --- --- --- 401	GENERAL SUPPLIES	204,125	240,271	176,295	37,855	21.47
01 E --- --- --- --- 402	PRINTER SUPPLIES	5,950	6,077	7,000	1,072	15.32
01 E --- --- --- --- 403	Field & Maintenance	2,176	1,444	1,500	2,165	144.31
01 E --- --- --- --- 405	Non-Instr Software &	78,360	101,924	93,770	81,948	92.88
01 E --- --- --- --- 406	Instructional Softwa	3,200	17,669	14,550	9,807	79.43
01 E --- --- --- --- 409	Letter & Team Awards	1,500	1,500	1,500	535	35.68
01 E --- --- --- --- 410	CUSTODIAL CLEANING S	26,904	31,703	38,000	10,755	28.30
01 E --- --- --- --- 411	CUSTODIAL PAPER PROD	31,156	60,879	51,000	5,709	11.20
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	259	3.70
01 E --- --- --- --- 415	LAWN FERTILIZER	1,684	1,674	3,000	572	19.07
01 E --- --- --- --- 420	REPAIR PARTS AND SUP	44,334	54,707	47,000	21,080	45.14
01 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	106,870	124,697	111,474	22,998	22.92
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	73,794	83,842	9,147	10.91
01 E --- --- --- --- 434	DONATED FUNDS	176,477	152,434	222,457	23,015	10.68
01 E --- --- --- --- 435	UNIFORM PURCHASES	2,333	8,477	4,000	528	13.19
01 E --- --- --- --- 436	ITEMS PURCHASED FOR	5,143	2,049	0	573	0.00
01 E --- --- --- --- 440	FUEL FOR BUILDINGS	141,860	209,159	231,000	14,936	6.47
01 E --- --- --- --- 455	NON-INSTR TECH SUPPL	9,926	10,087	9,750	841	8.63
01 E --- --- --- --- 456	INSTRUCTIONAL TECH S	1,059	103	500	0	0.00
01 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	8,815	5,860	8,927	4,044	45.29
01 E --- --- --- --- 461	STANDARDIZED TESTS	28,260	33,263	12,200	11,760	96.39
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	17	0.58
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	3,362	3,942	117.25
01 E --- --- --- --- 4--		979,710	1,201,873	1,162,777	285,128	25.41
01 E --- --- --- --- 522	BUILDING IMPROVEMENT	0	6,445	0	0	0.00
01 E --- --- --- --- 530	EQUIPMENT	58,358	56,750	45,292	530	73.54
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	140,141	28,185	18,128	64.32
01 E --- --- --- --- 556	TECHNOLOGY EQUIP-SPE	798	6,138	0	0	0.00
01 E --- --- --- --- 580	LEASE PRINCIPAL	233,820	238,307	242,707	61,325	25.27
01 E --- --- --- --- 581	LEASE INTEREST	49,262	44,775	40,375	9,445	23.39
01 E --- --- --- --- 5--		570,652	493,085	356,559	89,428	34.27
01 E --- --- --- --- 820	DUES-MEMBERSHIP	54,403	53,509	52,955	35,466	66.97
01 E --- --- --- --- 891	TRA Special Funding	80,825	82,645	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	2,157	43.14
01 E --- --- --- --- 898	AWARDS AND SCHOLARSH	12,250	26,673	29,180	0	0.00
01 E --- --- --- --- 8--		159,772	182,225	170,745	37,623	22.03
01 E --- --- --- --- 900	BUDGETED EMERGENCY R	0	3,718	89,199	0	0.00
01 E --- --- --- --- 9--	BUDGETED EMERGENCY R	0	3,718	89,199	0	0.00
01 - --- --- --- --- ---	GENERAL FUND	25,066,488	26,972,748	27,755,729	3,212,243	11.75

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	1,769	20.83
02 E --- --- --- --- 170	NON-CERTIFIED WAGES	336,649	402,210	401,243	15,503	3.86
02 E --- --- --- --- 195	SALARY CHARGE-BACKS	36,500	36,500	36,500	0	0.00
02 E --- --- --- --- 1--		381,151	446,952	446,232	17,272	3.87
02 E --- --- --- --- 210	F I C A	25,045	29,973	31,237	1,232	3.95
02 E --- --- --- --- 214	P E R A	25,099	30,337	30,557	1,286	4.21
02 E --- --- --- --- 218	T R A	0	20	0	0	0.00
02 E --- --- --- --- 220	HOSPITAL INSURANCE	59,905	58,927	58,448	5,680	9.72
02 E --- --- --- --- 230	LIFE INSURANCE	109	121	108	13	11.64
02 E --- --- --- --- 235	DENTAL INSURANCE	83	83	83	14	16.75
02 E --- --- --- --- 240	L T D INSURANCE	127	148	126	12	9.67
02 E --- --- --- --- 250	TAX SHELTERED ANNUIT	3,795	3,770	3,430	395	11.52
02 E --- --- --- --- 251	EMPLOYER-SPONSORED H	30,841	26,625	26,156	620	2.37
02 E --- --- --- --- 270	WORKERS COMP INS	12,601	13,358	18,274	539	2.95
02 E --- --- --- --- 2--		157,605	163,362	168,419	9,791	5.81
02 E --- --- --- --- 311	PROFESSIONAL SERVICE	300	520	500	350	70.00
02 E --- --- --- --- 314	SERVICES FEES	21,725	23,246	20,000	445	2.22
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	3,693	73.86
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	599	29.97
02 E --- --- --- --- 398	CHARGEBACK OF EXPENS	2,500	0	0	0	0.00
02 E --- --- --- --- 3--		41,514	49,556	39,100	5,087	13.01
02 E --- --- --- --- 401	GENERAL SUPPLIES	17,372	18,567	20,000	2,345	11.73
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	1,321	52.84
02 E --- --- --- --- 490	FOOD	295,874	305,657	301,000	27,958	9.29
02 E --- --- --- --- 491	COMMODITIES	59,002	86,872	60,000	0	0.00
02 E --- --- --- --- 495	MILK	55,285	51,113	56,650	966	1.70
02 E --- --- --- --- 4--		432,805	468,158	444,150	36,068	8.12
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	550	15.71
02 E --- --- --- --- 891	TRA Special Funding	211	0	0	0	0.00
02 E --- --- --- --- 8--		2,988	3,638	3,500	550	15.71
02 - --- --- --- --- ---	FOOD SERVICE	1,016,607	1,131,666	1,101,401	68,768	6.24

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	4,772	4,204	2,269	53.95
04 E --- --- --- --- 111	NURSES SALARY	1,365	1,902	2,718	99	3.65
04 E --- --- --- --- 114	DIRECTOR/SUPERVISOR	77,250	78,795	81,947	17,072	20.83
04 E --- --- --- --- 120	ECFE ADMIN/SUPERVISI	49,273	50,800	48,533	10,916	22.49
04 E --- --- --- --- 121	COORDINATOR	82,362	85,976	88,197	18,374	20.83
04 E --- --- --- --- 140	TEACHERS SALARY	163,226	127,390	202,041	30,736	15.21
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	750	25.00
04 E --- --- --- --- 161	AQUATICS INSTRUCTOR	14,980	12,692	20,000	6,656	33.28
04 E --- --- --- --- 162	AQUATICS LIFEGUARD	6,049	9,040	10,000	1,955	19.55
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	207,322	23.55
04 E --- --- --- --- 171	CUSTODIAN SALARY	24,381	40,531	44,915	7,501	16.70
04 E --- --- --- --- 172	CUSTODIAL - EVENT RE	11,542	0	12,000	0	0.00
04 E --- --- --- --- 175	STUDENT WORKERS	79,637	80,980	95,785	14,537	15.18
04 E --- --- --- --- 185	OTHER SALARIES	39,494	45,428	41,800	18,998	45.45
04 E --- --- --- --- 195	SALARY CHARGE-BACKS	0	0	0	0	0.00
04 E --- --- --- --- 1--		1,470,840	1,448,746	1,544,652	337,185	21.83
04 E --- --- --- --- 210	F I C A	103,396	101,926	109,962	24,090	21.91
04 E --- --- --- --- 214	P E R A	74,247	75,682	79,002	14,937	18.90
04 E --- --- --- --- 218	T R A	22,264	21,458	21,222	5,581	26.30
04 E --- --- --- --- 220	HOSPITAL INSURANCE	91,577	91,746	88,619	17,911	20.21
04 E --- --- --- --- 230	LIFE INSURANCE	753	737	713	128	17.78
04 E --- --- --- --- 235	DENTAL INSURANCE	2,423	2,257	2,256	423	18.75
04 E --- --- --- --- 240	L T D INSURANCE	960	882	887	158	17.62
04 E --- --- --- --- 250	TAX SHELTERED ANNUIT	10,722	12,100	13,513	3,304	24.45
04 E --- --- --- --- 251	EMPLOYER-SPONSORED H	56,058	54,388	51,879	8,826	17.01
04 E --- --- --- --- 270	WORKERS COMP INS	9,357	8,778	12,086	2,421	20.03
04 E --- --- --- --- 291	CONT EMPL RETIREE HL	0	17,447	14,921	1,213	8.13
04 E --- --- --- --- 295	FRINGE CHARGE BACKS	0	0	0	0	0.00
04 E --- --- --- --- 2--		371,757	387,401	395,060	78,992	19.99
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	54,302	66,950	22,544	33.67
04 E --- --- --- --- 314	SERVICES FEES	55,564	64,252	61,730	12,669	20.52
04 E --- --- --- --- 320	TELEPHONE	4,493	4,511	5,900	1,375	23.30
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	1,086	18.09
04 E --- --- --- --- 331	ELECTRICITY	14,682	15,309	15,000	3,025	20.17
04 E --- --- --- --- 333	GARBAGE SERVICE	4,627	5,145	5,500	866	15.75
04 E --- --- --- --- 336	ADVERTISING EXPENSE	1,559	1,315	2,150	454	21.12
04 E --- --- --- --- 337	PRINTING & BINDING	10,529	12,173	12,100	3,858	31.89
04 E --- --- --- --- 350	CONTRACTED REPAIR	2,209	1,891	5,000	1,110	22.20
04 E --- --- --- --- 353	MAINTENANCE AGREEMEN	1,760	2,050	1,810	181	9.99
04 E --- --- --- --- 355	MAINTENANCE CHARGEBA	33,400	33,400	33,400	0	0.00
04 E --- --- --- --- 360	BUS TRANSPORTATION	15,439	12,531	15,150	6,100	40.26
04 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	813	357	1,625	27	1.65
04 E --- --- --- --- 369	ENTRY FEES/STUDENT T	24,527	45,293	39,500	13,278	33.62
04 E --- --- --- --- 370	RENTALS AND LEASES	9,784	11,490	9,268	6,259	67.53
04 E --- --- --- --- 380	COMPUTER TECH-RELTD	0	290	300	0	0.00
04 E --- --- --- --- 398	CHARGEBACK OF EXPENS	-9,546	-9,649	-9,654	-350	3.63
04 E --- --- --- --- 3--		271,369	264,398	276,374	72,482	26.23
04 E --- --- --- --- 401	GENERAL SUPPLIES	48,065	63,289	59,600	9,521	15.98
04 E --- --- --- --- 405	Non-Instr Software &	0	368	400	0	0.00
04 E --- --- --- --- 410	CUSTODIAL CLEANING S	5,454	4,357	6,000	3,405	56.76
04 E --- --- --- --- 413	VEHICLE OPERATION EX	418	0	0	0	0.00
04 E --- --- --- --- 420	REPAIR PARTS AND SUP	455	2,285	3,000	150	4.99
04 E --- --- --- --- 430	INSTRUCTIONAL SUPPLY	11,676	9,447	15,600	2,649	16.98
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	377	1.89
04 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	8,570	9,999	8,935	7,730	126.17
04 E --- --- --- --- 490	FOOD	43,998	45,045	51,450	16,969	32.98
04 E --- --- --- --- 495	MILK	5,177	3,123	6,000	743	12.39
04 E --- --- --- --- 4--		160,682	166,837	177,235	42,679	26.08
04 E --- --- --- --- 530	EQUIPMENT	7,643	13,273	25,000	2,272	9.09
04 E --- --- --- --- 5--		7,643	13,273	25,000	2,272	9.09
04 E --- --- --- --- 820	DUES-MEMBERSHIP	2,030	2,594	2,310	459	19.87
04 E --- --- --- --- 891	TRA Special Funding	2,721	7,003	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	14,299	26,000	459	1.77
04 - --- --- --- --- ---	COMMUNITY SERVICES	2,307,985	2,294,954	2,444,321	534,069	21.99

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	3,592	17.59
05 E --- --- --- --- 154	SCHOOL NURSE	2,139	2,616	2,668	221	8.27
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	3,813	9.54
05 E --- --- --- --- 210	F I C A	1,404	1,367	2,984	291	9.75
05 E --- --- --- --- 214	P E R A	1,146	1,098	2,798	269	9.63
05 E --- --- --- --- 218	T R A	195	246	211	17	8.27
05 E --- --- --- --- 220	HOSPITAL INSURANCE	2,793	2,440	7,311	761	10.41
05 E --- --- --- --- 230	LIFE INSURANCE	33	31	137	5	3.64
05 E --- --- --- --- 235	DENTAL INSURANCE	304	285	578	53	9.23
05 E --- --- --- --- 240	L T D INSURANCE	50	47	100	8	7.64
05 E --- --- --- --- 250	TAX SHELTERED ANNUIT	392	354	810	106	13.11
05 E --- --- --- --- 251	EMPLOYER-SPONSORED H	1,619	1,900	4,795	300	6.26
05 E --- --- --- --- 270	WORKERS COMP INS	607	443	905	120	13.25
05 E --- --- --- --- 2--		8,543	8,211	20,629	1,930	9.36
05 E --- --- --- --- 305	Consulting	126	126	150	0	0.00
05 E --- --- --- --- 311	PROFESSIONAL SERVICE	244,306	244,098	85,204	36,251	43.35
05 E --- --- --- --- 350	CONTRACTED REPAIR	73,736	465,953	1,315,000	141,424	33.40
05 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	346	410	500	0	0.00
05 E --- --- --- --- 370	RENTALS AND LEASES	167,866	182,586	171,474	30,038	17.52
05 E --- --- --- --- 390	PAYMENTS TO OTHER DI	12,528	12,240	13,644	3,411	25.00
05 E --- --- --- --- 3--		498,908	905,413	1,585,972	211,124	32.13
05 E --- --- --- --- 401	GENERAL SUPPLIES	8,083	5,338	18,500	1,000	5.41
05 E --- --- --- --- 405	Non-Instr Software &	1,294	0	0	0	0.00
05 E --- --- --- --- 460	TEXTBOOKS/WORKBOOKS	100,559	123,179	346,550	331,299	95.74
05 E --- --- --- --- 470	LIBRARY BOOKS	10,293	18,327	15,465	0	0.00
05 E --- --- --- --- 4--		120,229	146,844	380,515	332,299	87.46
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	521,403	123,190	9,421	51.30
05 E --- --- --- --- 545	OPERATING CAPITAL CH	-114,126	0	0	0	0.00
05 E --- --- --- --- 555	TECHNOLOGY EQUIPMENT	257,475	203,664	257,470	233,583	90.72
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	729,263	383,560	243,004	77.38
05 E --- --- --- --- 820	DUES-MEMBERSHIP	0	300	300	0	0.00
05 E --- --- --- --- 896	TAXES AND SPECIAL AS	12,374	12,989	43,022	29,086	67.61
05 E --- --- --- --- 8--		12,374	13,289	43,322	29,086	67.14
05 - --- --- --- --- ---	CAPITAL OUTLAY	1,731,362	1,820,852	2,453,972	821,256	47.84

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	471,279	65,000	36,767	81.81
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	491,938	65,000	36,767	81.81
06 E --- --- --- --- 401	GENERAL SUPPLIES	8,117	15,057	0	5,239	0.00
06 E --- --- --- --- 4--		8,117	15,057	0	5,239	0.00
06 E --- --- --- --- 520	BLDG CONSTRUCTION/RE	29,865,912	4,883,208	0	-497,943	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	955	0.00
06 E --- --- --- --- 5--		30,790,196	6,284,175	211,200	-479,388	-209.46
06 - --- --- --- --- ---	BUILDING FUND	32,615,574	6,791,170	276,200	-437,382	-139.02

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	1,168,126	50.00
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	1,168,951	21.82
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	1,168,951	21.82

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	8,414	0.00
08 E --- --- --- --- 320	TELEPHONE	720	780	0	120	0.00
08 E --- --- --- --- 329	POSTAGE	170	150	0	30	0.00
08 E --- --- --- --- 336	ADVERTISING EXPENSE	514	360	0	240	0.00
08 E --- --- --- --- 366	TRAVEL/WORKSHOP COST	1,122	497	0	124	0.00
08 E --- --- --- --- 370	RENTALS AND LEASES	750	0	0	0	0.00
08 E --- --- --- --- 398	CHARGEBACK OF EXPENS	0	650	0	350	0.00
08 E --- --- --- --- 3--		52,601	52,370	0	9,278	0.00
08 E --- --- --- --- 401	GENERAL SUPPLIES	14,434	13,986	0	3,714	0.00
08 E --- --- --- --- 4--		14,434	13,986	0	3,714	0.00
08 E --- --- --- --- 898	AWARDS AND SCHOLARSH	4,200	5,080	0	0	0.00
08 E --- --- --- --- 899	MISC EXPENSE	4,824	0	0	0	0.00
08 E --- --- --- --- 8--		9,024	5,080	0	0	0.00
08 - --- --- --- --- ---	TRUST FUND	76,059	71,436	0	12,992	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	44,308,879	39,389,876	5,380,897	14.83

Number of Accounts: 3732

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

POST MONTH	POST YEAR	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	CHECK DATE	INVOICE NUMBER	AMOUNT
September	2019	113496	INNOVATIVE OFFICE SO	Items for Wissink - Math	09/04/2019	IN2625137	177.59
September	2019	113496	INNOVATIVE OFFICE SO	Items for Weinandt - Math	09/04/2019	IN2625139	226.74
September	2019	113496	INNOVATIVE OFFICE SO	Items for Linden - Math	09/04/2019	IN2625175	215.94
September	2019	113496	INNOVATIVE OFFICE SO	Toner for Teachers, Report Covers for HS Office / Marie Thomas	09/04/2019	IN2635521	350.97
Totals for 113496							2,151.32
September	2019	113497	J W PEPPER	SO#1217192 Music for Band - Jason Koets	09/04/2019	170873773	90.93
September	2019	113497	J W PEPPER	SO #1217192 Account #103375 Music for Band - Jason Koets	09/04/2019	171046982	360.62
September	2019	113497	J W PEPPER	SO #1236635 Account #544208 Music for Jazz Band - Mike Dailey	09/04/2019	172438253	438.99
Totals for 113497							890.54
September	2019	113498	KEMPS	Account #28020-0	09/04/2019	w/e 08.24.	193.47
Totals for 113498							193.47
September	2019	113499	KNAUS, JASON	V Football Official 8/30/19	09/04/2019	08.30.2019	94.00
Totals for 113499							94.00
September	2019	113500	LARSON, KRIS	19/20 Uniform Allowance	09/04/2019	09.03.2019	150.00
Totals for 113500							150.00
September	2019	113501	LUDWIG, MEGHAN	Supplies Reimbursement	09/04/2019	08.19.2019	10.96
September	2019	113501	LUDWIG, MEGHAN	Supplies Reimbursement	09/04/2019	08.19.2019	24.68
September	2019	113501	LUDWIG, MEGHAN	Supplies Reimbursement	09/04/2019	08.19.2019	9.20
Totals for 113501							44.84
September	2019	113502	MANTHEI, HOWARD	Volleyball Official 8/27/2019	09/04/2019	08.27.2019	97.00
Totals for 113502							97.00
September	2019	113503	MASPA/STATE NEGOTIAT	Full Membership - J. Lorentz	09/04/2019	18996	250.00
Totals for 113503							250.00
September	2019	113504	MN BASKETBALL COACHE	Registration - Monke, Longstreet, Jaunich	09/04/2019	10.25.2019	330.00
Totals for 113504							330.00
September	2019	113505	MEI TOTAL ELEVATOR S	Customer ID 6007	09/04/2019	818632	310.00
Totals for 113505							310.00
September	2019	113506	MN JR HIGH SCHOOL MA	DIS Team Registration	09/04/2019	08.20.2019	150.00
Totals for 113506							150.00
September	2019	113507	MOUNTAIN STREAM SPOR	Football Pants and Mouthguards	09/04/2019	10440	531.80
Totals for 113507							531.80
September	2019	113508	NAPA (DELANO AUTO PA	#1950 Delano High School	09/04/2019	181066	51.98
Totals for 113508							51.98
September	2019	113509	NAT'L PRINT + PROMO	Order No. 43-145805 10,000 Teal AP Checks - starting check number 115901 -to be used with Skyward Finance software	09/04/2019	0097164	909.43
Totals for 113509							909.43
September	2019	113510	NORMAN, ROBERT	V Football Official 8/30/19	09/04/2019	08.30.2019	94.00
Totals for 113510							94.00
September	2019	113511	NORTH STAR AWARDS &	Locker Tags for Renumbering Lockers in Industrial Tech Hall/Marie Thomas	09/04/2019	9339	58.00
September	2019	113511	NORTH STAR AWARDS &	Add Top Locker Plate on 20 lockers in 7-8 Area	09/04/2019	9408	23.00
Totals for 113511							81.00
September	2019	113512	OBERLANDER, ROBERT	Girls/Boys V Soccer Official 8/27/2019	09/04/2019	08.27.2019	137.00
Totals for 113512							137.00
September	2019	113513	PAN-O-GOLD BAKING CO	Customer #18027	09/04/2019	1000281924	221.60
Totals for 113513							221.60
September	2019	113514	PEAR, KAITLIN	Handle with Care Training Mileage Reimbursement	09/04/2019	08.23.2019	52.20
September	2019	113514	PEAR, KAITLIN	MAWSECO Teacher Training Mileage Reimbursement	09/04/2019	08.23.2019	18.56
Totals for 113514							70.76
September	2019	113515	PEARSON, CRAIG	V Football Official 8/30/19	09/04/2019	08.30.2019	94.00
Totals for 113515							94.00
September	2019	113516	PIONEER MANUFACTURIN	Account No. DE4280	09/04/2019	INV732642	1,236.00
Totals for 113516							1,236.00
September	2019	113517	REINHART FOOD SERVIC	Acct No. 3423	09/04/2019	855431	1,184.26
Totals for 113517							1,184.26
September	2019	113518	SAYRE, JOSIE	MAWSECO Teacher Training Mileage Reimbursement	09/04/2019	08.23.2019	18.56
Totals for 113518							18.56
September	2019	113519	SCANLON, DANIELLE	MAWSECO Teacher Training Mileage Reimbursement	09/04/2019	08.23.2019	18.56

Resolution # 09-23-19-14

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and

Member _____ moved for its adoption:

WHEREAS Target and US Bank - \$274.00 for Delano Elementary; Wells Fargo - \$947.66 for Delano Intermediate School; M Schramel - \$150 to Spanish Club; Xperitas - \$500.00 to Spanish Club; and \$1,500 Stadium Scoreboard Sponsorships from each of the following – Vanderline Group, CorTrust Bank, Landscape Structures and Coborns

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 23rd day of September, 2019.

SCHOOL BOARD PERSONNEL ITEMS

September 23, 2019

Retirements/Resignations/Terminations

1. Hall, Jim: 8th Grade Girls Basketball Coach, resigned effective May 23, 2019.
2. Huikko, Meredith: C Team Softball Coach, resigned effective September 16, 2019.
3. Maehling, Terry: DHS Custodian, resigned effective September 24, 2019.
4. Nelson, Kristen: TAC Supervisor, resigned effective August 26, 2019.
5. Otterness, Karla: DES Paraprofessional, resigned effective August 27, 2019.
6. Saatzer, Wendy: DHS Paraprofessional, resigned effective August 23, 2019.
7. Schaack, Amber: JV Girls Hockey Coach, resigned effective June 11, 2019.
8. Stern, Tamorra: DES Paraprofessional, resigned effective September 20, 2019.
9. Stocker, Robert: JV Boys Hockey Coach, resigned effective September 4, 2019.
10. Thomas, Marie: 7/8 Annual Advisor, resigned effective September 9, 2019.
11. Vieau, Joe: HS Math League Assistant, resigned effective September 10, 2019.
12. Waldbillig, Andrew: 9th Grade Boys Basketball Coach, resigned effective August 27, 2019.

Recommendations for Employment

1. Arvola, Alison: Youth Volleyball Camp Assistant, new position, effective September 9, 2019.
2. Carlson, Calli: TKC High School Aide, replacing leaving students, effective September 16, 2019.
3. Donovan, Linda: DIS Paraprofessional, new position, effective September 3, 2019.
4. Engesser, Michele: CE Fitness Instructor, new position, effective September 12, 2019.
5. Ewing, Jonathan: TKC High School Aide, replacing leaving students, effective September 16, 2019.
6. Gilder, Alyson: DES Recess Paraprofessional, replacing Joy Vervais, effective September 5, 2019.
7. Grangroth, Cassie: Youth Volleyball Camp Assistant, new position, effective September 9, 2019.
8. Harbulak-Barron, Stephanie: 7/8 Annual Advisor, replacing Marie Thomas, effective September 3, 2019.
13. Heinonen, Alaina: Youth Volleyball Camp Assistant, new position, effective September 9, 2019.
14. Johnson, Dylan: TAC Supervisor, replacing Kristen Nelson, effective September 6, 2019.
15. Karpen, Frances: DIS Paraprofessional, replacing Lisa McDonald, effective September 3, 2019.
16. Krismer, Katie: Math League Assistant / 7-8 Math League, replacing Joe Vieau, effective September 3, 2019.
17. Krysan, Belinda: DHS Nurse, replacing Tina Prior, effective September 3, 2019.
18. Lubben, Emily: TKC High School Aide, replacing leaving students, effective September 16, 2019.
19. Mayfield, Bethany: DES Paraprofessional, replacing Tamorra Stern, effective October 4, 2019.
20. Nelson, Isabelle: Youth Volleyball Camp Assistant, replacing Sally Linna, effective September 9, 2019.
21. Pear, Kaitlin: Student Council, replacing Amanda Weinandt, effective September 3, 2019.
22. Pietila, Kylie: Youth Volleyball Camp Assistant, new position, effective September 9, 2019.
23. Roeser, Darcy: ECFE Parent Educator, replacing Dawn Hilgers, effective September 23, 2019.
24. Schansberg, Jeanne: DES Paraprofessional, replacing Karla Otterness, effective September 23, 2019.
25. Solsback, Emma: TKC Program Lead, replacing Dylan Johnson, effective September 10, 2019.

26. Studer, Jaynee: TKC High School Aide, replacing leaving students, effective September 16, 2019.
27. Tool, Carter: TAC Monitor, replacing Leah Pinoniemi, effective September 3, 2019.

Contract Changes/Approvals/Position Changes

1. MOA: DHS Day Lead Custodian, Extra Responsibility Differential.
2. Nyquist, Kristi: Moving from a .75 FTE to 1.0 FTE, effective 19-20 school year.

Lane Changes

1. Dailey, Michael: DIS Music Teacher, requesting lane change from MA+15 to MA+30.
2. Gareis, Jill: DES Special Education Teacher, requesting lane change from BA+15 to BA+30.
3. Gibas, Meghan: DHS Language Arts Teacher, requesting lane change from MA+15 to MA+30.
4. Kessler, Lauren: DES Kindergarten Teacher, requesting lane change from MA to MA+15.
5. Lavrenz, Stacy: DES Kindergarten Teacher, requesting lane change from MA to MA+30.
6. Meyerson, Sandra: DHS/DIS Music Teacher, requesting lane change from MA to MA+15
7. Miller, Marjorie: DHS Social Studies Teacher, requesting lane change from MA to MA+15.
8. Pekuri, Caitlin: DIS Special Education Teacher, requesting lane change from MA+15 to MA+30
9. Swan, Theresa: DES Grade 2 Teacher, requesting lane change from MA+15 to MA+30.
10. Uselding, Nate: DES Grade 2 Teacher, requesting lane change from MA to MA+15.
11. Verhey, Jennah: DES Media Generalist, requesting lane change from BA+30 to BA+60.
12. Wermager, Tammy: DIS Grade 6 Teacher, requesting lane change from MA to MA+15.
13. Westphal, Lindsey: DES Grade 2 Teacher, requesting lane change from BA to BA+30.

Leaves of Absence

1. Orvik, Jessica: FMLA Leave, approximately January 22, 2020 through April 15th.
2. Rosholt, Hannah: FMLA Leave, approximately December 2, 2019 through March 6, 2020.
3. Scanlon, Wendie: FMLA Leave, approximately November 14, 2019 through November 29, 2019.

Unofficial

MEEKER AND WRIGHT SPECIAL EDUCATION COOPERATIVE

Board Meeting - Joint Powers Board #0938

Tuesday, August 27, 2019

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

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

OTHERS PRESENT: Janell Bullard.

MINUTES

I. Call to Order

The meeting was called to order at 6:01 p.m.

II. Pledge of Allegiance

III. Acceptance of Agenda

Motion to approve the agenda as presented was made by Julie Rae Pennertz, seconded by Katie Koch. Carried unanimously.

IV. Minutes of Previous Meeting

Motion to approve the minutes of the July 23, 2019 meeting as presented was made by Chris Paumen, seconded by Gena Jacobson. Carried unanimously.

V. Bills for Payment and other financial reports as attached

Motion to accept the bills for payment and other financial reports for August was made by Irene Bender, seconded by Julie Rae Pennertz. Carried unanimously.

VI. Fund Transfers

Motion to approve the fund transfer of \$500,000.00 on July 12, 2019 was made by Katie Koch, seconded by Gena Jacobson. Carried unanimously.

VII. Reports

A. Director Report – Janell Bullard reported on staffing and Cooperative updates during the busy month of August with new staff orientation, Handle with Care trainings and the Back to School Inservice. The MAWSECO hashtag has been revealed and staff are encouraged to share the “AWE” moments that happen in the coming school year.

VIII. New Business

A. Personnel

Motion to approve the personnel items as listed was made by Gena Jacobson, seconded by Jessica Johnson. Carried unanimously.

1. At Will Agreements for the 2019-2020 school year:
 - a. Mary Jean Ballweber, Administrative Assistant
 - b. Janice Colbert, Administrative Assistant
 - c. Holly Cottington, Administrative Assistant
 - d. Ray Getz, Custodian/Food Service, MAWSECO Education Center
 - e. Joe Wald, Custodian, Village Ranch Alternative Program
 - f. Jennifer Lindquist, Behavior Analyst Intern
 2. Resignation: Tammy Paumen, Paraprofessional (Trek Program) effective June 6, 2019.
 3. Resignation: Jill Sundblad, Teacher, Due Process (MAWSECO Education Center) effective August 1, 2019.
 4. Employment: Jill Sundblad, Special Education Supervisor, 215 days for the 2019-2020 school year effective August 1, 2019.
 5. Employment: Lea Dobbs, Teacher, Due Process (MAWSECO Education Center), 182 days at BA+60, 5, effective August 26, 2019.
 6. Employment: Sheri Okerman, Teacher (Village Ranch Alternative Program), 182 days at BA+15, 1, effective August 26, 2019.
 7. Employment: Scott LeSage, Business Manager, effective August 30, 2019 - June 30, 2021.
 8. Extended Employment: Lisa Perovich, Administrative Assistant (Website Updates) up to 40 hours effective July 1, 2019 - June 30, 2020.
 9. Employment: Trent Wheatley, Paraprofessional (Cornerstones Program), 178 days at Step 1 effective August 26, 2019.
 10. Employment: Cassandra Hankins, Paraprofessional (Trek Program), 178 days at Step 1 effective August 26, 2019.
 11. Resignation: Nancy Barnes, Paraprofessional (Cornerstones Program) effective upon the hire of a suitable replacement.
 12. Request for FMLA: Andrea Hawley, Paraprofessional (Village Ranch Alternative Program) 12 weeks beginning October 15, 2019.
 13. Request for FMLA: Jill Johnson, Teacher (Journeys Program) 12 weeks beginning December 27, 2019.
 14. Lane Change: Julie Fanfulik, School Psychologist, from MA+45 to MA+60 effective September 15, 2019.
- B. 2019 Summer Services Listing
Motion to approve the revised 2019 summer services listing was made by Julie Rae Pennertz, seconded by Katie Koch. Carried unanimously.
- C. Ratification of the 2019-2021 Collective Bargaining Agreement with the Meeker and Wright Special Education Cooperative Coordinator Group

Motion to approve the ratification of the 2019-2021 Collective Bargaining Agreement with the Meeker and Wright Special Education Cooperative Coordinator Group including the two Memorandum of Agreements listed below was made by Chris Paumen, seconded by Julie Rae Pennertz. Carried unanimously.

1. Memorandum of Agreement- Retroactive Payment for 2018-2019
2. Memorandum of Agreement - Inclement Weather Days

D. Move Start Time of Board Meetings from 6:00 p.m. to 6:30 p.m.

Motion to move the start time of board meeting from 6:00 p.m. to 6:30 p.m. beginning with the October 22, 2019 meeting was made by Irene Bender, seconded by Jessica Johnson. Carried unanimously.

IX. Future Board Meetings

- A. September 24, 2019, **6:00 p.m.**, Cornerstones/Eastern Wright Programs, Buffalo, MN
- B. October 22, 2019, **6:30 p.m.**, MAWSECO Education Center, Howard Lake
- C. November 26, 2019, **6:30 p.m.**, MAWSECO Education Center, Howard Lake

X. Future Committee Meetings

- A. Certified Negotiations, September 10, 2019, 5:30 p.m., MAWSECO Education Center, Howard Lake

XI. Adjournment

Motion to adjourn the meeting was made by Gena Jacobson, seconded by Irene Bender. Carried unanimously at 6:35 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.

WRIGHT TECHNICAL CENTER School District 966

The meeting of the Governing Board of Wright Technical Center, School District 966, was held on Tuesday September 3, 2019 at 1405 3rd Ave. NE, Buffalo, Minnesota 55313.

Members Present: Diers, Mealey, Lee, McAlpine, Curtis, Briesemeister, Sixberry.

Others Present: Brian Koslofsky-Executive Director, Shaun Karson-Principal, Business Managers-Anh Glewwe and Kathy Miller, Kelly Kosloski-Staff Representative, Dana Watters-Administrative Assistant.

The meeting was called to order by Member Diers at 6:30 p.m. followed by the Pledge of Allegiance.

Agenda Review

On motion by Member McAlpine, second by Member Mealey, to approve the agenda as presented. Motion carried by unanimous vote.

Consent Agenda

On motion by Member Briesemeister, second by Member Curtis, to approve the consent agenda as presented. Motion carried by unanimous vote. 5.1 August 6th regular meeting, 5.2 Bills for Payment, 5.3 Approval of contract for Auto Careers Instructor, 5.4 Approval of contract for Horticulture/Greenhouse Careers Instructor, 5.5 Accept resignation from MARSS Coordinator/Admin Asst.

Financial Report

Business Manager Kathy Miller reported on the audit prep/update and Business Manager Glewwe reported on the current finances. On motion by Member Mealey, second by Member McAlpine, to approve the financial report as presented. Motion carried by unanimous vote.

On motion by Member Lee, second by Member Briesemeister to take a 10 minute recess at 6:45 to congratulate Business Manager Miller on her years of service. Motion carried by unanimous vote. On motion by Member Lee, second by Member McAlpine to open the meeting at 6:55. Motion carried by unanimous vote.

Staff Member Report

Kelly Kosloski reported on the Teacher Development & Evaluation Plan. A committee of Kelly, Hannah Sewald, John Anderson along with Mr. Karson and Mr. Koslofsky met over the summer to review and redesign this plan. It has been shared with the faculty and additional work will be done during the school year. The goal is to complete the TDEP and bring it to the board for approval in the spring. Districts are required by statute to have this in place.

Principal Report

Principal Karson reported on meetings and events, 2019-20 enrollment, staffing, Career Fair, program highlights, student support & engagement and field trips.

Director's Report

Director Koslofsky reported on the staff in-service, facilities updates, meetings, attended and upcoming.

New Business

On motion by Member McAlpine, second by Member Mealey, to approve the health insurance renewal with Health Partners as presented. Motion carried by unanimous vote.

On motion by Member McAlpine, second by Member Curtis, to approve the property, general liability and workman's comp insurance renewal with EMC and SFM as presented. Motion carried by unanimous vote.

On motion by Member Mealey, second by Member McAlpine, for adjournment. Motion carried by unanimous vote. Meeting was adjourned at 7:34PM.

DISTRICT STAFF DEVELOPMENT

Agenda September 17, 2019

Strategic Plan Vision:

Systematic academic growth to promote educational excellence & continuous improvement for every learner in a digital society.

Four Major Aims for Delano Public Schools:

Technology, Curriculum, Professional Development, and Facilities

Professional Development Vision:

Provide professional development opportunities that are focused in the areas of curriculum alignment, technology and job embedded professional learning communities measured for effectiveness, relevancy and viability over the next five years.

Meghan Gibas (Q-Comp)	Steve Heil (HS Admin)	Darren Schuler (ES Admin)	Meredith Huikko (ES)	Monica Kunkel (HS)
Lauren Kessler (ES)	Heidi O'Donnell (GT)	Josie Sayre(DIS)	Ginny Schuelke (SPED)	Rebecca Seiberlich (TKC)
Nate Uselding (ES)	Joe Vieau (District)	Barry Voight (DIS Admin)		
Al Briesmeister- School Board Member - Sub Jenny Rosenow - Rachel Depa				

BOLD: Present at Meeting

Not in Bold: Did Not Attend

Committee Norms

Admin self report in the document prior to Staff Development meeting

Adding staff comments or concerns section to agenda

Admin or Building Reps? Yes

Decision to leave open for either Admin or Building Reps to add staff comments or concerns.

Sent minutes about a week early and anyone can add to these comments or concerns

Begin meeting on time

Allocate a Time Keeper so we can end on time (7:45)

We understand that we are to properly vet a motion.

We understand the meaning of our vote.

7:00 a.m. Intermediate School Flex Room

1. Call Meeting to Order at - 7:03 Nate called the meeting to order

2. Select secretary for the day - [Google Sheet](#) everyone sign for a spot - /barry
3. Approve the agenda
Motion by: Monica Second by: Ginny Motion: Motion carried
4. **Approve the Minutes -**
 - a. From [May 21 2019](#) Motion by Monica . Second by: Ginny Motion: Motion carried
5. **Membership**
 - a. Welcome New members
 - b. Review membership with [by-laws](#):
 - i. Membership requirements: One staff member may fulfil more than one role on the committee as long as the 51% teacher ratio is maintained. Site representatives may be appointed by the site Principal.
 1. Director of Teaching and Learning or other superintendent designee
 2. one administrator per site
 3. at least two general education teacher representatives from each site
 4. at least one special education teacher
 5. at least one specialist teacher
 6. one q-Comp leader
 7. At least one representative from ECFE/TKC
 8. at least one non-staff parent
 9. A school board representative shall be a non-voting member
Ask Paul or volunteer coordinator to possibly send out a message to recruiting a parent volunteer for professional development comm.
6. **Old Business**
 - a. Review of August 27
 - i. Review of first days of school
A lot of information to take in on one day, possibly consider ½ day training in the future over two days.. A number of high school students provided positive feedback and are seeking additional information. It will be the focus of the secondary q-comp group. Primary/Intermediate felt that it was overwhelming in the afternoon. New staff appreciate the information of the positive supports.

Intermediate is considering discussing changing of Open House day away from HS date. Keep this in mind in the future as we plan for next year. Possibly consider two half days for the district PD portion.
 - b. 2019-2020 [Budget](#) discussion
Review of budget and how it will be tracked and shared by buildings with the committee.
 - c. School Improvement plan [Update](#).
 - i. 2019-20 [Work Plan](#)
Joe reviewed the school improvement plan and work plan. Joe highlighted the areas that applied to this committee and clarified the data collection component of the Literacy Initiative.
Updated the goal to change wording Support teacher development and education which includes license renewal training.

Ginny will follow up with the License Renewal Committee in regards to district requirements for Cultural Competency.

Possibly explore the FIRE Training through Ed MN. - 4 - 2 hour sessions

Joe/Ginny will develop a short survey for staff to determine needs.

d. Travel Expenses Discussion - Consistency

- i. The PD committee developed a consistent policy across buildings supporting national conferences and airfare and rotating staff member attendance. The PD funding will cover up to \$200 of travel expenses for a national conferences that out of state conferences and out of state conferences; and up to \$200 per night for hotels for conferences
- ii. [Review](#) of [re-licensure](#) CEU's for this year: .
- iii. Reading - Dr. Houck's Trainings; ongoing
- iv. Mental Health Trauma Informed (August 27)
- v. Cultural Competency (January 20, 2020)
- vi. PBIS - Accommodations and Modifications (To be Scheduled Feb. 14)
- vii. Early On-set Mental Health (To be Scheduled Feb. 14)
- viii. Resource Training and Solutions offering quarterly webinars
 1. [Perennial Learning](#)
 - a. \$25/live webinar
 - b. Interactive
 - c. Presented by current practitioners

7. New Business

- a. Joint DAC mtg on Sept. 26 & Feb. 20
 - i. PD/Technology/Facilitator/Facilities to be present
Joe is asking committee chairs to attend the DAC committee and share work plans and provide updates on the process.
- b. Planning the afternoon of [February 14 PD Day](#) - in house Literacy Training and the afternoon will be teacher education, table planning to next months based on the survey results.

8. Staff Comments or Concerns

- a.

9. Future agenda items

- a. Begin discussions on our next 5 year focus and possible district trainings for next year. Some possible topics may be:
 - i. SEL focus - what does this mean? More resources/curriculum or more training? Elementary staff recognizing that while students are academically ready for kindergarten; their SEL needs are going unmet in many ways. Kindergarten has consistently been the highest incidences of reported behaviors. Concerns regarding SEL transcend grade levels/buildings. Ginny will investigate resources - good training upcoming on February 4th (Brad Chapin - self-regulation skills); Dr. Cash has recently been devoting his time to self-regulation skills as well.

Boys Town offers a national training for Early Elementary/Elementary for Social/Emotional Learning.

- ii. Assessment Alignment
- iii. **Tier 1 (whole class) Interventions**
- iv. PLC's
- v. Cultural Competency
- vi. Building Specific PD
 - 1. Everyday Math
 - 2. Reading Curriculum Training
 - 3. ??
- vii. Other thoughts/ideas?

10. Administrative Reports (Type in: It is noted that much of the following is entered into the minutes and not necessarily discuss with the PD committee at large) (Time as permitted)

- a. High School - [HS PD Spending](#)
- b. Intermediate School - [Strategic PD planning](#) and [BUDGET tracker](#)
- c. Elementary School- Pre-K - [Financial sheet](#)
- d. Gifted and Talented-Special Education -
- e. Curriculum - Facilitators met to review the curriculum pillar of the strategic planning process. Feedback was received and several questions came about as a result of the discussions.
- f. Q-Comp -
- g. Technology -
- h. District -

11. Other topics

- a.

12. Adjournment

- a. Motion: Meredith Second: Monica
- b. Motion Carried at 7:48 am meeting adjourned

Next Year's Meeting Dates: Sept.17, Oct. 15, Nov. 19, Dec. 17, Jan. 21, Feb. 18, Mar. 17, Apr. 21, May 19.

Adopted: 1995-96

Revised: February 20, 2007

Revised: December 15, 2008

Revised: July 26, 2010

Revised: August 26, 2013

Revised: October 27, 2014

Revised: May 18, 2015

Revised: March 25, 2019

Revised: September 23, 2019

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

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D.** *The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.*

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to,; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in

this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. ENFORCEMENT

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

VI. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Adopted: 1995-96
Revised: April 28, 2014
Revised: December 15, 2014
Revised: June 27, 2016
Revised: September 23, 2019

522 STUDENT SEX NONDISCRIMINATION

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

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Jenny Lorentz, 700 Elm Ave. E., Delano, MN 55328, 763.972.3365, ext. 1952, jenny.lorentz@delanoschools.org, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any

person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Joe Vieau, 700 Elm Avenue E., Delano, MN 55328, 763.972.3365, ext. 1902, joe.vieau@delanoschools.org; and Jenny Lorentz, 700 Elm Avenue E., Delano, MN 55328, 763.972.3365 ext. 1952, jenny.lorentz@delanoschools.org, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.

- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

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

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

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: February 2004
Revised: October 27, 2008
Revised: May 21, 2012
Revised: January 27, 2014
Revised: April 27, 2015
Revised: September 26, 2016
Revised: September 23, 2019

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

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

III. DEFINITIONS

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

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

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the

health, safety of self, other students, or staff members, the crisis team may remove the student from school grounds.

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

B. Removal by Police Liaison Officer or Peace Officer

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

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

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

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

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

C. Reasonable Force Permitted

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

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

1. Corporal punishment prohibited by Minn. Stat. §121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. §626.556;
6. Physical holding (as defined by Minn. Stat. §125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying the student access to toilet facilities.

D. Parental Notification

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

E. Continued Removals; Review of IEP

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

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

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

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's

IEP, IIP, or behavior intervention plan authorizes the use of one or more conditional procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

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

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

Legal References:

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

Cross References:

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

2019 Payable 2020 Proposed Levy Certification Information

	Certified 18 Pay 19 Final Levy	Preliminary 19 Pay 20 Proposed Levy	Incr/(Decr)	% Change
General Fund	4,497,890.22	4,232,471.19	(265,419.03)	-5.90%
Community Service	294,280.55	252,268.95	(42,011.60)	-14.28%
Debt Service	4,919,729.99	5,020,990.51	101,260.52	2.06%
	9,711,900.76	9,505,730.65	(206,170.11)	-2.12%

The district will be levying "maximum" on the proposed levy. Not all categories of the current levy document are correct, and levying maximum allows for updates to be made before the final levy certification in December 2019.

Delano Public Schools

ISD #879

Annual Student Wellness and Policy #533 Compliance Report

July 1, 2019

Summary:

The District-Wide Wellness Committee's responsibility each year is to **monitor student** health and wellness issues related to whether or not the district is in compliance with the Healthy, Hunger-Free Kids Act of 2010 and the School District's Wellness Policy (#533). This committee is made of up district parents, staff and administration. We met twice this year (November 26, 2018 and March 4, 2019,). We use a two year cycle whereas the 2018-19 school year was a district/building goal implementation/monitoring year and an overall district continuing compliance year. 2017-18 was a building data gathering and goal formulation year.

This year, we continued to review the policies and the data from all required areas of the 2010 Act. The committee determined that our district is currently in compliance in all areas: Nutrition/Education, Competitive Foods and Beverages, Other Foods and Beverages, Food and Beverage Marketing, Physical Activity, Student Wellness Activities and Wellness Communication (to the public). The Annual Student Wellness Summary Report (2018-19) will be posted on the district's website in late August 2019.

Continued Areas of Strength: **School Food Service Meals-** The district continues to provide healthy, safe and clean environments while serving a variety of meals that meet federal nutritional guidelines. **(Absence of gratuitous) Food and Beverage Marketing and Physical Activity-** The district does not promote poor nutritional choices via poor advertising/marketing and the district actively encourages a high amount of K-12 exercise, activities, arts and athletic opportunities.

Continued Areas of Improvement Needed: **Competitive Foods and Beverages-**The vending machines were removed from the 7-12 High School and Elementary School staff lounge in June 2018 because they did not meet Smart Snack Guidelines. The Global Market and After School Snack program by the HS Volunteers sells snacks. **Communication-** The district has improved and continued to use a variety of methods (emails, newsletters etc.), more frequent and a consistent message of all of the wellness (mental, social, nutritional, physical) opportunities available. The K-6 school student/parent population will also benefit from specific, more frequent communication and collaboration on smart snack-time/bag lunch choices that parents choose to send with their student to school.

The committee also continued productive discussions in the areas of improvement. The progress of the 2018-19 SMART Student Goals for each school building was discussed at each meeting. The committee monitored and added ideas to the SMART goals for 2019-20. The committee confirmed that each building's wellness committee has at least six members to coordinate and plan to best implement these goals. The committee also recognizes that there is no district budget for implementing the goal programming and directs each building administrator to collaborate with the building wellness committee to mitigate any costs, if any, for implementing these goals. Each building will continue its current goal into the 2019-20 school

year. Documentation (addendum A-C) for each building's goal and wellness activities is attached to this report.

In 2019-20, the District-Wide Wellness Committee will meet at the end of November, February and April to once again review compliance with the 2010 Act and Policy #533. In addition, it will collect information from each building's wellness committee about the progress towards each of its 2019-20 building SMART goals. We will collect and submit documentation of that progress for next year's report. A large portion of that data will hopefully come from the two student surveys completed in March of 2019--The 10th Grade Michigan University Survey and the Minnesota Student Survey (grades 5, 7, 9 and 11). In closing, our committee is also looking for more parent and staff members to fill positions due to recent resignations.

Submitted by:

Steven Schauburger
Delano Public Schools
ISD #879
District Wellness Coordinator

and the

2018-19 DELANO DISTRICT #879 WELLNESS COMMITTEE MEMBERS:

1. Tara Williams
2. Sarah Gierke
3. Larissa Barta
4. Cari Deis
5. Darlene Sundheim
6. Janet Berzins
7. Jenny McMahan
8. Kim Finn
9. Kris Larson
10. Mary Stoddard
11. Michael Johnson
12. Monica Kunkel
13. Tina Prior
14. Steven Schauburger
15. Mary Ziebell Principal at St. Max (St. Max Rep)

Addendum A: Delano Elementary School's 2018-19 Goal Wellness Activities Report-

During the 2018-19 school year the Delano Elementary School Health and Wellness Committee focused on students and staff physical health as well as social-emotional and mental health. We are seeing a rise in anxiety with some our students so at the Kindergarten level we have incorporated Yoga Calm. This curriculum was taught throughout the school year and focused on SEL skills and mindfulness. The students worked on breathing techniques, complimenting peers and were mindful of how they entered the music room (acknowledging fatigue or excitement and discussed how that would influence their day in class).

Each month our PBIS committee had a theme that focused on the overall well-being of students. The teachers would incorporate each theme into lessons throughout the month. The themes were: teamwork, kindness, gratitude, empathy, grit and perseverance, sportsmanship, citizenship, confidence, and acceptance. The students grew tremendously throughout the year in promoting these themes.

Delano Elementary has been designated as an "Active School" which means that we integrate physical activity before, during and after school for at least 60 minutes daily. We got our families busy with our Walk, Roll & Stroll in the fall, family winter activity night and the Tiger Dash and 1 mile fun run in the spring. Promoting families being active together is important to Delano Elementary.

For the 2019-2020 school year the Delano Elementary School would like to continue to focus on the areas of: Physical Well-Being and Social-Emotional/Mental Health for both students and staff. In addition to these goals we would like to continue our work with our healthy snack initiative. If students are not able to bring a healthy snack from home they can sign up to get a healthy snack each morning from the lunchroom. We will keep working to promote these goals into the next school year.

Addendum B: Delano Elementary School's 2018-19 Goal and Wellness Activities Report-

Delano Intermediate School Student Wellness Committee

Rebecca Olmscheid, Corina Voinea, Kirsten Olson, Nicole Gohman, Kristy Klaphake

FALL 2019 UPDATE

The student wellness goals at Delano Intermediate School are to promote peer interaction, relationships, and exercise by providing activities for students to participate in during Zero Hour Wednesdays and to bring awareness of the dangers of improper use of social media.

Thus far this school year, DIS has implemented a variety of programs to meet our student wellness goals. All students in grades 4-6 participate in a Life Skills class as part of their specials class rotation. Within the Life Skills curriculum, students are exposed to a unit on digital citizenship in which they explore how to be safe while using social media, engage in discussions on cyberbullying including bystanders and upstanders, and talk about which types of conversations should be done face to face, which should be done over the phone, and which can be done through texting. Within this unit, students are presented with activities on how difficult it is to understand emotions through text messages and learn critical information about their digital footprint.

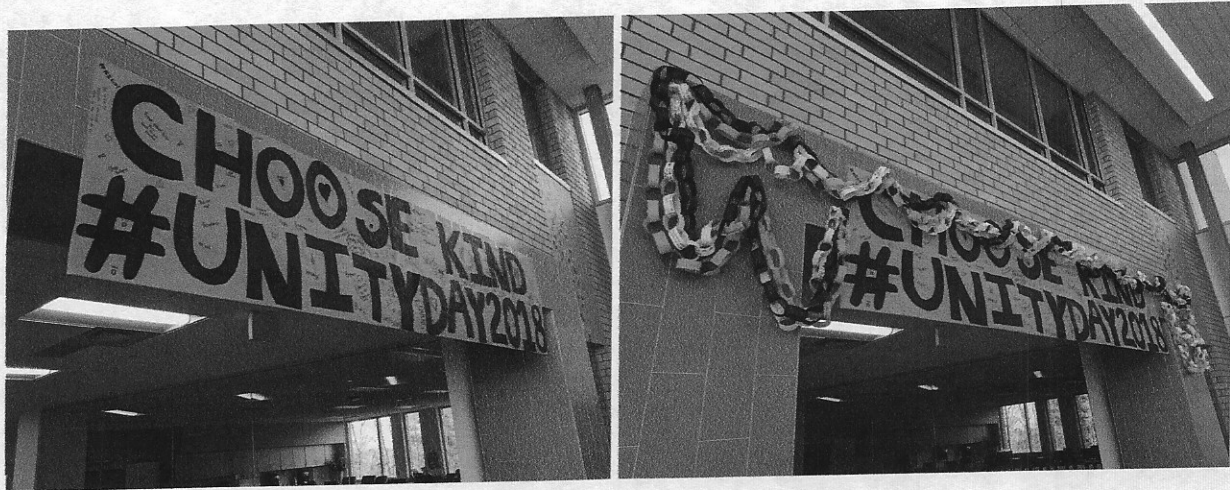
All students at DIS are able to participate in Zero-Hour activities each Wednesday during the school year from 8-9 am. Students participate in each activity group for six weeks and then move to a new activity group. At the beginning of the year, all students completed a survey to state which activities they are most interested in. The following activities are offered during Zero-Hour: Physical Education activities, school newspaper, coding, board games, arts and crafts, GROWL, Engineering, and outdoor free play.

Delano Intermediate School celebrated Unity Day on Wednesday, October 24, 2018. Unity Day is celebrated as a way to show our support for the prevention of bullying and show that we are united for kindness, inclusion, and acceptance of everyone. Each classroom spent at least 30 minutes on a Unity Day Lesson and activity. The lesson included a short video and discussion time. Students then made a Unity Day Chain of Kindness. Each student received one strip of paper and wrote about one of the following statements

***I show kindness by...**

- *I am kind to others when I...**
- *Someone was kind to me when...**

When students finished their prompt, the entire class formed a circle and each student read aloud what they wrote while the teacher stapled the chain together. Our Unity Day chain was made of three colors- 4th grade is black, 5th grade is white, and 6th grade is orange. The chains from each classroom were collected and weaved together to make one long chain. The Unity Day Chain of Kindness is displayed in the main commons area of the school with a large Unity Day banner. The banner was crafted by students in the arts and crafts class during Zero Hour. Students in this class also made smaller posters to display around the school.



On November 5, 2018, parents, guardians, and educators were invited to attend a free workshop at Delano Elementary School which was presented by Erin Walsh- 'Say Yes to No- Parenting for Success in the 21st Century.' Participants learned the basic pillars of children's brain development, how trends in society and culture have a critical impact on children's development and explored effective praise and ineffective praise. Participants also learned parenting strategies that foster self-discipline and respect in children and why self-discipline is important for a child's success and happiness. This workshop was offered to all district families, community members, and district employees. The turn-out was outstanding!

Delano Intermediate School is offering a variety of opportunities for our students in order to support their physical, social, emotional, and mental health needs. We will continue to offer programming to meet each student's individual needs throughout the school year.

Delano Intermediate School Student Wellness Committee

March 2019 update

Rebecca Olmscheid, Corina Voinea, Kirsten Olson, Nicole Gohman, Kristy Klaphake

- *Grade-level Life Skills course- digital citizenship, study skills, anxiety/stress management, character education, time management.
- *Zero Hour Activities each Wednesday
- *DIS Snack Program
- *Kindness in Chalk- Wednesday, October 1, 2018
- *Unity Day- Wednesday, October 24, 2018
- *Parent speaker available to all district families- 'Say Yes to No- Parenting for Success in the 21st Century'- Monday, November 5, 2018
- *DIS Student Party- Friday, January 18, 2019
- *The Sheridan Story (weekend food program)
- *Clothing Closet in Health Office- available for students who are in need of certain clothing items or winter accessory items
- *Influenza information sent to families
- *Kindness Month (Grades 4-6, March 2019)

Delano Intermediate School Student Wellness Committee

May 2019 Reflection and Progress

Rebecca Olmscheid, Corina Voinea, Kirsten Olson, Nicole Gohman, Kristy Klaphake

Delano Intermediate School successfully met our student wellness goals of promoting peer interaction, relationships, and exercise by providing activities for students to participate in during Zero Hour Wednesdays and to bring awareness of the dangers of improper use of social media. In order to successfully meet these goals, Delano Intermediate has given students a variety of activities and events including classroom lessons to support their social, emotional, physical, and mental health. The following programs, activities, and lessons were used this school year:

- *Grade-level Life Skills course- digital citizenship, study skills, anxiety/stress management, character education, time management.
- *Zero Hour Activities each Wednesday
- *DIS Snack Program
- *Kindness in Chalk- Wednesday, October 1, 2018
- *Unity Day- Wednesday, October 24, 2018
- *Parent speaker available to all district families- 'Say Yes to No- Parenting for Success in the 21st Century'- Monday, November 5, 2018

- *DIS Student Party- Friday, January 18, 2019
- *The Sheridan Story (weekend food program)
- *Clothing Closet in Health Office- available for students who are in need of certain clothing items or winter accessory items
- *Influenza information sent to families
- *Kindness Month (Grades 4-6, March 2019)
- *PBS Learning Media self-paced lessons designed to enhance literacy that focus on "Nutrition: What your body needs" and "Ratio and Proportional Reasoning: Food Labels" within the Grade 6 Special Education classroom

Future goal ideas: We would like to keep our current goals.

Addendum C: Delano High School's 2018-19 Goals and Wellness Activities Report-

Goal One: The DHS Building Wellness Committee will provide "Health Challenges" in the areas of nutrition and exercise schoolwide once a month and provide incentives for students who accomplish healthy tasks. (i.e Tiger Pride for nutrition, exercise, tracking healthy choices)

Goal met: *Students were informed encouraged to participate on the DHS building wellness committee. An incentive program was created to award recognition slips for healthy snacks at the after school volunteer snack booth or at the global market. For example, students were recognized/awarded for bringing a healthy bag lunch, working out in the TAC or making a positive mental/behavior health choice for themselves or others. Thirty-six students were recognized from November through May.*

Goal Two: The DHS Building Wellness committee will develop a staff incentive program and recognize staff that voluntarily attend two school activity events and one fine arts performance in 2018-19. The goal is to be visible, engage in follow up dialogue with students (relationship building), and show interest in the attendance of/participation in activities, academics and arts.

Goal partially met: *An incentive, recognition program was created in November for staff to attend students' activities and develop relationships/dialogues with students. Staff members filled out a paper slip documenting the type of event and the benefits of the subsequent dialogue/student-relationship dialogue with the student(s). Staff attend many events in athletics, fine arts and district activities, home and away. The staff member then submitted the slip for a random monthly prize drawing. Approximately 95% of staff attended at least two student activities November through June. However, documentation of the follow up dialogue varied from month to month. Winter activities were better attended/documented than spring activities with low documented participation (submitted slips in the drawing box) in March and April.*

2018-2019 DHS Wellness Activities/Events/Resources

Kindness in Chalk

Unity Day/Chain Activity

Suicide Awareness and Prevention Week

Compass program extended to Grade 7 and 8 students

Bounce Back Project Presentation for students, parents, staff, community members

Co-located Therapist available from Central MN Mental Health Center

Chemical Health Counselor from Central MN Mental Health Center available for students

Wright County Resource Navigator

Adopted: 1995-96

Revised: June 28, 2010

Revised: September 23, 2019

403 DISCIPLINE, SUSPENSION AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or

discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position.
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 - 1. oral warning;
 - 2. written warning or reprimand;
 - 3. probation;
 - 4. disciplinary suspension, demotion or leave of absence with pay;
 - 5. disciplinary suspension, demotion or leave of absence without pay; and
 - 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
 - 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 - 2. Provide directives to the employee to correct the conduct or performance.
 - 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 - 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 - 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et. seq.* (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees

Adopted: 1996

Revised: April 1998

Revised: May 2003

Revised: December 15, 2008

Revised: March 19, 2012

Revised: June 22, 2015

Revised: October 28, 2019

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school

district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system or privately owned devices to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or

other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook,," "Twitter," "Instagram," "Snapchat," and "Reddit," and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are

reasonably believed to be obscene or child pornography under state or federal law.

- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision of the school's designated professional staff before a student may use a school account or resource to access the Internet.

- C. The Internet Use Agreement form must be read and signed by the user, the parent or guardian, and the supervising teacher. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any

financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.

6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that should the user violate the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENT'S RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.

- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district's Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. American Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Material)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERNET USE AGREEMENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if the applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies and guidelines with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature _____

INTERNET USE AGREEMENT – EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature _____

Date: _____

Adopted: 1995-96
Revised: 2004
Revised: September 27, 2010
Revised: May 21, 2012
Revised: August 26, 2013
Revised: February 24, 2014
Revised: May 18, 2015
Revised: December 17, 2018
Revised: October 28, 2019

603 CURRICULUM DEVELOPMENT

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and to the extent possible, shall reflect the diversity of the district and its school sites, and shall have parent, teacher, support staff, student, community residents and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other

community residents shall comprise at least two-thirds of advisory committee members.

- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minn. Stat. § 120B.12, Subd. 2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.

- F. The superintendent shall be responsible for keeping the school board informed of all state mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
 Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
 Minn. Stat. § 120B.125(f) (Planning for Students’ Successful Transition to Postsecondary Education and Employment)
 Minn. Rules Part 3500.0550 (Inclusive Education Program)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rule Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art 2, § 22)
 Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 605 (Alternative Programs)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 615 (Testing, Accommodations, Modifications, and Exemptions for IEP’s, Section 504 Plans and LEP Students)
 MSBA/MASA Model Policy 616 (School District System Accountability)
 MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
 MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
 MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Adopted: 1995-96

Revised: March 28, 2016

Revised: October 28, 2019

611 HOME SCHOOLING

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CONDITIONS FOR HOME SCHOOLING

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

IV. IMMUNIZATION

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

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

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

resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

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

VII. EXTRACURRICULAR ACTIVITIES

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

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

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

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

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

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

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

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

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

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

B. Transportation services

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

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

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

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

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Revised: May 18, 2015
Revised: October 24, 2016
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Revised: October 28, 2019

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. “Above-grade level” test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student’s grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- B. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- C. “Below-grade level” test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student’s current grade level. Notwithstanding the student’s grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.
- D. “Benchmark” means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

- E. “Career and college ready,” for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.
- F. “Computer-adaptive assessments” means fully adaptive assessments.
- G. “Cultural competence,” for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.
- H. “Elective standards” means a locally adopted expectation for student learning in career and technical education and world languages.
- I. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. “Fully adaptive assessments” include on-grade level test items and items that may be above or below a student’s grade level. *[Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]*
- K. “On-grade level” test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.
- L. “Required standard” means a statewide adopted expectation for student learning in the content areas of English language arts, mathematics, science, social studies, physical education, and the arts, or a locally adopted expectation for student learning in health or the arts.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

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

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

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

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

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:
 - a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
5. For students in grade 8 in the 2012-2013 school year and later the school district must record on the high school transcript a student's progress

toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.

6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

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

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:

1. is participating in a course of study, including an advanced

placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;

2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

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

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

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- D. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

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624 ONLINE LEARNING OPTIONS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

To the extent the school district provides to resident students curriculum that has

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

III. DEFINITIONS

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

- J. “Supplemental online learning” means an online learning course taken in place of a course period at a local district school.

IV. PROCEDURES

A. Dissemination and Receipt of Information

1. The school district shall make available information about on-line learning to all interested people. The school district may utilize the list of approved on-line learning providers and on-line learning courses and programs developed, published, and maintained by MDE.
2. The school district will receive and maintain information provided to it by on-line learning providers.

B. Student Enrollment

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

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

C. Classroom Membership and Teacher Contract Time

1. The enrolling district may reduce an on-line learning student's regular classroom instructional membership in proportion to the student's membership in on-line learning courses.
2. The school district may reduce the course schedule of an on-line learning student in proportion to the number of on-line learning courses the student takes from an on-line learning provider other than the school district.
3. A teacher with a Minnesota license must assemble and deliver instruction to enrolled students receiving online learning from an enrolling district. The delivery of instruction occurs when the student interacts with the computer or the teacher and receives ongoing assistance and assessment

of learning. The instruction may include curriculum developed by persons other than a teacher holding a Minnesota license.

4. The online learning provider, other than a digital learning provider offering digital learning to its enrolled students only under Minn. Stat. § 124D.095, Subd. 4(d), must give the Commissioner written assurance that all courses meet state academic standards and the online learning curriculum, instruction, and assessment expectations for actual teacher contact time or other student-teacher communications and academic support meet nationally recognized standards and are described as such in an online learning course syllabus that meets the Commissioner's requirements.

D. Academic Credit; Graduation Standards or Requirements

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

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

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 608 (Instructional Services - Special Education)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 620 (Credit for Learning)