



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

**SCHOOL BOARD AGENDA
REGULAR MEETING
Monday, November 4, 2019
6:30 PM
MULTIMEDIA ROOM #324**

Agenda

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Consent Agenda
 - a. Approve Minutes from the October 7, 2019 Regular Board Meeting
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignations/Retirements
 - 1. Mark Gades (Amended Resignation Letter) - Head Custodian
 - ii. Employee Contracts/Notices of Assignment
 - 1. High School Speech Coach
 - 2. Junior Class Co-Advisor
 - 3. Junior Class Co-Advisor
- VII. Report Items
 - a. Financial Report

- b. Board Member Reports
- c. Legislative Report

VIII. Old Business

- a. Approve Second Reading of the Following Policies
 - i. Policy 402 - Disability Nondiscrimination
 - ii. Policy 419 - Tobacco-Free Environment
 - iii. Policy 423 - Employee-Student Relationships
 - iv. Policy 523 - Policies Incorporated
 - v. Policy 532 - Use of Peace Officers
 - vi. Policy 611 - Home Schooling
 - vii. Policy 618 - Assessment of Achievement
 - viii. Policy 713 - Student Activity Accounting

IX. New Business

- a. Approve Dissolution of the Agricultural Education Agreement with the Bertha-Hewitt School District Effective June 30, 2020
- b. Approve the Following Agreements and Contracts
 - i. 2019-2021 Master Agreement with Verndale Education Association (VEA)
 - ii. 2019-2021 Clerical Staff Agreement
 - iii. 2019-2021 Information Technology (IT) Support Agreement
 - iv. 2019-2021 Food Service Supervisor Agreement
 - v. 2019-2021 Transportation and Buildings and Grounds Supervisor Agreement
 - vi. 2019-2021 Human Resources-Payroll Specialist Agreement
 - vii. 2019-2021 K-12 Principal/District Assessment Coordinator Agreement
 - viii. 2019-2021 Superintendent Contract Amendment
- c. Approve Memorandum of Agreement (MOA) Grant Maria Ervasti Years of Service for 403(b) Participation
- d. Approve Resolution Authorizing Participation with the Community Concern for Youth (CCY) Program with Todd-Wadena Community Corrections
- e. Approve Assurance of Compliance and Mandate Reporting Application
- f. Approve Community Education Report
- g. Approve the Following Program(s)/Contract(s)/Membership(s)
 - i. 2019-2020 Rural Minnesota CEP Contract for Career Advising Services

X. Administrative Reports

- a. Dean of Students/Activities Director
- b. K-12 Principal/District Assessment Coordinator
- c. Superintendent



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

SCHOOL BOARD AGENDA

REGULAR MEETING

Monday, November 4, 2019

6:30 PM

MULTIMEDIA ROOM #324

Notes to Agenda

- I. Call to Order
- II. Recite Pledge of Allegiance
- III. Determine a Quorum (Roll Call)
- IV. Approve or Amend Agenda
- V. Recognize Visitors/Public Forum
- VI. Consent Agenda - The supporting documents are enclosed for review. A board member is welcome to pull an item from the consent agenda and place it on the new business portion of the agenda for individual consideration. **Recommend Approval of the Consent Agenda**
 - a. Approve Minutes from the October 7, 2019 Regular Board Meeting
 - b. Approve Monthly Financial Report
 - c. Approve Payment of Monthly Claims
 - d. Approve Resolution to Accept Donation(s)
 - e. Approve the Following Personnel Items:
 - i. Resignations/Retirements
 - 1. Mark Gades (Amended Resignation Letter) - Head Custodian
 - ii. Employee Contracts/Notices of Assignment
 - 1. High School Speech Coach
 - 2. Junior Class Co-Advisor
 - 3. Junior Class Co-Advisor

VII. Report Items

- a. Financial Report - Paul
- b. Board Member Reports - Scott, Shyla
- c. Legislative Report - Paul

VIII. Old Business

- a. Approve Second Reading of the Following Policies - There are no changes to the policies since the first reading last month. An email from our special education director clarifying the changes in Policy 532 Use of Peace Officers is enclosed. The key point is that prone restraints have been eliminated altogether, and now the plan is to work to eliminate the use of seclusion. **Recommend Approval**
 - i. Policy 402 - Disability Nondiscrimination
 - ii. Policy 419 - Tobacco-Free Environment
 - iii. Policy 423 - Employee-Student Relationships
 - iv. Policy 523 - Policies Incorporated
 - v. Policy 532 - Use of Peace Officers
 - vi. Policy 611 - Home Schooling
 - vii. Policy 618 - Assessment of Achievement
 - viii. Policy 713 - Student Activity Accounting

IX. New Business

- a. Approve Dissolution of the Agricultural Education Agreement with the Bertha-Hewitt School District Effective June 30, 2020 - Letter Enclosed. **Recommend Approval**
- b. Approve the Following Agreements and Contracts - The teachers will vote to ratify or reject their contract on Monday. A few details are being completed with the other contracts and agreements and will be available approval at the meeting.
 - i. 2019-2021 Master Agreement with Verndale Education Association (VEA)
 - ii. 2019-2021 Clerical Staff Agreement
 - iii. 2019-2021 Information Technology (IT) Support Agreement
 - iv. 2019-2021 Food Service Supervisor Agreement
 - v. 2019-2021 Transportation and Buildings and Grounds Supervisor Agreement
 - vi. 2019-2021 Human Resources-Payroll Specialist Agreement
 - vii. 2019-2021 K-12 Principal/District Assessment Coordinator Agreement
 - viii. 2019-2021 Superintendent Contract Amendment
- c. Approve Memorandum of Agreement (MOA) Grant Maria Ervasti Years of Service for 403(b) Participation - The Memorandum of Agreement is enclosed for your review. The VEA is requesting that Maria Ervasti be granted credit on the 403(b) contribution schedule for the years she worked as an art teacher under our cooperative agreement for art instruction. **Recommend Approval**
- d. Approve Resolution Authorizing Participation with the Community Concern for Youth (CCY) Program with Todd-Wadena Community Corrections - The resolution and supporting documents are attached. This program is an early intervention program to help students avoid the court system for chemical use, truancy, or other minor

violations. **Recommend Approval**

- e. Approve Assurance of Compliance and Mandate Reporting Application - This report submission is required on an annual basis. The purpose is to ensure that the district is complying with all federal and state laws prohibiting discrimination. **Recommend Approval**
- f. Approve Community Education Report - The Community Education Report is an annual reporting requirement that must be completed in order for the school district to access community service levy and aid. **Recommend Approval**
- g. Approve the Following Program(s)/Contract(s)/Membership(s) - The contract is enclosed for review. This program provides college and career planning services for our high school students. **Recommend Approval**
 - i. 2019-2020 Rural Minnesota CEP Contract for Career Advising Services

X. Administrative Reports

- a. Dean of Students/Activities Director
- b. K-12 Principal/District Assessment Coordinator
- c. Superintendent

October 7, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a regular meeting on Monday, October 7, 2019 at 6:30pm in the Multi Media Room #324. The meeting was called to order by Chairman of the Board, Marcus Edin. The meeting started with the Pledge of Allegiance.

Members present: Bill Blaha, Shyla Hess, Marcus Edin, Chris Youngbauer, Tony Stanley, and Scott Veronen.

Members Absent: None

Others present: Supt. Mr. Brownlow, Principal Mr. Follingstad, Dean of Students Mr. Johnson, Trinity Gruenberg-Verndale Sun, Dan Huebsch - CCY, Tracy Hegarty, and Mary Gronlund.

Roll call was taken. A quorum was determined.

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the agenda as presented by Mr. Brownlow. MCU

Recognition of the public.

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the following Consent Agenda items:

- Minutes from the September 9, 2019 Regular and September 30, 2019 Special School Board Meetings
- Payment of Monthly Claims: Checks 46226 - 46320
- Payment of Monthly Claims: Check 46321 - *Motion by Tony Stanley, seconded by Scott Veronen to approve Payment of check 46321. Roll call. Chris Youngbauer abstained as the payment is to his company. MC*
- Student Activity Checks 1048 - 1055
- Resignations/Retirements:
 - Mark Gades - Head Custodian
 - Dan Johnson - Junior High Boys' Basketball Coach
- Employee Contracts/Notices of Assignment:
 - Verndale Honor Society Advisor - Alex Anderson
 - Senior Class Co-Advisors - Amy Ashbaugh and Tim Fiskum
 - Part-Time Custodian - Scott Loween
- Lane Change Request: Stephanie Brownlow - BS to BS+10
- Report Items:
 - Monthly Financial Report: Mr. Brownlow
 - Board Reports: None
 - Legislative Report: Mr. Brownlow
 - Community Concern for Youth: Dan Huebsch

Old Business:

Motion by Scott Veronen, seconded by Shyla Hess to approve Snow Removal Quote for 2019-2020 School Year from Youngbauer Landscaping. Roll Call. Chris Youngbauer abstained as the quote is from his company. MC

New Business:

Motion by Bill Blaha, seconded by Chris Youngbauer to approve District Sponsored Fundraiser Requests for 2019-2020 School Year. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve 2019 Exemplary Projects for Funding. Roll call. MCU

Motion by Scott Veronen, seconded by Tony Stanley to approve Resolution of School Board Supporting Form A Application to MN State High School League Foundation. MCU

Motion by Bill Blaha, seconded by Shyla Hess to approve the Region 5 Reciprocity Agreement - Alternative Career Pathways Coursework. MCU

Motion by Shyla Hess, seconded by Chris Youngbauer to approve hiring Tim Fiskum as Junior High Boys' Basketball Coach. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve hiring Tony Stanley as Extracurricular/Substitute Bus Driver. Roll call. Tony Stanley abstained as the motion made was to hire himself. MC

Motion by Chris Youngbauer, seconded by Scott Veronen to receive the notice from Bertha-Hewitt School District dissolving the Agricultural Education Agreement effective June 30, 2020.

Motion by Chris Youngbauer, seconded by Tony Stanley to approve the first reading of the following policies:

- Policy 402 - Disability Nondiscrimination
- Policy 419 - Tobacco-Free Environment
- Policy 423 - Employee-Student Relationships
- Policy 523 - Policies Incorporated
- Policy 532 - Use of Peace Officers
- Policy 611 - Home Schooling
- Policy 618 - Assessment of Achievement
- Policy 713 - Student Activity Accounting

MC

Administrative reports were given by Mr. Johnson, Mr. Follingstad and Mr. Brownlow.

Motion by Bill Blaha, seconded by Scott Veronen to close the meeting for a negotiations update. Chairman of the Board, Marcus Edin, pursuant to applicable provisions of Minnesota Statute 471.705, Subd. 13D.03 negotiations, adjourned the regular board meeting at 7:40pm and called the closed meeting to order at 7:44pm. The closed meeting adjourned at 8:00pm.

Respectfully submitted by the Board,

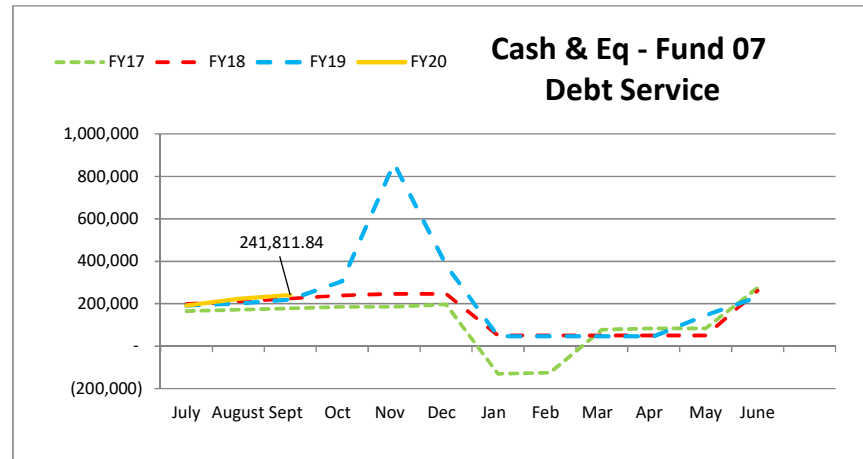
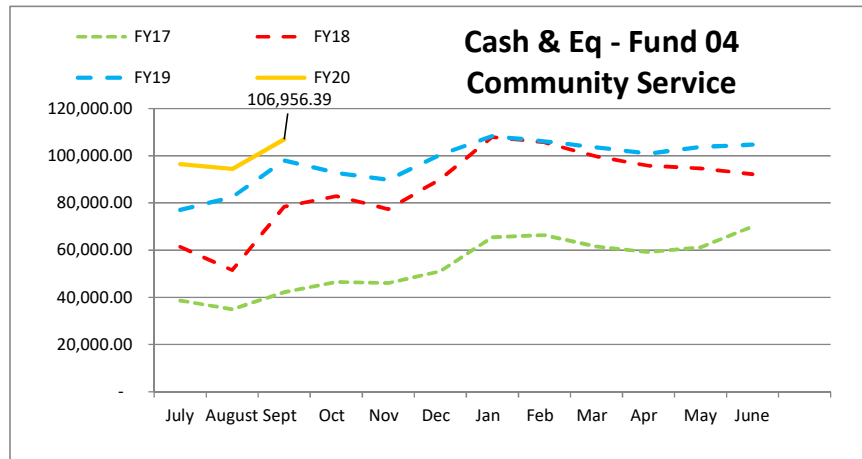
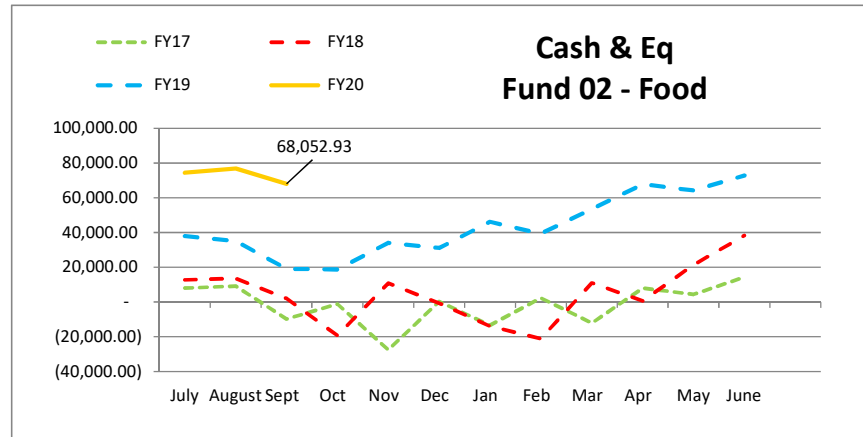
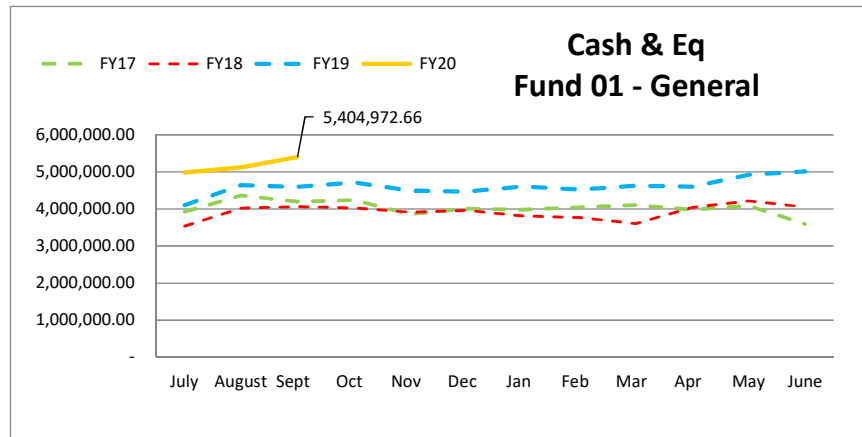
Tony Stanley, Clerk

Mary Gronlund, Secretary



VERNDALE PUBLIC SCHOOL

CASH DASHBOARD - AUGUST 31, 2019





CASH BALANCES & ACTIVITY SHEET

VERNDALE PUBLIC SCHOOL ISD NO. 818

September 30, 2019

FUND	9/1/2019	RECEIPTS	DISBURSEMENTS	PAYROLL	TRANSFERS	9/30/19 BALANCE
01- Star Bank	\$ 441,498.58	57,473.61	(452,440.35)	(217,038.67)	500,000.00	\$ 329,493.17
01- Cash	\$ 820.00	-	-	-	-	\$ 820.00
01 - Ameritrade	\$ 415,216.91	1,265.50	-	-	-	\$ 416,482.41
01- MSDLAF	\$ 2,605,062.83	4,258.85	-	-	(500,000.00)	\$ 2,109,321.68
01- PMA ACCOUNT	\$ 1,660,231.00	488,624.40	-	-	-	\$ 2,148,855.40
01- FNB-OT CD'S	\$ 400,000.00	-	-	-	-	\$ 400,000.00
01-Total	\$ 5,522,829.32	\$ 551,622.36	\$ (452,440.35)	\$ (217,038.67)	\$ -	\$ 5,404,972.66
02 - Bank	\$ (116,871.30)	8,806.90	(13,249.06)	(4,416.20)	-	\$ (125,729.66)
02 - Cash	\$ 67.00	-	-	-	-	\$ 67.00
02- MSDLAF	\$ 165,804.90	-	-	-	-	\$ 165,804.90
02- PMA ACCOUNT	\$ 27,910.69	-	-	-	-	\$ 27,910.69
02-Total	\$ 76,911.29	\$ 8,806.90	\$ (13,249.06)	\$ (4,416.20)	\$ -	\$ 68,052.93
04 - Bank	\$ (13,581.18)	4,516.00	(3,774.80)	(4,295.19)	-	\$ (17,135.17)
04- MSDLAF	\$ 103,723.16	-	-	-	-	\$ 103,723.16
04- PMA ACCOUNT	\$ 4,225.75	16,142.65	-	-	-	\$ 20,368.40
04 - Total	\$ 94,367.73	\$ 20,658.65	\$ (3,774.80)	\$ (4,295.19)	\$ -	\$ 106,956.39
07 - Bank	\$ 396,967.90	-	-	-	-	\$ 396,967.90
07 - MSDLAF	\$ (219,000.41)	-	-	-	-	\$ (219,000.41)
07 - PMA ACCOUNT	\$ 44,806.63	19,037.72	-	-	-	\$ 63,844.35
07- Total	\$ 222,774.12	\$ 19,037.72	\$ -	\$ -	\$ -	\$ 241,811.84
TOTAL	\$ 5,916,882.46	\$ 600,125.63	\$ (469,464.21)	\$ (225,750.06)	\$ -	\$ 5,821,793.82

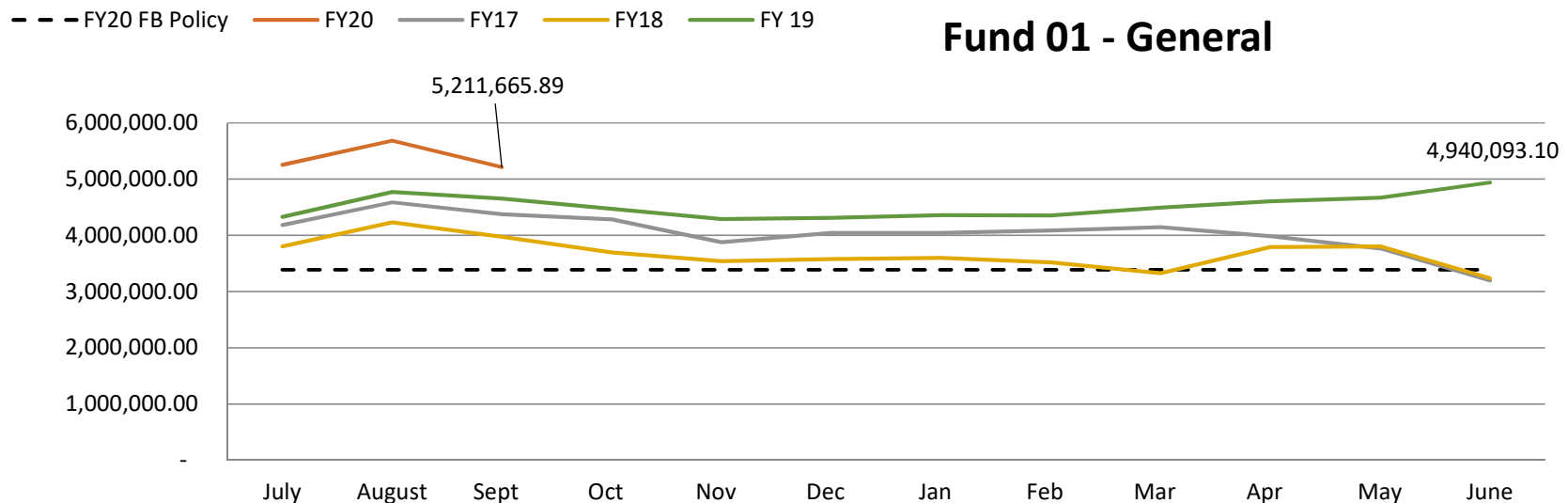


VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - SEPTEMBER 30, 2019



Fund Balance Fund 01 - General



- ◆ **Unassigned** - Amounts in the General fund not reported in any other classification. Unassigned amounts in the General Fund are technically available for expenditure for any purpose.
- ◆ **Assigned** - Amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed.
- ◆ **Committed** - Amounts comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action.
- ◆ **Restricted** - Amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers, creditors, grantors, contributors, voters, or laws and regulations.
- ◆ **Nonspendable** - Amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.
- ◆ **Unrestricted** - Amounts of fund balance left after determining both nonspendable and restricted net resources. This is equal to the sum of the committed, assigned, and unassigned fund balances.



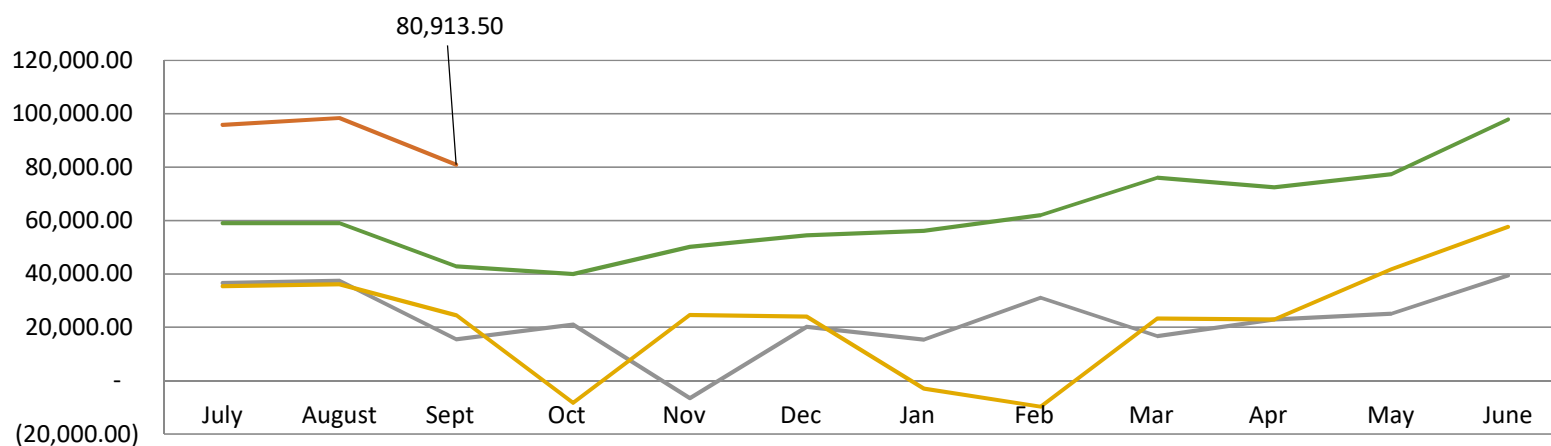
VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - AUGUST 31, 2019



Fund Balance Fund 02 - Food Service

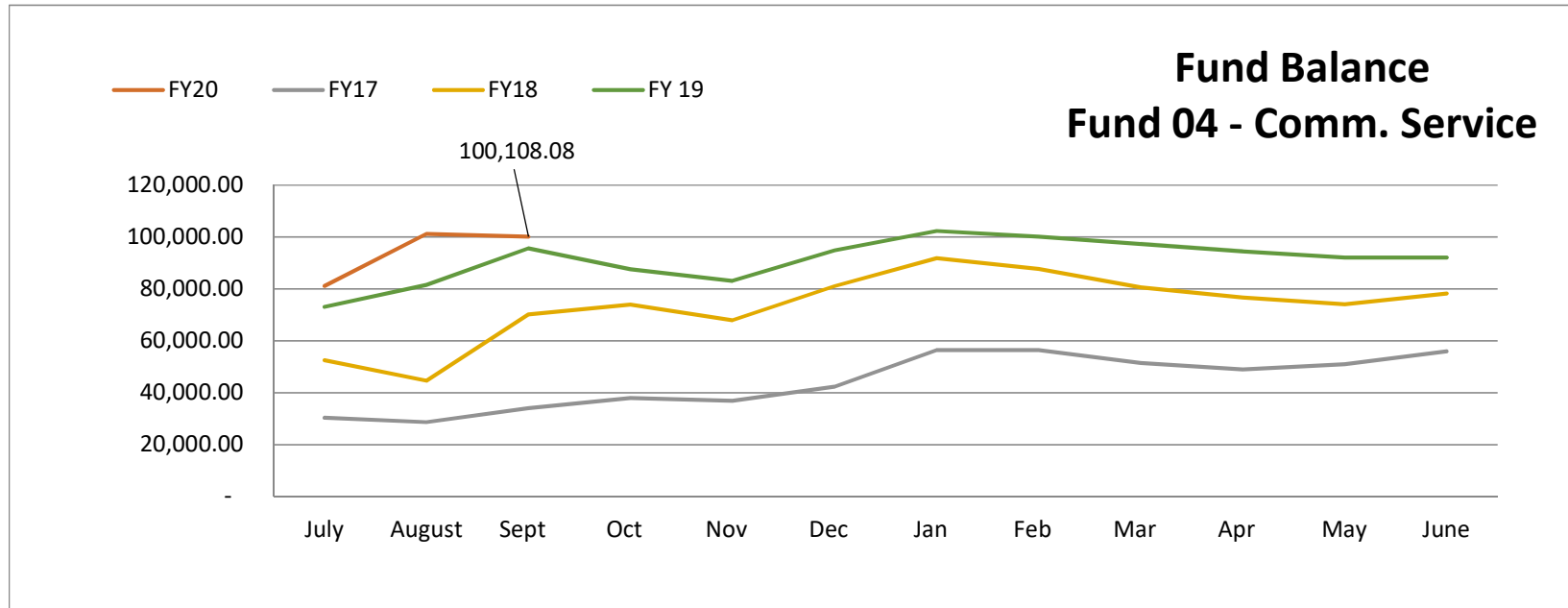
FY20 FY17 FY18 FY 19





VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - AUGUST 31, 2019



VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
November 4, 2019

Check No.	Date	Vendor Name	Amount
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Checks 46322-46380 listed below have been issued and need approval in accordance with board policy.

46322	10/8/2019	FREUDENBERG, JERED	100.00
46323	10/8/2019	PLAUTZ, TRICIA	100.00
46324	10/10/2019	GULLINGSRUD, JOHN	95.00
46325	10/10/2019	KLINNERT, JOHN	95.00
46326	10/10/2019	KUEHN, DAVE	95.00
46327	10/10/2019	NELSON, DERRICK	95.00
46328	10/10/2019	RIEWER, MICHAEL	95.00
46329	10/16/2019	BATTLE LAKE PUBLIC SCHOOL - ISD #542	25.00
46330	10/16/2019	BRIAN D. KOEHN, CPA, PLLC	2,750.00
46331	10/16/2019	CARDMEMBER SERVICE	7,126.97
46332	10/16/2019	CENTRAL MINNESOTA ERDC	525.00
46333	10/16/2019	CITY OF VERNDALE	4,275.20
46334	10/16/2019	DEAN FOODS INC	1,005.51
46335	10/16/2019	ECKROTH MUSIC COMPANY	607.77
46336	10/16/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	113.48
46337	10/16/2019	FRESHWATER EDUCATION DISTRICT	24,391.20
46338	10/16/2019	FURTHER	725.00
46339	10/16/2019	GARY'S DIESEL REPAIR INC	24,234.81
46340	10/16/2019	HBI RADIO WADENA	90.00
46341	10/16/2019	IEA, INC	621.00
46342	10/16/2019	INTERQUEST DETECTION CANINES	315.00
46343	10/16/2019	LAKES COUNTRY SERVICE COOP.	2,851.67
46344	10/16/2019	LEAF RIVER AG SERVICE	2,076.00
46345	10/16/2019	MERICKEL LUMBER	199.94
46346	10/16/2019	MINNESOTA ENERGY RESOURCES	25.07
46347	10/16/2019	MINNESOTA POWER & LIGHT CO	9,047.73
46348	10/16/2019	NORTHERN PINES MENTAL HEALTH CENTER	180.00
46349	10/16/2019	NORTHWESTERN TRANSIT INC	898.00
46350	10/16/2019	PAN-O-GOLD BAKING COMPANY	128.10
46351	10/16/2019	PC PARTS PLUS	1,024.80
46352	10/16/2019	RIDDELL/ALL AMERICAN SPORTS CORP	94.95
46353	10/16/2019	STAPLES WORLD	50.23
46354	10/16/2019	SUPER ONE	229.83
46355	10/16/2019	SYNCB/AMAZON	3,079.88
46356	10/16/2019	THE GRAPHIC EDGE	1,224.61
46357	10/16/2019	THERAPY SHOPPE	137.43
46358	10/16/2019	UNDERWOOD PUBLIC SCHOOL - ISD #550	200.00
46359	10/16/2019	UPPER LAKES FOODS	6,067.11
46360	10/16/2019	VIKING COCA-COLA BOTTLING CO	100.00
46361	10/16/2019	VOCABULARYSPELLINGCITY.COM	194.40
46362	10/16/2019	WASTE MANAGEMENT	967.38
46363	10/16/2019	WEBER'S WADENA HARDWARE	47.88
46364	10/16/2019	WEST CENTRAL TELEPHONE ASSN	318.96
46365	10/16/2019	WESTMUSIC.COM	1,237.50
46367	9/30/2019	AVESIS Third Party Admin., Inc	78.82
46368	9/30/2019	IND. SCHOOL DIST. #818	19.00
46369	10/7/2019	BENNING PRINTING AND PUBLISHING	2,205.00

VERNDALE PUBLIC SCHOOL
BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT
November 4, 2019

Check No.	Date	Vendor Name	Amount
46370	10/7/2019	BERTHA-HEWITT PUBLIC SCHOOLS - ISD #786	97,960.94
46371	10/7/2019	BSN SPORTS	89.99
46372	10/7/2019	CENGAGE LEARNING INC.	940.00
46373	10/7/2019	CENTRAL MINNESOTA ERDC	750.00
46374	10/7/2019	CITY OF VERNDALE	1,108.30
46375	10/7/2019	DAILEY ELECTRIC, LLC	758.04
46376	10/7/2019	DEAN FOODS INC	2,619.32
46377	10/7/2019	DECKER EQUIPMENT	35.41
46378	10/7/2019	ECKROTH MUSIC COMPANY	696.34
46379	10/7/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	113.48
46380	10/7/2019	EXPLORICA, INC.	68.17

Checks 46381-46413 have not been issued and are presented for payment authorization.

46381	11/4/2019	CENTRAL MINNESOTA ERDC	2,176.88
46382	11/4/2019	CITY OF STAPLES PARKS AND RECREATION	765.00
46383	11/4/2019	CITY OF VERNDALE	1,191.60
46384	11/4/2019	COUNTRY BLOSSOM FARM, LLC	220.00
46385	11/4/2019	CULLIGAN	75.00
46386	11/4/2019	DACOTAH PAPER CO	330.44
46387	11/4/2019	DAILEY ELECTRIC, LLC	103.00
46388	11/4/2019	DEAN FOODS INC	1,385.47
46389	11/4/2019	FRESHWATER EDUCATION DISTRICT	1,329.87
46390	11/4/2019	GARY'S DIESEL REPAIR INC	2,934.20
46391	11/4/2019	GRAINGER	39.47
46392	11/4/2019	HOTSY OF MINNESOTA	348.20
46393	11/4/2019	HOUGHTON MIFFLIN COMPANY	450.00
46394	11/4/2019	LEAF RIVER AG SERVICE	704.75
46395	11/4/2019	MAASCONI'S CHAR AND BAR	655.59
46396	11/4/2019	MERICKEL LUMBER	353.27
46397	11/4/2019	MN STATE COMMUNITY & TECHNICAL	16,686.89
46398	11/4/2019	MN STATE HIGH SCHOOL LEAGUE	110.00
46399	11/4/2019	PAN-O-GOLD BAKING COMPANY	52.20
46400	11/4/2019	PEMBERTON, SORLIE, RUFER	723.10
46401	11/4/2019	POLMAN TOWING SERVICE	225.00
46402	11/4/2019	ROCHESTER TELECOM SYSTEMS INC	58.78
46403	11/4/2019	RURAL MINNESOTA CEP, INC.	2,563.00
46404	11/4/2019	SCHOOL NURSE SUPPLY, INC.	407.96
46405	11/4/2019	STEPHEN KRUEGER'S PIANO SERVICE	160.00
46406	11/4/2019	SUPER ONE	159.40
46407	11/4/2019	THE GRAPHIC EDGE	85.03
46408	11/4/2019	TRI-COUNTY HEALTH CARE	125.00
46409	11/4/2019	TRI-COUNTY HOSPITAL EMS	75.00
46410	11/4/2019	UPPER LAKES FOODS	4,959.53
46411	11/4/2019	VERIZON WIRELESS	938.54
46412	11/4/2019	WADENA COUNTY PUBLIC HEALTH DEPT.	2,341.21
46413	11/4/2019	WEBER'S WADENA HARDWARE	26.20

Check 46366 - Board Party Check presented for approval.

46366	10/16/2019	YOUNGBAUERS INC	29.95
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GRAND TOTAL	\$	245,889.75
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VERNDALE PUBLIC SCHOOL
ISD #0818
ELECTRONIC PAYROLL TRANSFERS

Description	Payroll 9/13/2019	Payroll 9/16/2019	Payroll 9/30/2019
Payroll ACH Debit	\$ 108,596.15	\$ -	\$ 115,205.07
Fed/OASDI/Med	\$ 33,696.87	\$ 259.80	\$ 35,364.96
State Taxes	\$ 5,476.94	\$ 1.37	\$ 5,237.66
TRA	\$ 16,381.13	\$ 211.48	\$ 16,013.93
PERA	\$ 3,969.30	\$ -	\$ 5,691.57
Further Section 125 cafeteria plan	\$ -	\$ -	\$ 724.05
OMNI 403b/457 annuities	\$ 4,712.11	\$ -	\$ 4,589.61
Other	\$ -	\$ -	\$ 3,810.22
AFLAC - employee elections	\$ -	\$ -	\$ 241.70
Colonial - employee elections	\$ -	\$ -	\$ 152.14
Delta Dental - employee elections	\$ -	\$ -	\$ 675.00
Madison National - employee elections	\$ -	\$ -	\$ -
Payroll Checks	\$ -	\$ 1,112.33	\$ 836.51
Total Disbursements plus checks	\$ 172,832.50	\$ 1,584.98	\$ 188,542.42

VERNDALE PUBLIC SCHOOL
STUDENT ACTIVITY CHECKS PRESENTED FOR APPORVAL AND PAYMENT
November 4, 2019

Check No.	Date	Vendor Name	Amount
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Checks 1056-1063 listed below have not been issued and need approval and signature in accordance with GASB 84.

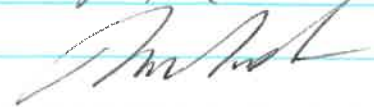
1056	10/21/2019	MASON BROTHERS FOODS INC	2,983.23
1057	10/21/2019	NORTHSIDE FLORAL, LLC	63.75
1058	10/21/2019	PRO-TUFF DECALS	646.00
1059	10/21/2019	VIKING COCA-COLA BOTTLING CO	1,722.43
1060	10/31/2019	MN FFA	239.00
1061	10/31/2019	REGION II FFA	72.00
1062	10/31/2019	VERNDALE PUBLIC SCHOOL - ISD #818	3,300.17
1063	10/31/2019	THE BBQ SMOKEHOUSE	2,760.00
GRAND TOTAL			\$ 11,786.58

10/16/19

I WISH TO AMEND MY RESIGNATION
LETTER TO LIST MY END DATE AS 3/31/20
INSTEAD OF 3/20/20.

THANK YOU

MARK GADES





~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

To: Verndale School Board
From: Paul Brownlow, Superintendent
Date: October 31, 2019
Re: Speech Coach

I recommend the Verndale School District hire Renee Roth for the vacant high school speech coach position.

Renee has supported the speech program as a volunteer over the past few years. Her experience as a volunteer and commitment to the program make her a great candidate for the position.

Sincerely,

Paul Brownlow
Superintendent



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

To: Verndale School Board
From: Paul Brownlow, Superintendent
Date: October 31, 2019
Re: Junior Class Co-Advisor Positions

I recommend the Verndale School District hire Alex Anderson and Jennifer Peske to be co-advisors of the newly created junior class advisor position. As co-advisors, each individual will be paid half of the advisor salary as listed on the extracurricular salary schedule.

Jennifer and Alex will bring energy and consistency to this position. These qualities will make them good candidates for the co-advisor positions.

Sincerely,

Paul Brownlow
Superintendent

Verndale School District Policy Review

- **Policy 402 Disability Nondiscrimination** - Minor changes reflecting updates in the legal and cross references. The substance of the policy language is not affected.
- **Policy 419 Tobacco-Free Environment** - The title of the policy is changed and includes a statutory change adding electronic devices and the definition of smoking.
- **Policy 423 Employee-Student Relationships** - Minor changes reflecting updates in the legal and cross references. The substance of the policy language is not affected.
- **Policy 523 Policies Incorporated** - Minor changes reflecting updates in the legal and cross references. The substance of the policy language is not affected.
- **Policy 532 Use of Peace Officers** - Statutory change to dates of seclusion reports to MDE.
- **Policy 611 Home Schooling** - Statutory change to add teacher's materials to the definition of "textbook".
- **Policy 618 Assessment of Achievement** - Statutory changes required MDE Commissioner to create form regarding state assessments. District must post the form.
- **Policy 713 Student Activity Accounting** - Student activity accounts must be under board control.



Brownlow, Paul <pbrownlow@vps.verndale.k12.mn.us>

Re: Scanned image from Verndale Public Schools District Office

1 message

Murdock, Lori <lmurdock@fed.k12.mn.us>

Tue, Oct 22, 2019 at 8:34 AM

To: "Brownlow, Paul" <pbrownlow@vps.verndale.k12.mn.us>

Paul, this is exactly how the wording should be in accordance to the law. Prone restraint is no longer allowed at all and the legislature's next step is studying the elimination of seclusion which is what the last page is saying. This is what your restrictive procedures plan does cover and we make sure it is compliant with the law. Thanks for sharing this with me. Let me know if you need more direction.

Lori

Lori Murdock
Director of Special Education
Freshwater Education District

On Mon, Oct 21, 2019 at 4:44 PM Brownlow, Paul <pbrownlow@vps.verndale.k12.mn.us> wrote:

Lori,

This is the policy I was referring to at our FED Supt meeting earlier this month. A board member is concerned with the word seclusion that is replacing prone restraint on the last page of the attached document. Can you give me some direction on this? Does the Restrictive Procedures Plan cover this in any way?

Thanks for your help,
Paul

----- Forwarded message -----

From: <resource@verndale.k12.mn.us>

Date: Mon, Oct 21, 2019 at 4:37 PM

Subject: Scanned image from Verndale Public Schools District Office

To: <pbrownlow@vps.verndale.k12.mn.us>

Adopted: _____

MSBA/MASA Model Policy 402

Orig. 1995

Revised: _____

Rev. 2015

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Karin Bolland (list the name, title, office address, telephone number, and e-mail address). This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 35
34 C.F.R. Part 104

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

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. ~~2017~~ 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 cigarette 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 cigarette delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[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 cigarettes delivery devices. The school district will not promote or allow promotion of tobacco products or e-cigarettes electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

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

IV. EXCEPTIONS

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

V. ENFORCEMENT

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

VI. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

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

Adopted: _____

MSBA/MASA Model Policy 423

Orig. 1999

Revised: _____

Rev. 2009

423 EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

such access from occurring.

- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships.

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

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

III. REPORTING AND INVESTIGATION

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

IV. SCHOOL DISTRICT ACTION

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

V. SCOPE OF LIABILITY

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School

Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting to Professional Educator Licensing and Standards Board or Board of School Administrators)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part ~~8700.7500~~ 8710.2100 (Code of Ethics for Minnesota Teachers)

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

Adopted: _____

MSBA/MASA Model Policy 523

Revised: _____

Orig. 1995

Rev. 2012

523 POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; <u>Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)</u>
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 511	Student Fundraising
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 801	Equal Access to School Facilities

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

Legal References:

Cross References:

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. ~~2015~~ 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 these 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 where immediate intervention is needed to protect a child 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, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

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

B. Removal By Police Liaison Officer or Peace Officer

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

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

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

[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's 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 in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child 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 restrictive 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 ~~prone-restraints~~ seclusion. By ~~June 30~~ January 15, April 15, July 15, and October 15 of each year, districts must report ~~summary data on the use of restrictive procedures to the MDE~~, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information ~~about~~ on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

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

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

Adopted: _____

MSBA/MASA Model Policy 611

Orig. 1996

Revised: _____

Rev. ~~2017~~ 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 Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental

cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

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

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which 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 Ch. 3540 (Textbooks, Individualized Instruction Materials,
Standardized Tests)

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

Adopted: _____

MSBA/MASA Model Policy 618

Orig. 1998

Revised: _____

Rev. ~~2017~~ 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 *[school board/superintendent/director of instruction]* 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

- 1 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:
 - a 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;
 - b 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
 - c 3.** satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- 2 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.
- 3 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.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.31 (System Accountability and Statistical Adjustments)

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

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

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

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

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

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

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

Cross References:

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

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

MSBA/MASA Model Policy 613 (Graduation Requirements)

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

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

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

Adopted: _____

MSBA/MASA Model Policy 713

Revised: _____

Orig. 2004

Rev. 2019

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

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

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

B. Extracurricular Activities

~~{Options 1 and 2}~~

The school board shall ~~{take charge of, control over, and account for}~~ *or* ~~{review and account for}~~ take charge of and control over all student activity accounting that relates to extracurricular activities.

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

or

~~{Option 3}~~

~~1. The school board shall take charge of, control over, and account for the following student extracurricular activities:~~

~~a. Any student extracurricular activity related to a contract which must be ratified by the school board or its designee [Note: The~~

~~school board must take charge of, control over, and approve all contracts entered into for the purchase of items related to an extracurricular activity (i.e., contracts for the purchase of items for a fundraising event.);~~

b. ~~Student activities or transactions that have a fee which the school district is statutorily authorized to charge [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

c. ~~Student activities or transactions that have a taxable sale related to them [Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];~~

d. ~~All student class activity accounts of graduated classes where a residual balance remains in the account at the start of the school year following graduation;~~

e. ~~[The school board may take control over a student activity if otherwise is not required to control. All other extracurricular activities over which the school board chooses to take control, such as class activity funds, should be listed in this section.]~~

2. ~~The school board shall review and account for the following student extracurricular activities:~~

~~[List extracurricular activities over which the school board will review and account; i.e., class activity funds.]~~

~~[A school board may, but is not required to, take charge of and control over extracurricular activities in accordance with Minn. Stat. § 123B.49, Subd. 4. Board control includes powers and responsibilities, such as: board approval of a budget; receipt, review, and approval of revenue; and preparation of expenditure reports. If the school board takes charge of and control over extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures must be recorded in the same manner as other revenues and expenditures of the school district in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS).]~~

~~To the extent a school board does not take control over such activities, these activities must be self-sustaining with all expenses (except direct salary costs and indirect costs of the use of school facilities) met by dues, admissions, or other student fundraising events. Extracurricular activities which are not under school board control still may be directed by the school board, but the fiscal transactions for such activities may only be presented to the school board for review and receipt, not approval. Accordingly, the school board may take charge of all~~

~~extracurricular activities (Option 1), no extracurricular activities (Option 2), or may choose to take charge of and control over some extracurricular activities (which are not required to be under its control, such as activities which are not related to a graduation requirement or credit or a board-ratified contract) and only review and account for other extracurricular activities (Option 3).]~~

C. Non-Student Activities

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

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

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

B. Curricular Activity

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

C. Extracurricular (Noncurricular/Supplementary) Activity

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

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

D. Public Purpose Expenditure

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

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), ~~the Manual for Activity Fund Accounting (MAFA) to the extent applicable,~~ and school district policies and procedures.

B. Extracurricular Activities

~~1. Extracurricular Activities Under Board Control~~

- ~~a1.~~ Any and all costs of extracurricular activities ~~under board control~~ may be provided from school revenues.
- ~~b2.~~ All money received or expended for extracurricular activities ~~under board control~~ shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- ~~e3.~~ The treasurer shall account for all revenues and expenditures related to extracurricular activities ~~under board control~~ in accordance with UFARS ~~and MAFA~~ and school district policies and procedures. ~~[Note: UFARS is~~

~~required to be used when transactions of an activity are under school board control in accordance with Minn. Stat. §§ 123B.49 and 123B.77.]~~

2. ~~Extracurricular Activities Not Under Board Control~~

a. ~~All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.~~

b. ~~Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures. [Note: MAFA is required to be used when transactions of an extracurricular activity are not under school board control in accordance with Minn. Stat. § 123B.49, Subd. 4(e).]~~

e4. All student activity funds will be collected and expended:

- (1)a. in compliance with school district policies and procedures;
- (2)b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
- (3)c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
- (4)d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
- (5)e. in a manner which meets a public purpose.

d5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will ~~be removed from the terminated student activity account and deposited into~~ remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

~~{Note: The school board may take control over residual funds from a graduating class activity account only if it has taken board control over such activities and transactions. The school board then has authority to transfer these terminated accounts to its general fund. The school district may then transfer this money from its general fund to those extracurricular activities over which the board has taken control in accordance with Section IV.B.1.a., above. Unless the school board has taken class activity accounts under its control, it would not be authorized to transfer funds from a graduating class activity account to an existing class activity fund for another class. If the school board has not taken control over these accounts, however, the principal and student representatives of the class may choose to transfer residual accounts to another existing class activity account prior to graduation.}~~

V. DEMONSTRATION OF ACCOUNTABILITY

A. Semi-Annual Activity Fund Reports

~~The school board shall appoint a Student Finance Advisory Committee at the commencement of each school year. The Committee will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Committee will provide the school board with a summary accounting of student activity accounts at least semi-annually, including a report on transactions within each account of the student activity funds. The Committee will make recommendations to the school board on any recommended internal controls regarding student activity funds.~~

~~{Note: MAFA recommends that the school board conduct periodic reviews of student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA. It could also be done by a different standing or special committee appointed by the school board.}~~

BA. Annual External Audit

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

CB. Fundraiser Report

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

[Note: ~~MAFA recommends that the~~ The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board. ~~The foregoing procedure is the practice suggested by MAFA.~~]

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

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



310 Central Avenue South | PO Box 8 | Bertha, MN 56437

BERTHA-HEWITT ISD 786

www.isd786.org | Phone: 218-924-2500 | Fax: 218-924-3252

Eric Koep, Superintendent | Darren Glynn, Principal | Dave Mills, Dean of Students / Activities Director | Lynn Lindquist, Business Manager

Mr. Paul Browlow & Verndale School Board

Due to the retirement of our employee we have decided to dissolve the agreement with Verndale for our shared agricultural position. As mentioned earlier, we have a candidate who is only looking for a part time job; if our candidate changes their position, we will communicate with you. Although our shared positions have lessened over the years – we still understand the importance of our other partnerships and want to keep those in place.


Sharon Thiel

School Board Chair.



~Mission Statement~

The mission of the Verndale Public School District is to provide a safe environment where students are prepared for an ever-changing world through educational excellence.

**MEMORANDUM OF AGREEMENT
BETWEEN
VERNDALE SCHOOL DISTRICT
AND VERNDALE EDUCATION ASSOCIATION**

Be it agreed that Maria Ervasti was hired as a full-time art teacher for the Verndale School District on March 4, 2019, for the 2019-2020 school year. Beginning with the 2014-2015 school year, Maria was hired as a full-time art teacher for the Bertha-Hewitt School District and a portion of her time was shared in a Contract for Cooperation with the Verndale School District. Because of her service as a teacher under a Contract for Cooperation in the Verndale School District, Verndale School District will recognize her previous five (5) years of service on the 403(b) schedule.

Art Teacher

Chairperson, ISD #818

Date

Date

President, Verndale Education Association

Clerk, ISD #818

Date

Date

COMMUNITY CORRECTIONS

State of Minnesota
Todd and Wadena Counties

July 10, 2019

Mr. Paul Brownlow
Superintendent
Verndale Public School
411 SW Brown Street
Verndale, MN 56481

RE: Community Concern for Youth Program
Resolution of Sponsorship

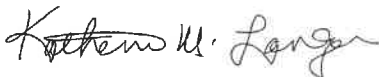
Dear Superintendent Brownlow:

Enclosed is the 2020 Resolution of Sponsorship for the Wadena County Community Concern for Youth Program. I am requesting that your school board consider this Resolution at their next meeting. If you would like a representative from Todd-Wadena Community Corrections to attend the meeting, please let me know. We would be more than happy to come and answer any questions you might have regarding the Community Concern for Youth Program in your area.

I have also enclosed a local funding summary sheet for your information. Please feel free to give me a call if you have any questions.

We ask that once you approve the resolution to please forward a copy to Todd-Wadena Community Corrections. However, we are asking that you do not make your money contribution until 2020. We will send out a reminder letter. Thank you for your continued support of the Community Concern for Youth Program.

Sincerely,



KATHERINE M. LANGER
Director

Enclosure: Resolution of Sponsorship
Funding Summary Sheet

cc: File

✓ LONG PRAIRIE OFFICE – 221 First Ave S, Suite 200, Long Prairie, MN 56347	(320-732-6165)
□ WADENA OFFICE – 415 S. Jefferson, Courthouse – Lower Level, Wadena, MN 56482	(218-631-7618)
□ STAPLES OFFICE – 200 First Street NE, Staples, MN 56479	(218-894-6300)

“An Equal Opportunity Employer”

RESOLUTION OF SPONSORSHIP

Resolution authorizing participation with the Community Concern for Youth Program with Todd-Wadena Community Corrections.

BE IT RESOLVED by the Verndale School Board that Todd County act as sponsoring unit of government for the project entitled Community Concern for Youth to be conducted by Todd-Wadena Community Corrections during the period from 01/01/20 through 12/31/20. Gary Kneisl, Chairperson, Todd County Board of Commissioners, is hereby authorized to execute such agreements and funding as are necessary to implement the project on behalf of the Verndale School Board.

BE IT RESOLVED that the Verndale School Board hereby agrees to contribute \$1,827.00 for the project entitled Todd-Wadena Community Concern for Youth during the period from 01/01/20 through 12/31/20, which is to be paid on 01/01/20.

It is understood that the Verndale City Council contributes \$941.00, for a total community contribution of \$2,768.00.

I hereby certify that the above resolutions were adopted by the Verndale School Board on _____.

Signed:

Witnessed:

(Signature)

(Signature)

Chairperson

(Title)

(Date)

Superintendent

(Title)

(Date)

Wadena County Community Concern for Youth Program

CCY Funding Request - 2020

Source	2018-19 Student Population	2019 Amount	2019 Total	2020 Amount	2020 Total
Wadena-Deer Creek	School:	946	\$2,607	\$2,709	
	City:		\$2,311	\$4,918	\$2,370
					\$5,079
Sebekka	School:	484	\$1,696	\$1,738	
	City:		\$835	\$2,531	\$860
					\$2,598
Menahga	School:	1025	\$3,244	\$3,341	
	City:		\$1,526	\$4,770	\$1,580
					\$4,921
Bertha-Hewitt	School:	466	\$1,636	\$1,685	
	City (Bertha):		\$266	\$275	
	City (Hewitt):		\$143	\$2,045	\$148
					\$2,108
Verndale	School:	550	\$1,782	\$1,827	
	City:		\$918	\$2,700	\$941
					\$2,768
Total		3471		\$16,964	\$17,474



Help

UserID: [pbrownlow](#) District: Verndale Public School District Role: DistrictUser[Logout](#)**Contact Us**

Virginia Davis

E-mail:

mde.compliance-assistance@state.mn.us

Phone: 651-582-8338

Address:

1500 Highway 36 West, Roseville, MN 55113

Assurance of Compliance

0818-01 Verndale Public School District
-INFORMATION NEEDED TO EVIDENCE COMPLIANCE-
School Year:

* - indicates required fields.

Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name *	Katie Tackmann	Arick Follingstad	Katie Bolland
Telephone Number *	(218) 445-5184	(218) 445-5184	(218) 445-5184
Fax Number *	(218) 445-5185	(218) 445-5185	(218) 445-5185
E-Mail Address *	ktackmann@vps.verndale.k	afollingstad@vps.verndale.l	kbolland@vps.verndale.k12

Mandated Reporter Training

Minnesota Statutes, section 626.556, subd. 12. Districts must inform all mandated reporters of the duties.

Date of Verification

☒ I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

08/26/2019

Document Submittal Verification

Does MDE have current and accurate copies of the following documents?
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document
Harassment and Violence policy	11/09/2016	Select file: <input type="button" value="Choose File"/> No file chosen

District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

Federal Laws:

☒ Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

☒ Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

☒ Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

☒ Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

☒ The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).

☒ Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.

☒ The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.

☒ Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).

☒ The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).

☒ The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).

☒ Prohibition of Discrimination Based on Blindness (20 USC § 1684).

State Laws:

☒ The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.

☒ Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.

☒ Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.

☒ Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.

☒ Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.

☒ Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district.

NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.

Submit

Cancel

Minnesota Department of Education	Community Education 1500 Highway 36 West Roseville, MN 55113-4266	COMMUNITY EDUCATION ANNUAL REPORT	ED-00226-26 DUE: 11/01
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GENERAL INFORMATION AND INSTRUCTIONS: Under the statutory authority of M.S. Section 124D.18, Minnesota Rules, part 3530.6200 require an annual report to the Minnesota Department of Education (MDE) from each school district having a community education levy. Please note that all information requested in this report relates to the period of July 1 to June 30 of the previous fiscal year. Return the completed report to Michelle Kamenov at the above address by **November 1** and retain a copy for your files.

IDENTIFICATION INFORMATION		
School District Name Verndale School District		Reporting year: 2018 - 2019
District Number 0818		School District Type 1
Community Education Director or Designee name Paul Brownlow		File Folder Number 3 6 4 0 6 8
Community Education Office Address 411 SW Brown Street		
City Verndale	State MN	Zip Code 56481 -
E-Mail pbrownlow@vps.verndale.k12.mn.us	Telephone Number (218) 445 - 5184	Fax Number (218) 445 - 5185
Name of Person Completing This Report Paul Brownlow		Title Superintendent

GENERAL PROGRAM INFORMATION	
2%	% of Director's time devoted to Community Education
No	Do you share community education director services with, or purchase director services from, another district? If so, district number.
95%	Estimated % of General Community Education aid/levy allocated to youth programs.
	If the district utilizes the Extended Day Levy/Aid indicate the unduplicated count of the number of children served.
	Dates of Community Education Advisory Council meetings during the reporting year (minimum four):
	12/03/2018 01/28/2019 03/25/2019 04/29/2019
Chair of the Community Education Advisory Council	
Name Paul Brownlow	Telephone Number (218) 445 - 5184

District Name
Verndale School District

District Number
-81801

STATEMENT OF ASSURANCES

By submitting this Annual Report, I affirm the following.

General:

- The district utilizes an appropriately licensed community education director unless the district population is less than 2000 or approval has been granted by the Minnesota Board of School Administrators (M.S. 124D.19, Subd. 3)
- The district utilizes a community education advisory council with representation from various service organizations, churches, public and nonpublic schools, local government, public and private nonprofit agencies, parents, youth, park, recreation or forestry services and other appropriate groups (M.S. 124D.19, Subd. 2)
- The community education advisory council meets at least four times each year (M.R. 3530.5900)
- The community education advisory council has adopted a policy to reduce and eliminate program duplication within the district (M.S. 124D.19, Subd. 5)

Youth Service:

- If youth service revenue is received by the district, the district has implemented a youth service plan and youth service program (M.S. 124D.20, Subd. 4)
- A district's youth service projects utilize community sponsors (M.S. 124D.19, Subd. 10(d))

Youth After School Enrichment:

- If youth after-school enrichment revenue is received by the district, activities support development of social, mental, physical and creative abilities of school-age youth; the district provides structured activities during high-risk times; and the district promotes youth leadership development and improved academic performance (M.S. 124D.19, Subd. 12)

School-Age Care:

- If the district operates a school-age care program, it includes: adult supervised programs while school is not in session; parental involvement in program design and direction; partnership with the district's K-12 programs and other public, private or nonprofit entities; opportunities for trained secondary school pupils to work with younger children; and access to school facilities including the gymnasium, sports equipment, computer labs, and media centers when not otherwise in use (M.S. 124D.19, Subd. 11(b))
- School-age care revenue is maintained in a separate account within the community services fund (M.S. 124D.19, Subd. 11(d))

Adults With Disabilities:

- If the district receives Adults With Disabilities revenue, it has received approval from MDE for its Adults With Disabilities program, adults with disabilities have been involved in program design and development, an assessment of the needs of adults with disabilities has been conducted, and programs are operated in cooperation with community organizations (M.S. 124D.19, Subd. 8)

Adult Enrichment:

- The direct activity costs (direct activity costs include the cost of the instructor, materials and transportation) of the district's Adult Enrichment program are not subsidized by the General Community Education aid or levy.

I have read the Statement of Assurances and am in compliance

Yes (X) No ()

COMMUNITY EDUCATION ANNUAL REPORT

PROGRAM SERVICE AND PARTICIPANTS

INSTRUCTIONS: Provide community education participant data in this section. Do not include participant data for Adult Basic Education, School Readiness, Preschool Screening or Early Childhood Family Education (that data is collected in other state reports). Enter data as whole numbers only. If comments are necessary, they should be entered on page 4.

Pre-K	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE 0-5	GRADE K-5	GRADE 6-8	GRADE 9-12	AGE 19-54	AGE 55+
	Academic						
	Childcare						
	Enrichment						
	Health/Safety						
	Recreation						
	Sports						
Youth	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE 0-5	GRADE K-5	GRADE 6-8	GRADE 9-12	AGE 19-54	AGE 55+
	Academic		39	59	9		
	Childcare		16	5			
	Enrichment		38				
	Health/Safety						
	Recreation		29		16		
	Sports		86	26	38		
Adult	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE 0-5	GRADE K-5	GRADE 6-8	GRADE 9-12	AGE 19-54	AGE 55+
	Academic						
	Enrichment						
	Health/Safety						
	Recreation						
	Service						
	Sports					15	20
Adults With Disabilities	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
		AGE 0-5	GRADE K-5	GRADE 6-8	GRADE 9-12	AGE 19-54	AGE 55+
	Academic						
	Enrichment						
	Health/Safety						
	Recreation						
	Service						
	Sports						
Community	SERVICE	NUMBER OF PARTICIPANTS BY GROUP					
	Community Concerns	AGE 0-5	GRADE K-5	GRADE 6-8	GRADE 9-12	AGE 19-54	AGE 55+
Community	SERVICE	NUMBER OF GROUPS (Do not include regular school activities)			PARTICIPANTS		
	Facility Use	4			214		

COMMUNITY EDUCATION ANNUAL REPORT


District Name
Verndale School District

District Number
-81801

Comments:

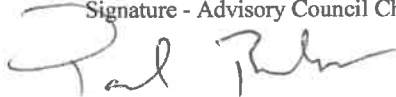
SIGNATURES

I hereby certify that all of the information contained in this report is true and accurate to the best of my knowledge and belief.



Signature - Advisory Council Chairperson


Date



Signature - Community Education Director


Date



Signature - District Superintendent / Responsible Authority


Date

CONTRACT FOR PURCHASE OF SERVICES

This agreement is made and entered between Independent School District 818 (ISD 818 Verndale), hereinafter referred to as the "CONTRACTOR," and Rural Minnesota CEP, Inc. (RMCEP), hereinafter referred to as the "PROVIDER."

WITNESSED:

WHEREAS, the PROVIDER represents itself to the CONTRACTOR as qualified and willing to perform the services herein agreed to,

NOW, THEREFORE, in consideration of the mutual understandings and agreements set forth, the PROVIDER and the CONTRACTOR agree as follows:

1. PROVIDER Duties:

- a. PROGRAM: The PROVIDER shall implement the responsibilities described in the Career Advisor Services Proposal and incorporated into this service agreement. In brief, RMCEP will provide staffing services for career exploration, career counseling, job seeking strategies, college information and assistance with financial aid applications to youth and families in the district.
- b. Provide trained staff to implement services.

2. Term of Contract:

This Service Contract shall be effective on September 1, 2019, or upon such date as it is executed, whichever occurs later, and shall remain in effect until June 30, 2020, or until all obligations set forth in this Service Contract have been satisfactorily fulfilled, whichever occurs later. (Also see Section 4, a and b)

3. Cost and Delivery of Purchased Services:

- a. The total amount to be paid for such purchased services shall not exceed \$2,563.00. The PROVIDER will provide trained staff and relevant supervision to implement and provide services.
- b. Purchased Services will be provided at ISD 818.

4. Payment for Purchased Services:

- a. Payment: Payment shall be made within 30 days of receipt of invoice from PROVIDER.

5. Deliverables and Strategies:

RMCEP will:

1. Provide Career Exploration
2. Provide Job Search Assistance
3. Provide Information on Training Programs

School District will:

The school district will be responsible for providing the RMCEP staff person with an orientation to school policies; use of school equipment; access to students; guidance on scheduling; and the protocol for working with students. The school will provide the following resources: Office space, brochure racks for displays, video player/DVD, computer lab, area in the library to display career-planning resources, Interest Inventories.

6. Audit and Record Disclosures:

The PROVIDER shall:

- a. Report number of students receiving services as described in Section 5 above on a bi-yearly basis, with a final report at the end of the project.
- b. Maintain all records pertaining to this contract for six years for audit purposes.

7. Safeguard of Client Information:

The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Laws of Minnesota, Chapter 13, or for any purpose not directly connected with the CONTRACTOR's or PROVIDER's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney, or the client's responsible parent or guardian.

8. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

PROVIDER agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e), including Executive Order No. 11246, and Title VI (42 USC 2000d), and the Rehabilitation Act of 1973, as amended by Section 504.

9. Indemnity, Insurance, and Audit Clause:

- a. Indemnify: The PROVIDER and the CONTRACTOR agree that it will at all times indemnify and hold harmless each party to this contract from any and all liability, loss, damages, costs or expenses which may be claimed against the CONTRACTOR

or PROVIDER regarding the provision of services as identified in this contract.

- b. Insurance: The PROVIDER further agrees, in order to protect itself and the CONTRACTOR under the indemnify provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$500,000 for bodily injury or property damage to any one person and \$1,000,000 for total injuries or damages arising from any one incident.

10. Conditions of the Parties' Obligations:

- a. This agreement may be canceled by either party at any time, with or without cause, upon 30 days notice, in writing, delivered by mail or in person.
- b. Before the termination date specified in Section 2 of this agreement, the CONTRACTOR may evaluate the performance of the PROVIDER in regard to terms of this agreement to determine whether such performance merits renewal of this agreement.
- c. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement.
- d. No claim for services furnished by the PROVIDER, not specifically provided in the agreement, will be allowed by the CONTRACTOR, nor shall the PROVIDER do any work or furnish any material not covered by the agreement, unless this is approved in writing by the CONTRACTOR. Such approval shall be considered to be a modification of the agreement.
- e. In the event that there is a revision of Federal regulations which might make this agreement ineligible for Federal financial participation, all parties will review the agreement and renegotiate those items necessary to bring the agreement into compliance with the new Federal regulations.

11. Subcontracting:

The PROVIDER shall not enter into subcontracts for any of the goods and services contemplated under this agreement without written approval of the CONTRACTOR. All subcontracts shall be subject to the requirements of this contract.

- 12. The PROVIDER agrees that all participants are made aware of their rights under the Minnesota Right-to-Know Act.
- 13. The PROVIDER agrees that no religious based counseling shall take place under the auspices of this agreement. Participants will not be employed in the construction, operation or maintenance of a facility used for religion instruction or worship. The

PROVIDER further agrees that no funds shall be expended for sectarian worship, instruction or proselytization.

14. In the event that any dispute arises solely between the CONTRACTOR and the PROVIDER, in a situation involving a claim other than for indemnification, cost allowability and/or funds allocation, such disputes will be resolved through negotiation.

PROVIDER certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency.

15. Entire Agreement:

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the PROVIDER and CONTRACTOR relating to the subject matter hereof.

In WITNESS WHEREOF, the CONTRACTOR and PROVIDER hereby execute this agreement.

BY *Vicki Spaderhead M.S.*
Executive Director, RURAL MINNESOTA CEP, INC.

DATED September 17, 2019

BY _____
AUTHORIZED REPRESENTATIVE, ISD 818

DATED _____, 2019



To: Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

RE: Monthly Report (November)

- 1) The fall sports season went well.
 - a) The football team finished up with a record of 8-2.
 - b) The Volleyball team finished the season with an overall record of 8-20.
 - c) Swimming sectionals will be held next Thursday, November 7. Madi Snyder will be competing as part of a relay team.
- 2) This month we will get into full swing with our winter sports. Junior high boys basketball has already begun their season.
- 3) The MSHSL foundation grant application has been submitted.
- 4) I would like to congratulate and recognize coach Michael Mahlen on reaching the 400 win milestone this season. He currently has the most wins as a head coach of any high school football coach in the state of Minnesota.
- 5) In early October Senior Football player Craig Orlando was recognized as WCCO Radio's Old Dutch High School Athlete of the Week award. He was recognized on the "Sports to the Max" show with Mike Max as well as "The WCCO Morning News with Dave Lee" radio show.



K-12 Principal / District Assessment Coordinator Report

November 4, 2019

1. Events of the Past Weeks
 - a. Lifetouch Picture Day - October 8
 - b. Elementary Fire Hall Visits - October 9
 - c. Demonstration Site Host - Royalton High School - October 10
 - d. Real Men Sing - October 12
 - e. World's Best Workforce Annual Public Meeting - October 14
 - f. Vaping Presentations for all 7-12 students - October 23
 - g. Red Ribbon Week, Hosted by SADD - October 28-31
 - h. Parent / Teacher Conferences - October 28-29
 - i. Vaping Presentations for Parents/Guardians - October 28-29
 - j. Book Fair / Lunch with a Loved One - October 29-31
 - k. High School Play Performance - October 31
 - i. Public Performances on November 1, 2, 3
 - l. High School Student of the Quarter - October 31
 - m. End of Quarter 1 - October 31
2. Upcoming Events / Mark Your Calendars
 - a. 2-Hour Late Start - Wednesday, November 6
 - b. Veteran's Day Program - Monday, November 11
 - i. Breakfast at 8:30
 - ii. Program at 10:00
 - c. Blood Drive - Wednesday, November 20
 - d. No School - Thursday & Friday, November 28-29
 - e. National Career Readiness Certificate (NCRC) Testing - Tuesday, December 3
 - f. 2-Hour Late Start - Wednesday, December 4



3. High Reliability School Program Update
 - a. Continued work on
 - i. Level 1 - Safe, Supportive, and Collaborative Culture
 - ii. Level 2 - Effective Teaching in Every Classroom
 - iii. Level 3 - Guaranteed and Viable Curriculum
 - b. Demonstration Site Visits
 - i. Roylton Secondary School visited Verndale School on Thursday, October 10th
 - ii. Planning to Visit Northern Cass (North Dakota) on Friday, November 8th
 1. They have been certified in Level 3
 2. We are going to get a first hand view of Level 3 looks like in action
 - a. Will discuss what Level 4 & Level 5 look steps they are taking
 - c. Other HRS Items
 - i. Instructional Rounds
 1. Started our Internal Site Visit model this month
 2. All teachers will participate in the instructional rounds once between October 24th and November 21st
 3. Will get feedback from the staff at the end of November to see if this model is worth continuing
 - ii. HRS Webinar with Phil Warrick - Monday, November 18
 - iii. HRS Retreat at Sourcewell - Friday, December 13
 - iv. HRS Webinar with Phil Warrick - Monday, December 16

Superintendent Report
November 4, 2019

Verndale School Enrollment Update – Students K-12

September 2007	425	September 1, 2015	530
May 2008	431	May 20, 2016	522
September 2008	465	September 6, 2016	537
May 22, 2009	462	May 31, 2017	547
September 23, 2009	485	September 8, 2017	542
May 19, 2010	468	May 18, 2018	543
September 8, 2010	483	September 25, 2018	566
May 18, 2011	486	May 17, 2019	550
September 22, 2011	480	September 6, 2019	556
May 23, 2012	466	October 3, 2019	560
September 18, 2012	486	October 31, 2019	560
May 3, 2013	485		
September 4, 2013	496	Preliminary budget set at:	547 Students
May 30, 2014	502		
September 5, 2014	517		
May 22, 2015	523		

1. **World's Best Workforce (WBWF) Meeting** - The Verndale School held its annual World's Best Workforce meeting on October 14 at Maasconi's. We had 40 parents, students, staff, and community members attend. We were able to share the status on our benchmark goal information and gather some great input. This information is included with my report. Thanks to the staff for presenting and assisting with the round table discussion, the parents and community for attending and sharing feedback, and Scott and Chris for representing the school board.
2. **MSBA Leadership Conference** - The MSBA Leadership Conference is scheduled for January 16 and 17 in Minneapolis. Chris, Shyla, and Tony have been registered for the conference. Our proposal to present on our Exemplary Project funding at the Friday morning round table session was accepted. Amanda Richter and Rachel Bounds will plan to join us to share our program information with other school board members and leaders in the state.
3. **Parent-Teacher Conferences** - Parent-teacher conferences were held last Monday and Tuesday. The attendance was not as strong as it has been in past years. An attendance report is included for your review. Although the attendance was lower in general, a few teachers did note that this was the best attendance they have had in years, and the book fair

World's Best Workforce

October 14, 2019

5:00-7:00 PM

1. What is Verndale doing well at this time?

a. Communication

Like the Pirate Post being emailed, can read when have time.
Instant alert is great getting the text.

b. Parent Involvement

i. Parent Education

- Like the nights when parents and children attend speakers and get extra credit slips.

c. School Culture and Environment

i. School Safety and Security

- Controlled entry to the building. Visitors badges required for all non-staff individuals.
- Program days needing slip to get your child after program.

d. Programs and Services

i. Transportation

- Like having the bus monitors and cameras.

ii. Facilities

iii. Technology

iv. Food Service

v. Classes and Course Offerings

vi. Career and College Readiness

- Many college class options for students looking at the college route. Adding band is a huge plus to meet part of the well rounded person classes.

vii. Afterschool Programs

viii. Extracurricular Activities

ix. Community Education

x. Summer Programs

e. Other

ii. Facilities

iii. Technology

- Chromebooks are a love hate relationship.

iv. Food Service

v. Classes and Course Offerings

- Frustrating when an entire class needs to be removed because one student was having an issue in the classroom. Disrupt the majority's learning because of an individual issue. Won't change until laws change.

vi. Career and College Readiness

- Offering the AA option for students may not be the best plan, they are thrown into upper level classes their first year in college when they are just learning how to live on own and be away from home the first time. Having the AA also puts students into the workforce at the age of 20 or 21.
- Need to talk to students about when the importance of their GPA starting in 9th grade.
- Need to talk to students and parents about when to start looking for scholarships. Need to share with parents and students.
- Add scholarship deadlines and option to Pirate Post.

vii. Afterschool Programs

viii. Extracurricular Activities

- Giving students the option to run Cross Country in fall for students not interested in Volleyball and Football.

ix. Community Education

x. Summer Programs

e. Other

3. What questions do you have regarding our school, programs, services?

World's Best Workforce

October 14, 2019

5:00-7:00 PM

1. What is Verndale doing well at this time?

a. Communication

1. "Instant Alerts are nice." - Is there a possibility to opt out of receiving **all** text, emails, etc.? Maybe just one form of communication.

Could grades be updated more frequently (on JMC)?

"Appreciate follow-up and someone calls back and tells me the issue has been resolved."

"Should we give extra credit points for Kleenex? Should students receive extra credit for attending student conferences?"

b. Parent Involvement

i. Parent Education

"Earlier education on Vaping

Can Lexile numbers be sent home with students during the summer? Parents would like to know what level they're reading at."

c. School Culture and Environment

i. School Safety and Security

"Does the Resource Officer slow down vaping?" An area they would like to see improvement on.

"What's the officer doing during the day versus what a faculty member is doing?" I think a faculty member could catch more.

"I didn't really know about vaping. This is the first I've heard about it. No consequences."

"They view vaping as not a serious as it is."

"Educate the students on perscription drugs. They know the consequences. It's not a big deal."

"Do they have assemblies to educate the students?"

"You need more eyes watching. Not just one officer. If you go in the locker room they're are no eyes in there. Or the bathroom."

"Consquences to fit the crime."

d. Programs and Services

i. Transportation

"Why if there's a late bus can't volleyball, basketball and basketball players utilize it?" Students not penalized.

"Students shouldn't need 4 choices on the bus before they are kicked off."

Could we have a bus monitor?

"Are rules taped up on the wall?" - bus

"Seatbelts on buses...not sure how expensive they are? Monitor?"

ii. Facilities

iii. Technology

"I do wish that some teachers understood that not all homes have internet access."

"We have a Chromebook but we don't have internet at home to use it. I don't see a problem with paper and pencil."

iv. Food Service

"I think it's good. Highschoolers need more food."

"The students doing sports could use an extra snack."

"Whole milk in schools would fill the students up."

v. Classes and Course Offerings

"8, 9, 10, 11, 12 grade kids need to have more options of what to do (trade classes) to give them something to think about before they graduate. Not everyone needs college classes. Machine shop, welding, etc. More options for all kids."

vi. Career and College Readiness

vii. Afterschool Programs

viii. Extracurricular Activities

ix. Community Education

"Liked the community activities during the summer volleyball, football"

x. Summer Programs

e. Other

"How Verndale takes any kid and I feel if they've been kicked out of another school they should be assessed? That's what I've heard. I don't have a problem with open enrollment but I feel like teachers have to spend more time disciplining those kids. They're disruptive."

"I like how they make it available for all students to participate in sports."

"I like that they added community events gymnastics, basketball (younger kids last year).

2. What could Verndale improve on for the upcoming year?

a. Communication

b. Parent Involvement

i. Parent Education

Reading: "Show parents at conferences that graphic."

vii. Afterschool Programs

viii. Extracurricular Activities

ix. Community Education

"Liked the community activities during the summer volleyball, football"

x. Summer Programs

e. Other

"How Verndale takes any kid and I feel if they've been kicked out of another school they should be assessed? That's what I've heard. I don't have a problem with open enrollment but I feel like teachers have to spend more time disciplining those kids. They're disruptive."

"I like how they make it available for all students to participate in sports."

"I like that they added community events gymnastics, basketball (younger kids last year)."

2. What could Verndale improve on for the upcoming year?

a. Communication

b. Parent Involvement

i. Parent Education

Reading: "Show parents at conferences that graphic."

World's Best Workforce

October 14, 2019

5:00-7:00 PM

1. What is Verndale doing well at this time?

a. Communication

- i. Notified several times of events
- ii. Pirate Post
- iii. This meeting tonight gives parents a place to give input.

b. Parent Involvement

- i. Parent Education

c. School Culture and Environment

i. School Safety and Security

1. Resource officer to the kindergarten class
2. Active shooter drill: Mrs. Ferris did a nice job of telling the kids that it is her job to protect the kids. Made the kids feel safe.
3. Having a resource officer there and
4. Doing a good job of practicing shooter drills. Kids know what they are to do.
5. Verndale does a nice job of taking safety seriously.

d. Programs and Services

- i. Transportation

ii. Facilities

iii. Technology

iv. Food Service

v. Classes and Course Offerings

1. Haven't cut out the arts or FACS

vi. Career and College Readiness

vii. Afterschool Programs

viii. Extracurricular Activities

1. They are free. Which means anyone has an opportunity to participate

ix. Community Education

- x. Summer Programs

- e. Other

- 2. What could Verndale improve on for the upcoming year?

- a. Communication

- i. Is there a way to tell the difference between a recorded incoming call and a real call

- b. Parent Involvement

- i. Parent Education

- 1. Get a canine unit
 - 2. Parent presentation on vaping: especially younger elementary parents so they can be informed before their child gets that age
 - 3. Video on facebook?
 - 4. Summer slide was new. Can parents be informed right away at the beginning of the year what their student goals are in the classroom?

- c. School Culture and Environment

- i. School Safety and Security

- 1. The district gets its own canine unit
 - 2. As soon as the kids hear there is a dog, they are rushing to their lockers (parent)
 - 3. Parents do not know what the procedure is if there was a real active shooter drill. Do they get a phone call? Where is pickup?

d. Programs Services

i. Transportation

1. Why does student to teacher ratio get thrown out when it comes to riding the bus. Bus drivers have more responsibilities than a classroom teacher
2. Can a resource officer ride the bus. Not necessarily a female...
3. Bus monitors did not help. They sat in the front, but a lot still went on in the back.
4. Cameras on the bus
5. ACTIVE bus monitors.

ii. Facilities

iii. Technology

iv. Food Service

v. Classes and Course Offerings

1. Life 101 class.
2. Book it: bring this back
3. Elementary: Teaching kids how to sign their name in cursive

vi. Career and College Readiness

vii. Afterschool Programs

viii. Extracurricular Activities

1. Can we add soccer? But realize the travel would be a disadvantage.

ix. Community Education

1. Opportunities to take a bus to Chanhassen, state fair, renaissance festival, science museum, twins game
2. Wadena has a brochure for different activities. Is there one for our district. With that, maybe pair up a kid activity with a parent activity so the parents and kids both have something to do at same time.
3. Have a questionnaire after activities to get feedback
4. Firearm safety - no communication

x. Summer Programs

1. Bookmobile YES! Can stop at all area churches.
2. Is it possible to have a digital library? Public library does this.
3. Is there targeted services in the summertime available to those kids who maybe need help with the summer slide? May help parents too. Maybe they can sit in on sessions so they get help too on what to help their kids with.

e. Other

- i. Vaping: student comment: has never seen it in class. But kids vape in parking lot before school and during lunch.

Bathrooms are also a hotspot. Also in hallways during class, when kids leave to “go to the bathroom”

- ii. Vaping: having a guest speaker come in and talk with students about dangers.
- iii. Vaping: Student comment: elementary kids, especially 6th grade, need to also have a speaker to help with preventative measures.
- iv. Vaping: make a quick comment, or video on a social platform to say this is a serious deal....etc etc.
- v. Vaping: for parents maybe some community forums. And not just vaping, also opioids, suicide etc.
- vi. Student comment: saw a student tell a teacher they were depressed, and teacher just laughed and ignored. Do staff always know how to handle and react.

3. What questions do you have regarding our school, programs, services?

World's Best Workforce

October 14, 2019

5:00-7:00 PM

1. What is Verndale doing well at this time?

a. Communication

- Text messages from teachers- Remind App
- Pirate Post

b. Parent Involvement

i. Parent Education

- Making efforts= PTA
- Website improvements

c. School Culture and Environment

i. School Safety and Security

- SRO
- Building being locked at all times.

d. Programs and Services

i. Transportation

- Bus drivers keeping track of kids - who is/isn't riding
- Flexible of students going to different places

ii. Facilities

iii. Technology

- New website
- Lower chromebook fee
- Keeping up with ever changing technology

iv. Food Service

- Menu changes are positive
- Share table
- Meeting nutritional needs

v. Classes and Course Offerings

- Lots of college classes offered

vi. Career and College Readiness

vii. Afterschool Programs

viii. Extracurricular Activities

- Wide variety of activities = joined with other schools

ix. Community Education

x. Summer Programs

- Literacy Luau was great, but was only done one summer.

e. Other

2. What could Verndale improve on for the upcoming year?

a. Communication

- Communicating about important things being sent home- ex. BINGO card, option to comment if didn't receive or lost.
- More communication with case manager/teachers for students on an IEP for parents to help at home- besides just at PT conferences.

b. Parent Involvement

i. Parent Education

- Explanation of homework in order for parents to help more at home.

- Using common vocabulary, example sheet in order for some parents to show/help the student.
- Streamlining policies/handbooks
- More time for PT conferences to meet the needs of students- IEP/speech, block off more time for those specific students.
- High school PT conferences can take a long time for certain subjects

c. School Culture and Environment

i. School Safety and Security

d. Programs Services

i. Transportation

- Bus tour for kindergarten orientation = rules, how to sit, go for a ride on the bus, evacuation practice, meet the bus drivers.
- Kids running across the street at bus drop off- parents almost hitting students that aren't looking.
 - Parent's stopping in the middle of the road
 - Block the street off?
 - Safety patrol
- Chaos for parents picking up kids after school= high school kids flying out the parking lot
 - Carpool lane
 - More streamlined/safe way to pick up elementary kids after school
- Parent involvement in bus discipline "I got trouble on the bus" "why?" "I don't know."
 - What's the procedures for bus discipline, are parents notified?
 - Logging students behaviors
 - Let the teacher know so they can communicate with parents and students.

ii. Facilities

- Need more neutral space for meeting with students etc.
- Air conditioning

iii. Technology

iv. Food Service

v. Classes and Course Offerings

vi. Career and College Readiness

vii. Afterschool Programs

viii. Extracurricular Activities

- Theatre for elementary students besides just summer

ix. Community Education

- Adult community education courses
- Archery = elementary and high school
- More non- sports activities to keep kids busy.

x. Summer Programs

- "Lending library" outside the school for students to exchange books
 - At the park/playground
- Reading events throughout the summer that coordinate with different books.
- Communication about summer events.

e. Other

- Parental education on vaping
- First hand stories for students to hear of consequences.
- Communication, communication, communication

- Awareness of the issue for parents- do they even know this is an issue?

3. What questions do you have regarding our school, programs, services?

World's Best Workforce

October 14, 2019

5:00-7:00 PM

1. What is Verndale doing well at this time? **AND** What could Verndale improve on for the upcoming year?

a. Communication

- Great job (phone calls, alerts)
- Timing? More advance notice, maybe more than once for 2 hour late starts
- **JMC: very little information posted? Important that teachers update what scores students got & whether a student is behind or not & publish grades, so parents can see**
- Individual communication is very good
- Positive environment: communicating respect

b. Parent Involvement

i. Parent Education

- Doing a good job for parents who care to know
- Parents need to want to be involved

c. School Culture and Environment

i. School Safety and Security

- Vaping: remove hoodies from the school
- Nice to have resource officer on duty

d. Programs and Services

i. Transportation

- Safety on the bus issue: handled well with the monitors
- Bus video on all buses

ii. Facilities

iii. Technology

- Chrome books: used for English & math; use of them should be monitored more
- Cell phones: rules depend on the teacher; can use in some classes; think they should be left in lockers or turned in as they enter the class

iv. Food Service

v. Classes and Course Offerings

- Very aware of what classes are offered & how to receive cords for graduation
- Hoping for a stats class
- Talk more about classes that are required (agriculture, etc)
- Spanish required?

vi. Career and College Readiness

- Are students supposed to set up the meetings or will teachers set it up for them? **Should start with seniors in the fall! Seniors need help to make sure they are on track and have what they need to graduate**

vii. Afterschool Programs

- Need transportation for sports & extracurricular activities

viii. Extracurricular Activities

- Team meals are a good thing, but needs to be a collaboration among all the grades contributing (football)
- Should be a sign up sheet for team meals
- Make a JMC announcement that a game is over, so parents know when their child will be arriving back at the school

ix. Community Education

x. Summer Programs

e. Other

2. What questions do you have regarding our school, programs, services?

- I wish they could do a math & reading summer school (junior high)
1 hour M-Th, Mid June - Mid August
- Year long school would be nice
- Books at the summer lunch program for students to check out
(library books) or book exchange
- Library fundraiser
- Fundraiser for incentives for parents & books to ensure children
are reading books
- Educate parents on the benefit of children reading during the
summer; provide them with resources to check child's
comprehension

Parent Teacher Conference Attendance Fall 2019

<u>Grade</u>	<u>Teacher</u>	<u>Number of Students Who Had A Parent in Attendance</u>	<u>Number of Students in Class</u>	<u>Attendance Percentage</u>
Kindergarten	Strayer	17	20	85.00%
Kindergarten	Marquardt			#VALUE!
First	Ferris	15	18	83.33%
First	A. Jones	17	18	94.44%
Second	Paulson	15	18	83.33%
Second	Ross	17	18	94.44%
Third	K. Johnson	17	18	94.44%
Third	Cameron	18	18	100.00%
Fourth	Wallin	21	27	77.78%
Fourth	Erickson	22	27	81.48%
5/6 Reading	Beard			#VALUE!
5/6 Math	D. Johnson			#VALUE!
5/6 Science	Schluttner	15	19	78.95%
5/6 Social/Tech	Gillespie			#VALUE!
Title/Intervention	Arroyo			
Title/Intervention	Veronen			
4/6 Math Intervention	Anderson			
Elem Sped	Adams			
Elem Sped	Waldahl			
Elem Sped	V. Schmitz			
Elem Sped	K. Ervasti			
Speech	Parker			
PE	Seaton			
PE/DAPE	Hartwig			
PE/Health	Van Den Eykel	15		
Music	Bunio			
Music	Hutson	17		
Music	Brownlow	9		
7-9 English	Hinkle			
10-12 English	Fiskum	56		
HS Math	Anderson			
HS Math	Bounds			
HS Math	David Johnson			
HS Science	Youngbauer			
HS Science	Hegarty	39		
7-9 Social	Drexler			
10-12 Social	S. Schmitz	58		
7-12 Tech/Business	M. Jones	53		

Parent Teacher Conference Attendance Fall 2019

Grade	Teacher	Number of Students Who Had A Parent in Attendance	Number of Students in Class	Attendance Percentage
Kindergarten	Strayer	17	20	85.00%
Kindergarten	Marquardt			#VALUE!
First	Ferris	15	18	83.33%
First	A. Jones	17	18	94.44%
Second	Paulson	15	18	83.33%
Second	Ross	17	18	94.44%
Third	K. Johnson	17	18	94.44%
Third	Cameron	18	18	100.00%
Fourth	Wallin	21	27	77.78%
Fourth	Erickson	22	27	81.48%
5/6 Reading	Beard			#VALUE!
5/6 Math	D. Johnson			#VALUE!
5/6 Science	Schluttner	15	19	78.95%
5/6 Social/Tech	Gillespie			#VALUE!
Title/Intervention	Arroyo			
Title/Intervention	Veronen			
4/6 Math Intervention	Anderson			
Elem Sped	Adams			
Elem Sped	Waldahl			
Elem Sped	V. Schmitz			
Elem Sped	K. Ervasti			
Speech	Parker			
PE	Seaton			
PE/DAPE	Hartwig			
PE/Health	Van Den Eykel	15		
Music	Bunio			
Music	Hutson	17		
Music	Brownlow	9		
7-9 English	Hinkle			
10-12 English	Fiskum	56		
HS Math	Anderson			
HS Math	Bounds			
HS Math	David Johnson			
HS Science	Youngbauer			
HS Science	Hegarty	39		
7-9 Social	Drexler			
10-12 Social	S. Schmitz	58		
7-12 Tech/Business	M. Jones	53		

Agriculture	Pauly		
Industrial Tech	Moore		
FACS	Aeling	30	
Art	M. Ervasti		
Spanish	Ashbaugh	15	
HS Sped	Orsburn	4	
HS Sped	Peske		



Brownlow, Paul <pbrownlow@vps.verndale.k12.mn.us>

Pixellot/NFHS Partnership and Install

1 message

Josh Pearson <joshp@wcta.net>

Wed, Oct 30, 2019 at 4:13 PM

To: Paul Brownlow <pbrownlow@vps.verndale.k12.mn.us>

Cc: "Michael Hess (mhess@vps.verndale.k12.mn.us)" <mhess@vps.verndale.k12.mn.us>

Thanks again for reaching out and we look forward to being part of this technology! Attached are the associated installation costs, as well as the sponsorship terms.

Like we talked earlier, as part of the sponsorship, WCTA would like to create a channel on our TV lineup dedicated to the Verndale School and re-broadcast these events. If there are ideas for additional content for this channel, we would love to have you guys involved and discuss the possibilities!

Josh

**Josh Pearson**

Project Supervisor

joshp@wcta.net | www.wcta.net

Direct: 218-837-1145 Wireless: 218-639-4701

308 Frontage Road | PO Box 304 | Sebeka, MN 56477

2 attachments **Pixellot Installation_V1.pdf**
108K **Verndale School Sports Video Sponsorship Terms.pdf**
101K



Single Source Solution Provider for all your Communication Needs

Service Provider

Phone (218) 837-5151
Prepared By Josh Pearson
Company Address 308 Frontage Rd
PO Box 304
Sebek, MN 56477
Email joshp@wcta.net
Created Date 10/30/2019

Customer

Contact Phone (218) 445-5184
Account Name VERNDALÉ PUBLIC SCHOOL
Contact Paul Brownlow
Physical Address 411 SW Brown St
City, State and Zip Verndale, MN 56481
Contact Email pbrownlow@verndale.k12.mn.us

Details

Project Description This quote is to install two Pixellot/NFHS Sports Network automated camera systems, one in main gymnasium and one covering the football field. Installation includes mounting cameras, associated camera wiring, as well as splicing and activating fiber optics to extend the school network to the football field. This also adds the possibility of having WiFi access at the football field, as well as security cameras. This quote includes 1 gig optics to connect fiber to school provided ethernet switches.

Product Description	Quantity	Sales Price	MRC	NRC
Installation	1.00	\$1,650.00	\$0.00	\$1,650.00
Off Premise Extension (Paid Annually)	1.00	\$50.00	\$0.00	\$50.00
Wire, Jacks, Plates, Cords, Etc	1.00	\$850.00	\$0.00	\$850.00

Total for Proposed System

Total NRC \$2,550.00
Total MRC \$0.00

*NRC is a Non-Recurring Charge or one-time fee; MRC is a Monthly Recurring Charge and will be billed automatically each month.

Warranty: 12 months on all parts and labor. Any additional labor will be at the rate of \$75 per hour. Offer expires after 60 days. If you have any questions concerning this quote, contact us at 218-837-5151. Warranty does not include physical or lightning damage. Prices do not include tax.



School Sports Video Sponsorship Terms & Conditions

This **School Sports Video Sponsorship** Contract (the "Contract") states the terms and conditions that govern the contractual agreement between **West Central Telephone** having its principal place of business at **308 Frontage Rd, Sebeka, MN 56477** (the "Sponsor"), and **Verndale School District 818** (the "Host") who agrees to be bound by this Agreement.

The Host will stream multiple school sporting events at the school gymnasium and/or football field, and;

The Sponsor agrees to sponsor the events according to the terms and conditions below.

Sponsorship

West Central Telephone will sponsor the streaming and recording of school sports as a one-time payment of \$2,500 under the following conditions:

1. Logo inclusion into all video production for the term of the sponsorship;
2. One additional sponsor may be included in this project, so long as they are not a competing or similar business;
3. Exclusive rights to the recorded material for inclusion and distribution on our cable TV system;
4. If an option, we'd like to embed a link or create a portal on our wcta.net website for viewers to subscribe to the live stream of the sporting events

Term/Termination

This is a 5-year contract; renewal is set for November 1, 2024.

ADDITIONAL TERMS & CONDITIONS

***West Central Telephone** would also complete the installation of two camera systems (football field and gymnasium) and will donate a portion of the installation costs, not to exceed \$1,000.

Sponsor Signature: _____ Date: _____

Event Host Signature: _____ Date: _____