



**~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, October 7, 2019**

**6:30 PM**

**MEDIA CENTER**

**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 September 9, 2019 Regular and September 30, 2019 Special Board Meetings
  - 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 - Head Custodian
      2. Dan Johnson - Junior High Boys' Basketball Coach
    - ii. Employee Contracts/Notices of Assignment
      1. Verndale Honor Society Advisor
      2. Senior Class Co-Advisor
      3. Senior Class Co-Advisor
      4. Part-Time Custodian

- iii. Lane Change Request(s)
  - 1. Stephanie Brownlow

VII. Report Items

- a. Financial Report
- b. Board Member Reports
- c. Legislative Report

VIII. Old Business

- a. Approve Snow Removal Quotes for the 2019-2020 School Year

IX. New Business

- a. Approve District Sponsored Fundraiser Requests for 2019-2020 School Year
- b. Approve 2019 Exemplary Projects for Funding
- c. Approve Resolution of School Board Supporting Form A Application to MN State High School League Foundation
- d. Approve Region 5 Reciprocity Agreement - Alternative Career Pathways Coursework
- e. Approve Hire of Junior High Boys' Basketball Coach
- f. Approve Hire of Extracurricular/Substitute Bus Driver
- g. Receive Notice from Bertha-Hewitt School District Dissolving the Agricultural Education Agreement Effective June 30, 2020
- h. Approve First 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
- i. Close Meeting for a Negotiations Update

X. Administrative Reports

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



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**SCHOOL BOARD AGENDA**

**REGULAR MEETING**

**Monday, October 7, 2019**

**6:30 PM**

**MEDIA CENTER**

**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 September 9, 2019 Regular and September 30, 2019 Special Board Meetings
  - 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 - Head Custodian
      - 2. Dan Johnson - Junior High Boys' Basketball Coach
    - ii. Employee Contracts/Notices of Assignment
      - 1. Verndale Honor Society Advisor
      - 2. Senior Class Co-Advisor

3. Senior Class Co-Advisor
4. Part-Time Custodian
- iii. Lane Change Request(s)
  1. Stephanie Brownlow - BS to BS+10

VII. Report Items

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

VIII. Old Business

- a. Approve Snow Removal Quotes for the 2019-2020 School Year - The school district has received one quote for snow removal. The recommendation is enclosed. **Recommend Approval**

IX. New Business

- a. Approve District Sponsored Fundraiser Requests for 2019-2020 School Year - The list of fundraiser requests is enclosed for review. **Recommend Approval**
- b. Approve 2019 Exemplary Projects for Funding - A committee of staff members reviewed the requests and has recommended the projects on the list for funding approval. **Recommend Approval**
- c. Approve Resolution of School Board Supporting Form A Application to MN State High School League Foundation - The school district has submitted a grant request for the past several years. We have been fortunate to receive funding ranging from \$750 to \$1,500 over the past few years. **Recommend Approval**
- d. Approve Region 5 Reciprocity Agreement - Alternative Career Pathways Coursework - The agreement is attached for review. This agreement states that we will accept approved ACP credits from other reciprocity districts when hiring a new teacher to the district. **Recommend Approval**
- e. Approve Hire of Junior High Boys' Basketball Coach - With the recent resignation of the junior high boys' basketball coach and the season starting at the end of this month, a hire must be made in short order. Interviews will be conducted on Monday and a recommendation will be presented for approval at the board meeting.
- f. Approve Hire of Extracurricular/Substitute Bus Driver - The recommendation letter is enclosed. Because Tony is a seated school board member, a hiring protocol must be followed. All members must be present for the vote and it must be approved by a majority of the members on a roll call vote. **Recommend Approval**
- g. Receive Notice from Bertha-Hewitt School District Dissolving the Agricultural Education Agreement Effective June 30, 2020 - The letter is enclosed from Superintendent Koep. **Recommend Approval**
- h. Approve First Reading of the Following Policies - The policy revisions are due to statutory requirements that the Minnesota legislature enacted through the 2019 legislative session and other federal and state requirements. The revisions are identified

in the enclosed summary. **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
- i. Close Meeting for a Negotiations Update - **Recommend Approval**

X. Administrative Reports

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

September 9, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a regular meeting on Monday, September 9, 2019 at 6:00pm in the Verndale Media Center. 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 (joined at 6:06pm), 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, and Mary Gronlund.

Roll call was taken. A quorum was determined.

Motion by Tony Stanley, seconded by Chris Youngbauer to approve the agenda as presented by Mr. Brownlow, Adding New Business item g. Education Assistant Hire. MC

Recognition of the public.

Motion by Tony Stanley, seconded by Chris Youngbauer to approve the following Consent Agenda items:

- Minutes from the August 12, 2019 Regular School Board Meeting
- Payment of Monthly Claims: Checks 46133-46160 and 46171-46225
- Payment of Monthly Claims: Check 46170 - *Motion by Chris Youngbauer, seconded by Tony Stanley to approve Payment of check 46170. Roll call. Scott Veronen abstained as the payment is to EMC Insurance Company. MC*
- Electronic Payroll Transfers
- Resolution to accept donations: *Member Tony Stanley introduced the following resolution and moved its adoption. The motion was duly seconded by Chris Youngbauer.*

## VERNDALE PUBLIC SCHOOLS RESOLUTION A RESOLUTION ACCEPTING DONATIONS TO THE DISTRICT

WHEREAS, State Statute 465.03, Gifts to Municipalities, states, in part, that "Any city, county school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor."; and;

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

WHEREAS, The Verndale Public School has received and accepted donations below:

THEREFORE, LET IT BE RESOLVED that the Verndale Public School gratefully accepts these donations.

<u>Donor</u>	<u>Purpose</u>	<u>Amount</u>
<u>District</u>		
Nutristudent k12	food service	\$30.00
Coca Cola Give		<u>62.00</u>
Total District Donations		92.00

Where upon the Resolution was declared duly passed and adopted by the Verndale Public School Board this 9th day of September, 2019.

Signed:

Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

- Employee Contracts/Notices of Assignment:
  - Special Education Trip Driver - Laura Brownlow
  - Education Assistant - Valerie Nanik
  - Health Assistant - Amber Geis
- Lane Change Request - Vanessa Waldahl
- Extra Curricular/Sub Driver Pay Schedule for 2019-2020
- Report Items:
  - Financial Report: Mr. Brownlow
  - Board Member Reports: None
  - Legislative Report: Mr. Brownlow

Member Bill Blaha arrived at 6:06pm

Old Business: None

New Business:

Review 2019-2020 Student Enrollment: Mr. Brownlow

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the revised Memorandum of Understanding with VEA for 2019-2020 Alternative Career Pathways Program. Roll call. MCU

Motion by Bill Blaha, seconded by Chris Youngbauer to approve the 2019-2020 Local 70 Bus Driver Agreement. Roll call. Shyla Hess abstained. MC

Motion by Chris Youngbauer, seconded by Scott Veronen to approve the 2019-2020 Southwest MN State University Concurrent Enrollment Program Agreement. Roll call. MCU

Motion by Bill Blaha, seconded by Shyla Hess to call for snow removal quotes for the 2019-2020 school year. MC

Motion by Scott Veronen, seconded by Bill Blaha to set the special meeting date to certify the proposed tax levy on Monday, September 30, 2019 at 7:00am. MC

Motion by Bill Blaha, seconded by Chris Youngbauer to approve hiring Angela Varela as Education Assistant, pending a successful background check. Roll call. MCU

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

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 6:47pm and called the closed meeting to order at 6:51pm. The closed meeting adjourned at 7:10pm.

Respectfully submitted by the Board,

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Tony Stanley, Clerk

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Mary Gronlund, Secretary

September 30, 2019

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for a special meeting on Monday, September 30, 2019, at 7:00 am in the Verndale School Conference Room. The meeting was called to order by the Chairman of the Board, Marcus Edin. The meeting started with the Pledge of Allegiance.

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

Members absent: Chris Youngbauer

Others present: Superintendent Paul Brownlow and Principal Arick Follingstad

Roll call was taken. A quorum was determined.

Motion by Scott Veronen, seconded by Bill Blaha to approve the agenda as presented by Mr. Brownlow. All voting in favor thereof, motion carried.

Recognition of the public.

New Business:

Motion by Bill Blaha, seconded by Shyla Hess to set the preliminary 2019 Payable 2020 Levy at \$558,861.68. Voting in favor thereof, Shyla Hess, Marcus Edin, Tony Stanley, Scott Veronen, and Bill Blaha. Motion Carried.

Meeting adjourned at 7:13 am by Chairman of the Board, Marcus Edin.

Respectfully submitted by the Board,

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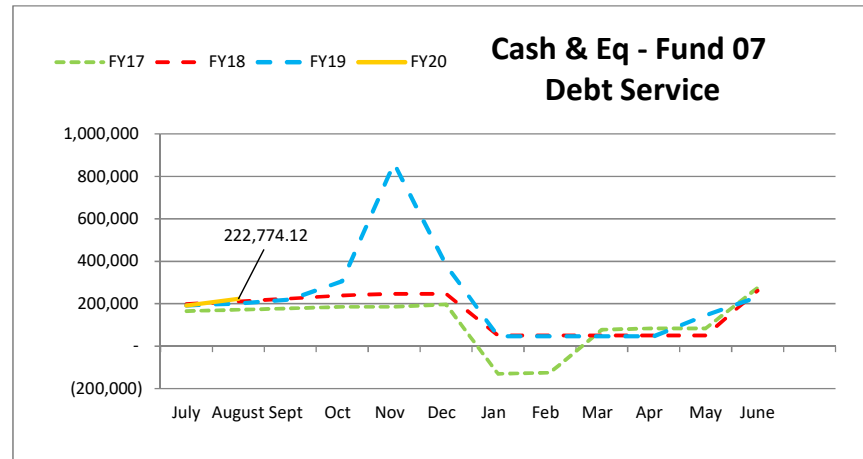
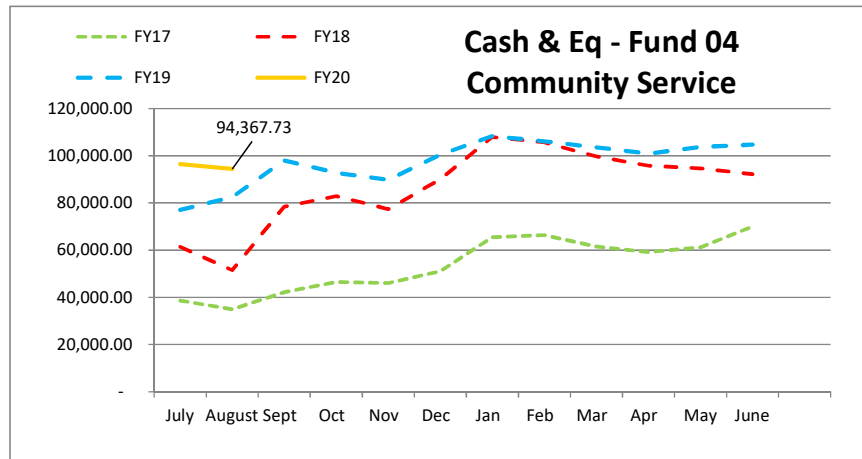
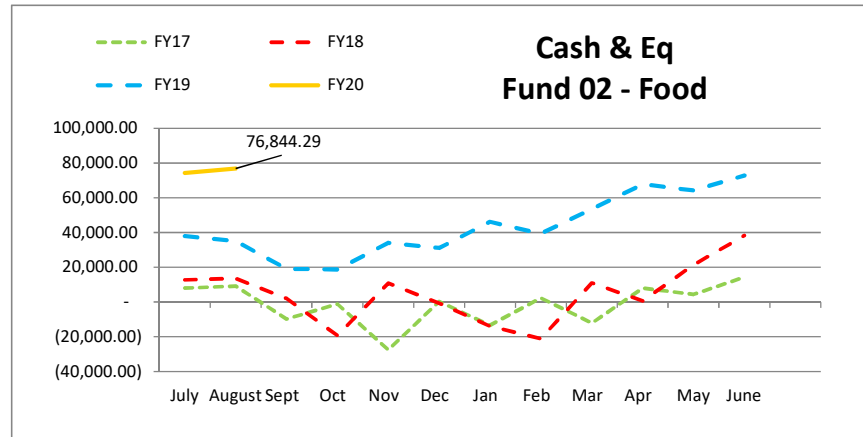
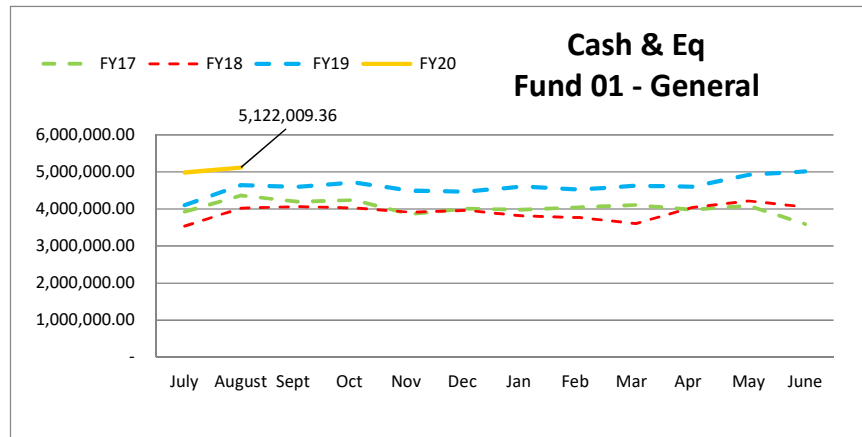
Tony Stanley, Clerk





# VERNDALE PUBLIC SCHOOL

## CASH DASHBOARD - AUGUST 31, 2019





## CASH BALANCES & ACTIVITY SHEET

VERNDALE PUBLIC SCHOOL ISD NO. 818

August 31, 2019

FUND	8/1/2019	RECEIPTS	DISBURSEMENTS	PAYROLL	TRANSFERS	8/30/19 BALANCE
01- Star Bank	\$ 557,924.52	\$ 69,093.57	\$ (658,967.61)	\$ (176,551.90)	\$ 650,000.00	\$ 441,498.58
01- Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01 - Ameritrade	\$ 831,960.98	\$ 2,990.07	\$ -	\$ -	\$ (419,734.14)	\$ 415,216.91
01- MSDLAF	\$ 2,830,288.68	\$ 5,040.05	\$ -	\$ -	\$ (230,265.86)	\$ 2,605,062.87
01- PMA ACCOUNT	\$ 758,819.10	\$ 901,411.90	\$ -	\$ -	\$ -	\$ 1,660,231.00
<b>01-Total</b>	<b>\$ 4,978,993.28</b>	<b>\$ 978,535.59</b>	<b>\$ (658,967.61)</b>	<b>\$ (176,551.90)</b>	<b>\$ -</b>	<b>\$ 5,122,009.36</b>
02 - Bank	\$ (118,118.25)	\$ 5,481.78	\$ (2,786.69)	\$ (1,448.14)	\$ -	\$ (116,871.30)
02 - Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02- MSDLAF	\$ 165,804.90	\$ -	\$ -	\$ -	\$ -	\$ 165,804.90
02- PMA ACCOUNT	\$ 25,651.53	\$ 2,259.16	\$ -	\$ -	\$ -	\$ 27,910.69
<b>02-Total</b>	<b>\$ 73,338.18</b>	<b>\$ 7,740.94</b>	<b>\$ (2,786.69)</b>	<b>\$ (1,448.14)</b>	<b>\$ -</b>	<b>\$ 76,844.29</b>
04 - Bank	\$ (8,726.15)	\$ 2,387.26	\$ (3,184.46)	\$ (4,057.83)	\$ -	\$ (13,581.18)
04- MSDLAF	\$ 103,723.16	\$ -	\$ -	\$ -	\$ -	\$ 103,723.16
04- PMA ACCOUNT	\$ 3,075.36	\$ 1,150.39	\$ -	\$ -	\$ -	\$ 4,225.75
<b>04 - Total</b>	<b>\$ 98,072.37</b>	<b>\$ 3,537.65</b>	<b>\$ (3,184.46)</b>	<b>\$ (4,057.83)</b>	<b>\$ -</b>	<b>\$ 94,367.73</b>
07 - Bank	\$ 396,967.90	\$ -	\$ -	\$ -	\$ -	\$ 396,967.90
07 - MSDLAF	\$ (219,000.41)	\$ -	\$ -	\$ -	\$ -	\$ (219,000.41)
07 - PMA ACCOUNT	\$ 17,741.61	\$ 27,065.02	\$ -	\$ -	\$ -	\$ 44,806.63
<b>07- Total</b>	<b>\$ 195,709.10</b>	<b>\$ 27,065.02</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 222,774.12</b>
<b>TOTAL</b>	<b>\$ 5,346,112.93</b>	<b>\$ 1,016,879.20</b>	<b>\$ (664,938.76)</b>	<b>\$ (182,057.87)</b>	<b>\$ -</b>	<b>\$ 5,515,995.50</b>



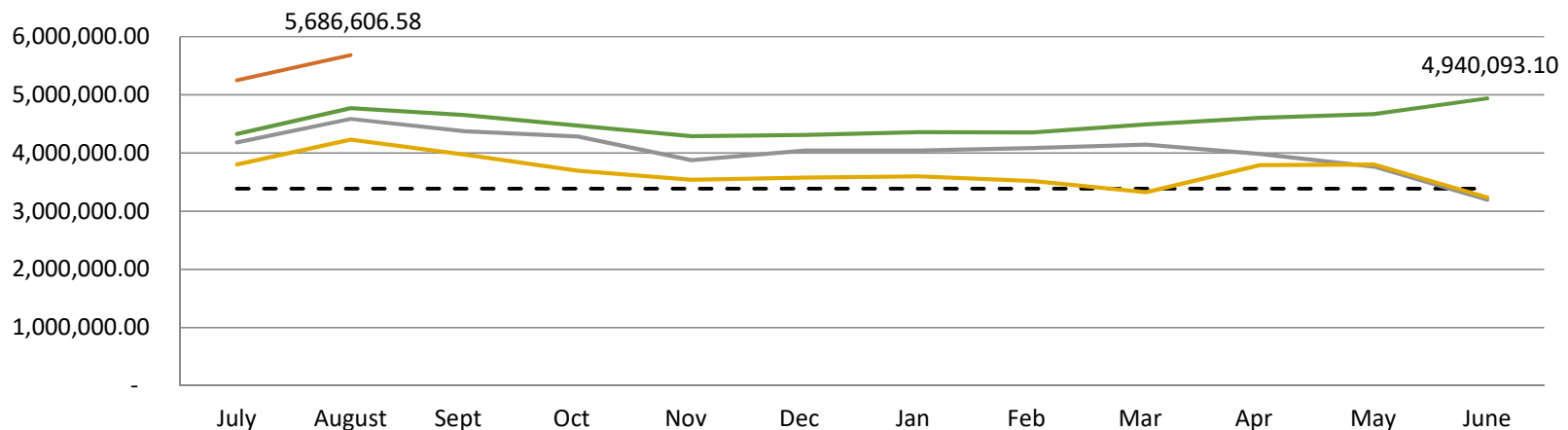
# VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - AUGUST 31, 2019



## Fund Balance Fund 01 - General

-- FY20 FB Policy    FY20    FY17    FY18    FY 19



- ◆ **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.



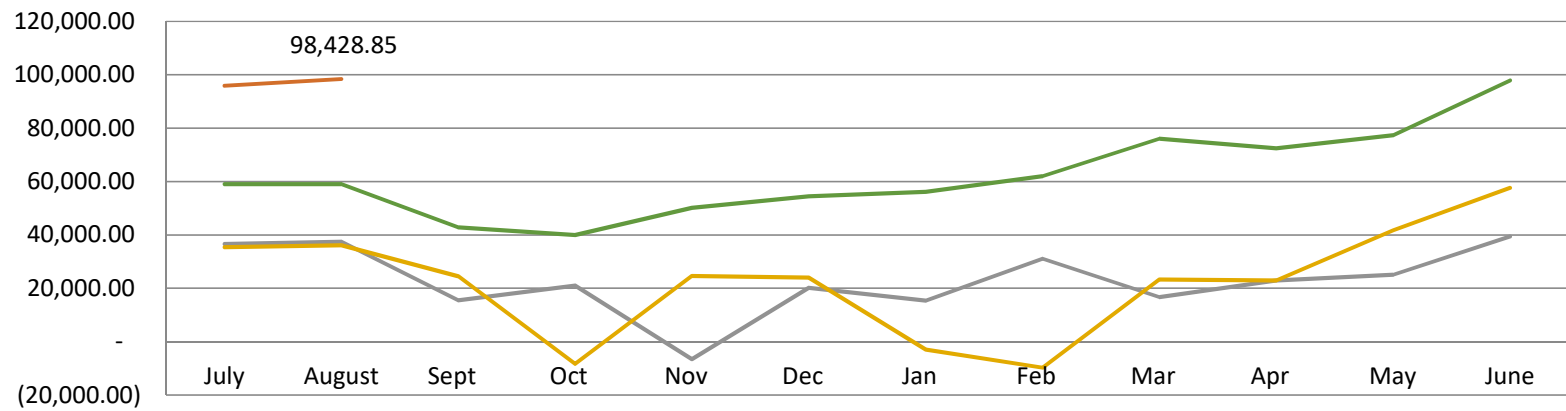
# VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - AUGUST 31, 2019



## Fund Balance Fund 02 - Food Service

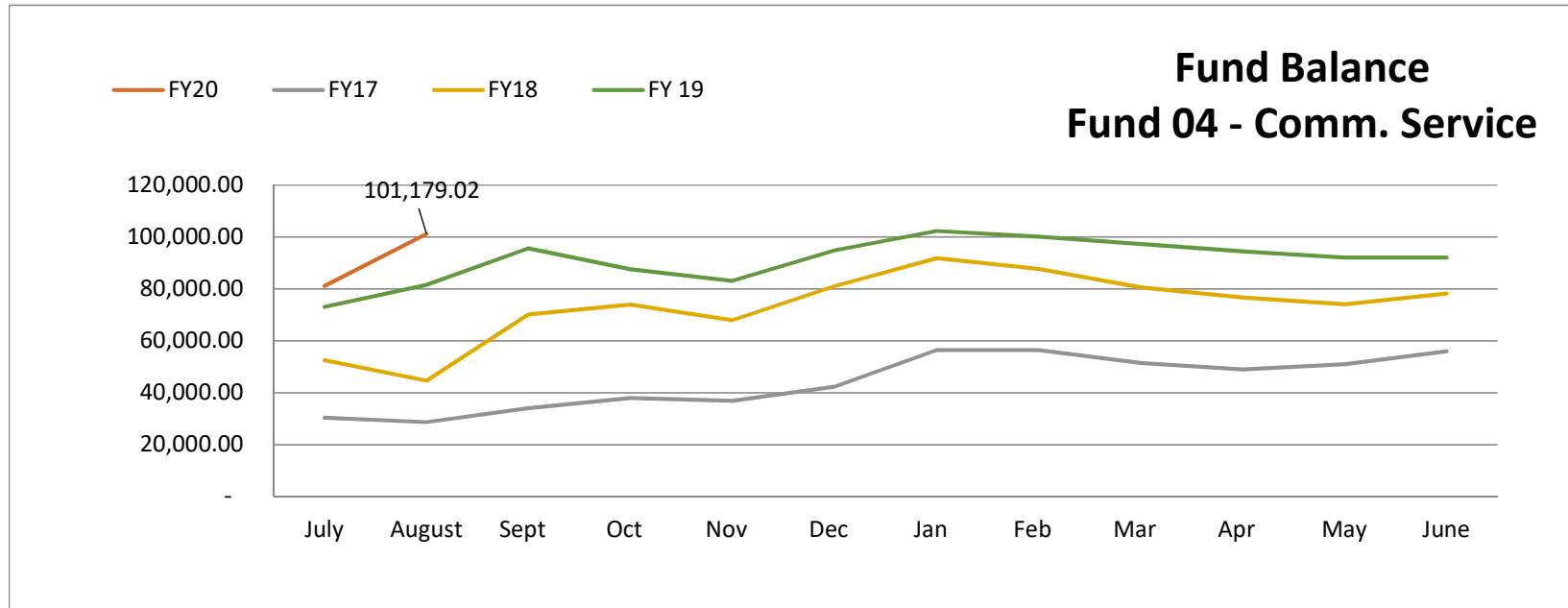
FY20 FY17 FY18 FY 19





# VERNDALE PUBLIC SCHOOL #818

Fund Balance Report - AUGUST 31, 2019



**VERNDALE PUBLIC SCHOOL**  
**BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**October 7, 2019**

Check No.	Date	Vendor Name	Amount
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***Checks 46226-46272 listed below have been issued and need approval in accordance with board policy.***

46226	9/10/2019	FREUDENBERG, JERED	100.00
46227	9/10/2019	PETERSON, DAVE	100.00
46228	9/11/2019	CHARLES GODDARD CONSTRUCTION, INC.	9,651.00
46229	9/13/2019	VERTINA, TAMMI	171.37
46230	9/17/2019	BLICK ART MATERIALS	8.70
46231	9/17/2019	BSN SPORTS	43.00
46232	9/17/2019	CLIMATE MAKERS INC	2,517.27
46233	9/17/2019	ECKLUND, REBECCA	100.00
46234	9/17/2019	EPIC SPORTS, INC.	448.28
46235	9/17/2019	HILLYARD/HUTCHINSON	1,651.53
46236	9/17/2019	KASSUBE, DONALD	100.00
46237	9/17/2019	LEAF RIVER AG SERVICE	1,503.64
46238	9/17/2019	MARCO TECHNOLOGIES LLC	921.82
46239	9/17/2019	MASSP - DIVISION OF STUDENT ACTIVITIES	125.00
46240	9/17/2019	MINNESOTA POWER & LIGHT CO	7,392.29
46241	9/17/2019	MOE, ALEXANDER N	275.00
46242	9/17/2019	PARK SUPPLY OF AMERICA, INC.	282.79
46243	9/17/2019	ROBOMATTER, INC.	466.00
46244	9/17/2019	UPPER LAKES FOODS	2,129.39
46245	9/17/2019	VEX ROBOTICS, INC.	1,008.71
46246	9/19/2019	AVESIS Third Party Admin., Inc	101.08
46247	9/19/2019	NCPERS Group Life Insurance	32.00
46248	9/19/2019	MEISSNER, LORI	100.00
46249	9/19/2019	WHITEMORE, BRUCE	100.00
46250	9/20/2019	ANDERSON, BEN	95.00
46251	9/20/2019	HINZMANN, MONTE	95.00
46252	9/20/2019	MEISSNER, HAROLD	95.00
46253	9/20/2019	MEISSNER, JIM	95.00
46254	9/20/2019	SPENCER , JIM	95.00
46255	9/24/2019	MASON BROTHERS FOODS INC	151.93
46256	9/24/2019	MINNESOTA ENERGY RESOURCES	6.92
46257	9/24/2019	SYNCB/AMAZON	2,343.08
46258	9/24/2019	UPPER LAKES FOODS	796.38
46259	9/27/2019	ACKERMAN PLUMBING AND HEATING, LLC	21,650.00
46260	9/27/2019	BROCKPAHLER, ALEX	95.00
46261	9/27/2019	BROWERVILLE LETTERMEN'S CLUB	125.00
46262	9/27/2019	HEINO, MIKE	95.00
46263	9/27/2019	KISER, REGGIE	95.00
46264	9/27/2019	LILLQUIST, JON	95.00
46265	9/27/2019	MINNESOTA T'S INC.	333.35
46266	9/27/2019	NELSON, ERIC	95.00
46267	10/1/2019	J & K TROPHY HOUSE	77.80
46268	10/1/2019	MEDTOX LABORATORIES, INC	23.17
46269	10/1/2019	NORTH CENTRAL BUS SALES	1.12
46270	10/1/2019	TRI-COUNTY HEALTH CARE	255.00
46271	10/3/2019	KAATZ, MANDY	100.00
46272	10/3/2019	SCHMIDT, TED	100.00

**VERNDALE PUBLIC SCHOOL**  
**BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**October 7, 2019**

Check No.	Date	Vendor Name	Amount
<i>Checks 46273-46321 have not been issued and are presented for payment authorization.</i>			
46273	10/7/2019	BENNING PRINTING AND PUBLISHING	2,205.00
46274	10/7/2019	BERTHA-HEWITT PUBLIC SCHOOLS - ISD #786	97,960.94
46275	10/7/2019	BSN SPORTS	89.99
46276	10/7/2019	CENGAGE LEARNING INC.	940.00
46277	10/7/2019	CENTRAL MINNESOTA ERDC	750.00
46278	10/7/2019	CITY OF VERNDALE	1,108.30
46279	10/7/2019	DAILEY ELECTRIC, LLC	758.04
46280	10/7/2019	DEAN FOODS INC	2,619.32
46281	10/7/2019	DECKER EQUIPMENT	35.41
46282	10/7/2019	ECKROTH MUSIC COMPANY	696.34
46283	10/7/2019	EDUCATORS BENEFIT CONSULTANTS, LLC	113.48
46284	10/7/2019	EXPLORICA, INC.	68.17
46285	10/7/2019	FIRELINE	345.00
46286	10/7/2019	FOLLETT SCHOOL SOLUTIONS, INC.	907.05
46287	10/7/2019	G & L SERVICE STATION	4.00
46288	10/7/2019	GARY'S DIESEL REPAIR INC	4,361.55
46289	10/7/2019	GENERAL PARTS LLC	999.30
46290	10/7/2019	HEARTLAND TIRE, INC.	806.60
46291	10/7/2019	HERZOG ROOFING, INC.	385.00
46292	10/7/2019	HILLYARD/HUTCHINSON	799.42
46293	10/7/2019	JK SPORTS	686.00
46294	10/7/2019	LEAF RIVER AG SERVICE	3,091.75
46295	10/7/2019	MnSTA TREASURER	225.00
46296	10/7/2019	N2Y, LLC	186.42
46297	10/7/2019	NCS PEARSON EDUCATION, INC.	1,885.00
46298	10/7/2019	PAN-O-GOLD BAKING COMPANY	304.16
46299	10/7/2019	PARK REGION CONFERENCE	433.00
46300	10/7/2019	PARKERS PRAIRIE HIGH SCHOOL - ISD #547	4,437.45
46301	10/7/2019	PEMBERTON, SORLIE, RUFER	1,884.50
46302	10/7/2019	POLMAN TOWING SERVICE	225.00
46303	10/7/2019	PRO SKINZ AND DESIGN	440.00
46304	10/7/2019	RENAISSANCE	290.00
46305	10/7/2019	ROCHESTER TELECOM SYSTEMS INC	63.86
46306	10/7/2019	SCHMITZ'S ELECTRIC, LLC	233.97
46307	10/7/2019	SEW AND SO	774.00
46308	10/7/2019	SHI INTERNATIONAL CORP	115.00
46309	10/7/2019	STROMBERG TECHNOLOGIES, INC.	559.00
46310	10/7/2019	SUPER ONE	160.07
46311	10/7/2019	THE GRAPHIC EDGE	344.99
46312	10/7/2019	THE SHERWIN-WILLIAMS COMPANY	494.40
46313	10/7/2019	UMLAND CONSTRUCTION, LLC	1,250.00
46314	10/7/2019	UPPER LAKES FOODS	6,386.03
46315	10/7/2019	VERIZON WIRELESS	880.25
46316	10/7/2019	VERNDALE AUTO SALES AND SERVICE, LLC	36.50
46317	10/7/2019	VIKING COCA-COLA BOTTLING CO	200.00

**VERNDALE PUBLIC SCHOOL**  
**BOARD CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**October 7, 2019**

Check No.	Date	Vendor Name	Amount
46318	10/7/2019	WADENA COUNTY AUDITOR/	1,015.50
46319	10/7/2019	WEBER'S WADENA HARDWARE	26.10
46320	10/7/2019	WESTMUSIC.COM	1,115.00
<b><i>Check 46321 - Board Party Check presented for approval.</i></b>			
46321	10/7/2019	YOUNGBAUERS INC	674.00
<b>GRAND TOTAL</b>			<b>\$ 200,612.48</b>



**VERNDALE PUBLIC SCHOOL**  
**ISD #0818**  
**ELECTRONIC PAYROLL TRANSFERS**

<b>Description</b>	<b>Payroll 8/15/2019</b>	<b>Payroll 8/15/2019</b>	<b>Payroll 8/30/2019</b>	<b>Payroll 8/30/2019</b>
Payroll ACH Debit	\$ 26,223.96	\$ 62,694.68	\$ 30,445.46	\$ 62,693.77
Fed/OASDI/Med	\$ 6,806.55	\$ 19,923.18	\$ 7,224.00	\$ 19,923.10
State Taxes	\$ 880.88	\$ 3,389.96	\$ 783.18	\$ 3,389.91
TRA	\$ 15,639.02	\$ -	\$ 3,490.58	\$ 13,230.08
PERA	\$ 2,478.83	\$ 2,478.83	\$ 1,990.62	\$ -
EBC Section 125 cafeteria plan	\$ -	\$ -		\$ -
EBC 403b/457 annuities	\$ 3,914.34	\$ -	\$ 701.65	\$ 3,157.38
Other	\$ -	\$ -	\$ 194.34	\$ -
AFLAC - employee elections	\$ -	\$ -	\$ -	\$ -
Colonial - employee elections	\$ -	\$ -	\$ -	\$ -
Delta Dental - employee elections	\$ -	\$ -	\$ 620.20	\$ -
Madison National - employee elections	\$ -	\$ -	\$ -	\$ -
Payroll Checks	\$ -	\$ -	\$ -	\$ -
Total Disbursements plus checks	<b>\$ 55,943.58</b>	<b>\$ 88,486.65</b>	<b>\$ 45,450.03</b>	<b>\$ 102,394.24</b>

**VERNDALE PUBLIC SCHOOL**  
**STUDENT ACTIVITY CHECKS PRESENTED FOR APPORVAL AND PAYMENT**  
**October 7, 2019**

Check No.	Date	Vendor Name	Amount
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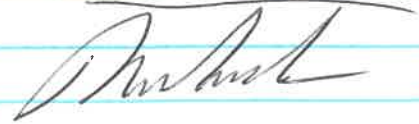
*Checks 1048-1055 listed below have not been issued and need approval and signature in accordance with GASB 84.*

1048	10/4/2019	BSN SPORTS	3,149.99
1049	10/4/2019	CALM COMPUTERS	947.04
1050	10/4/2019	GRAVEL ROAD CREATIONS	40.00
1051	10/4/2019	MASON BROTHERS FOODS INC	185.60
1052	10/4/2019	RIDDELL/ALL AMERICAN SPORTS CORP	378.95
1053	10/4/2019	SCHMITZ, SAMANTHA	62.28
1054	10/4/2019	THE GRAPHIC EDGE	857.27
1055	10/4/2019	VERNDALE MUSIC BOOSTERS	112.00
<b>GRAND TOTAL</b>			<b>\$ 5,733.13</b>

SEPT. 30, 2019

I HEREBY SUBMIT MY RESIGNATION/RETIREMENT,  
EFFECTIVE MARCH 25, 2020.

MARK GADES

A handwritten signature in dark ink, appearing to read "Mark Gades", written in a cursive style.



Johnson, Greg <gjohnson@vps.verndale.k12.mn.us>

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## JH bball

1 message

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**Johnson, Dan** <djohnson@vps.verndale.k12.mn.us>  
To: "Johnson, Greg" <gjohnson@vps.verndale.k12.mn.us>

Thu, Sep 26, 2019 at 12:25 PM

I am writing to inform you that I am resigning as JH Boys Basketball coach.

Thank You,  
Dan Johnson



To: Verndale School Board  
From: Arick Follingstad, Principal  
Date: October 7, 2019  
Re: Honor Society Advisor

I recommend the Verndale School District hire Alex Anderson to fill the open Honor Society Advisor position for the 2019-2020 School year. He will be placed on Step 1 of the Extra Curricular payment schedule as part of the Teacher Master Agreement.

Sincerely,

Arick Follingstad  
Principal



**~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: September 12, 2019  
Re: Senior Class Co-Advisor Positions

I recommend the Verndale School District hire Amy Ashbaugh and Tim Fiskum to be co-advisors for the senior class. As co-advisors, each individual will be paid half of the advisor salary as listed on the extracurricular salary schedule.

Amy and Tim will bring experience to this position. Their experience makes them good candidates for the co-advisor positions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Brownlow', is written over a horizontal line.

Paul Brownlow  
Superintendent



School Board / Mr. Brownlow,

I would like to recommend hiring Scott Loween for the five hour custodial position, contingent upon a satisfactory background check.

Wade Kern

Transportation / Building and Grounds

September 13, 2019

Dear Mr. Brownlow,

I am requesting a lane change from B.S. to B.S.+10. I have earned 8 credits through ACP, and 2 graduate credits from the University of Mary. Attached are the certificates validating these credits.

- ACP: Student Music Composition, 3 credits on October 17, 2016
- University of Mary: GWC 500-90 Total Band Director Workshop, 1 credit on August 1, 2018
- ACP: Music Composition Curriculum and Implementation, 4 credits on May 15, 2019
- University of Mary: GWC 500-38 Total Band Workshop, 1 credit on July 31, 2019
- ACP: Denver Summit, 1 credit on September 13, 2019

Thank you,



Stephanie Brownlow





School Board / Mr. Brownlow,

I would like to recommend accepting the quote from Youngbauers Landscaping for Snow Removal for the 2019-2020 school year.

Wade Kern

Transportation / Building and Grounds

QUOTE NOTICE

YOUNGBAUER'S LANDSCAPING

The Verndale School District will be accepting quotes for snow removal for the 2019-2020 school year.

Please give your quote prices for the following:

Grade Price per hour \$ 75<sup>00</sup>

Skid Loader Price per hour \$ 75<sup>00</sup>

Hauling Price per hour \$ 75<sup>00</sup>

Salting and Sanding Price per hour \$ N/A NO SALT/SAND EQUIPMENT

Truck Load Size 8 yd.

Please state what equipment will be used for snow removal, truck, skid steer, pick-up, blade length, sand and salt equipment:

SKID STEER W/ 84" SNOW BUCKET, TRUCK W/ 7½ ft Plow,  
2 - 14' DUMP TRAILERS AS NEEDED

The following conditions must be part of your commitment to the quote:

1. Proof of Liability Insurance
2. Snow must be removed from the front of the bus garage and west parking lot by 6:30 AM on school days.
3. Snow must be removed from the south lot by 7:30 AM on school days.
4. Contractor's log : Contractor shall keep an accurate daily log of hours spent for services provided. All of the Contractor's records pertaining to services performed and hours spent shall be available for the Verndale School District's inspection immediately following a snow event.
5. No salting or sanding services, whatsoever, shall be provided unless they are approved in advance by an authorized employee of the school district.
6. The quote deadline is 12:00pm on Monday, October 7th, 2019. Please mail your quotes to Wade Kern Transportation/Building and Grounds, 411 SW Brown Street, Verndale, MN 56481

ANY QUESTIONS REGARDING THE SNOW REMOVAL QUOTE MAY BE DIRECTED TO

WADE KERN TRANSPORTATION / BUILDING AND GROUNDS 218-445-5184 EXT. 304

THE VERNDALE SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTES.

Timestamp	Date of Request	Fundraiser	Sponsoring Organization	Advisor	Dates of Fundraiser	Estimated Revenue	If this fundraising e	Is this an annual fundr	Additional Comments:
8/29/2019 17:38:46	8/29/2019	Raider's Run 5k/2 mile Road Race	BHV Girls Track & Field	Kenny Miller	July 25th, 2020	\$1,500	N/A	Yes	Held in coordination with Verndale Days.
8/30/2019 0:19:40	8/30/2019	Entrepreneurship Class - Product Sales	Business Club	Mr. Jones	Throughout School year.	\$1,000	No	Yes	
8/30/2019 0:20:51	8/30/2019	Product Sales and/or Computer Recycling	Robotics Team	Mr. Jones	On and off throughout sch	\$1,000	No	Yes	
9/1/2019 17:01:25	9/3/2019	FFA Fruit sales	FFA	Steve Pauly	October 21 to November	\$500	Yes	Yes	
9/3/2019 10:27:35	9/3/2019	Homecoming Dance	Student Council	Sam Schmitz	9/20/19	\$150	N/A	Yes	Either Student Council or the Junior Class will do concessions at this event as well.
9/4/2019 13:39:44	9/4/2019	T shirt "verndale way" "show gritt, never quit"	Special ed athletics if we	Mr Hartwig	2019/2020	?????	No	No	
9/4/2019 13:41:59	9/4/2019	coed volleyball tournament	special ed athletics	Mr Hartwig	2019/2020	??????	No	Yes	It will depend on dates school is available and demand of teams that sign up
9/6/2019 7:38:21	9/6/2019	t shirt sale	Special ed athletics	brian Hartwig	2019/2020	\$200	No	No	
9/6/2019 7:40:45	9/6/2019	coed volleyball tournament	special ed athletics	Brian Hartwig	2020	\$200	N/A	Yes	
9/6/2019 7:43:06	9/6/2019	Healthy food snacks and healthy liquids	Special ed athletics	Brian Hartwig	2019/2020	??????	Yes	Yes	Special ed students will stock as a job and credit for their transition skills
9/6/2019 9:41:57	9/6/2019	Tackle Cancer Football ( Hat Day) Pay \$1.00 each	Football	Mike Mahlen, Char	Tackle cancer week	150.00 ?	N/A	No	
9/6/2019 9:43:40	9/6/2019	50/50 tickets at Wrestling events	Verndale Wrestling Fund	Coach, Char	During Home Wrestling e	50.00 ?	N/A	Yes	
9/6/2019 9:47:36	9/6/2019	Tackle Cancer Week Sale ( Different Items)	Football ( Randy S Cance	Mike Mahlen, Char	Tackle Cancer Weeks	150.00 ?	N/A	Yes	
9/6/2019 16:50:17	9/6/2019	goldcard	football club	mike mahlen	7/24/19 to 8/15/19	\$4,000	N/A	Yes	
9/6/2019 16:53:41	9/6/2019	sport calendar ads	footballclub	mike mahlen	August 2019	\$500.00	N/A	Yes	
9/6/2019 22:00:23	9/6/2019	Advertising on Programs	Boys Basketball	Greg Johnson	November-December	\$500	N/A	Yes	
9/6/2019 22:13:05	9/6/2019	Merchandise	Boys Basketball	Greg Johnson	November-December	\$500	N/A	No	
9/9/2019 11:15:22	9/9/2019	VEA Scholarship 50/50 tickets during VB and FB games	VEA	Tracy Hegary/Sam Schmi	Home games	Hopefully, \$400 or more	N/A	Yes	
9/9/2019 14:43:26	9/9/2019	50/50 ticket	6th grade class trip	Dan Johnson	November - February at b	\$700	N/A	Yes	
9/10/2019 11:45:09	10/2/2019	Cookie dough and magazines	Band and Choir	Stephanie Brownlow and	October	\$3,000	Yes	Yes	
9/28/2019 15:06:27	9/12/2019	School dance, holiday card sales, teacher challenge, other	Costa Rica Crew/Spanish	Amy Ashbaugh	October 31, 2019 (or Dec	\$500 (not quite sure...it w	N/A	Yes	
10/4/2019 9:06:05	10/4/2019	Malt Machine	SADD, Student Council, c	Art Schlutner	September-May	\$1,000	N/A	Yes	

## Exemplary Project Funds

<u>Cost</u>	<u>Requestor</u>	<u>Item(s) Requested</u>	<u>Approved</u>	<u>Notes</u>
\$1,000.00	Maria Ervasti	Art Display Case	Yes	
\$300.00	Alicia Jones	Pencil Sharpener	Yes	
\$237.32	Kelli Marquardt	Cork Board	Yes	
\$0.00	Vanessa Waldahl	Water Fountain	No	Not feasible
\$2,500.00	Waldahl, Ervasti, Schmitz	10 Chromebooks	Yes, pending numbers are accurate	
\$5,614.97	Nick Bunio	Orff Instruments	Yes	
\$35.00	Sam Schmitz	Speakers	Yes	
\$338.25	Wade Kern	Bus Detergent	Yes	
\$2,250.00	Kody VanDenEykel	PE Equipment	Yes	
\$148.98	Katie Bolland	Standing Desk	Yes	
\$1,300.00	Sharyl Olson	5 Chromebooks	Yes, pending numbers are accurate	
\$3,400.00	Jeff Moore	Bandsaw/Lathe	Yes	
\$300.00	Jeff Moore	Ladders	Yes	
\$5,962.55	Tracy Hegarty	Balances and Scales	Yes	
\$475.95	Alex Anderson	Algeblocks	Yes	
\$5,000.00	Greg Johnson	Pixellot Camera System	Yes	
\$3,000.00	Greg Johnson	Pixellot Licensing System	Yes	
\$448.66	Matt Parker	Kidney Whitboard Table	Yes	
\$368.00	Kenny Kjeldergaard	Motion Detection Lights	Yes	
\$109.95	Alex Anderson	Whiteboards	Yes	
\$500.00	Angie Erickson	Flexible Seating	Yes	Pending proper bases
\$800.00	Angie Wallin	Books and Storage	Yes	
\$740.00	Angie Wallin	Storage	Yes	
\$400.00	Matt Jones	Entrepreneurship Curriculum	Yes	
\$940.00	Matt Jones	Microsoft Office I Testing License	Yes	
\$1,841.25	Matt Jones	Accounting Curriculum	If class if offered next year	
\$3,434.36	Rachel Beard	Furniture	Yes	Will purchase one couch and table to check on durability
\$299.95	Matt Jones	Quickbooks License	Yes	
\$0.00	Kelli Marquardt	Popcorn Machine	Already have one	
\$468.55	LaNette Aeling	Classroom Equipment	Yes	
\$2,181.00	David Johnson	Calculators	Yes	

\$286.00	David Johnson	Calculators	Yes				
<b>\$44,680.74</b>	<b>Total Expense</b>						

# FORM A

## RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District 818 School Board recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Verndale School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer

## Region 5 Reciprocity Agreement Alternative Career Pathways Coursework

This agreement is entered into by and between the following entities, collectively referred to as “the Parties”:

- Independent School District No. 786, Bertha, MN (“ISD 786”),
- Independent School District No. 6004, Wadena, MN (“ISD 6004”),
- Independent School District No. 482, Little Falls, MN (“ISD 482”),
- Independent School District No. 2753, Long Prairie, MN (“ISD 2753”),
- Independent School District No. 821, Menahga, MN (“ISD 821”),
- Independent School District No. 186, Pequot Lakes, MN (“ISD 186”),
- Independent School District No. 484, Pierz, MN (“ISD 484”),
- Independent School District No. 116, Pillager, MN (“ISD 116”),
- Independent School District No. 486, Swanville, MN (“ISD 486”),
- Independent School District No. 487, Upsala, MN (“ISD 487”),
- Independent School District No. 818, Verndale, MN (“ISD 818”),
- Independent School District No. 113, Walker, MN (“ISD 113”),
- Bertha-Hewitt Education Association, (“BHEA”);
- Education Minnesota Freshwater Education District, (“EMFED”);
- Education Minnesota Little Falls, (“EMLF”);
- Long Prairie-Grey Eagle Education, Association (“LPGEEA”);
- Education Minnesota Menahga, (“EMM”);
- Education Minnesota Pequot Lakes, (abbreviation, e.g., “EMLF”);
- Education Minnesota Pierz, ( “EMP”);
- Education Minnesota Pillager, ( “EMP”);
- Swanville Education Association, ( “SEA”);
- Upsala Education Association, ( “UEA”);
- Verndale Education Association, (abbreviation, e.g., “VEA”);
- Walker-Hackensack-Akeley Education Association, (“WHAEA”).

Whereas, the school districts and exclusive representatives who are parties to this agreement are parties to five separate collective bargaining agreements that govern terms and conditions of employment, including salary increases based on educational attainment; and

Whereas, each of the school districts and exclusive representatives who are parties to this Agreement have signed separate memoranda of understanding (attached hereto as



**~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: Mr. Paul Brownlow and the Verndale School Board  
From: Greg Johnson, Dean of Students/Activities Director  
Date: October 7, 2019  
Re: Junior High Boys Basketball Coach

I recommend the Verndale School District hire Tim Fiskum to fill the vacant junior boys basketball coaching position. I recommend that he be placed at Step **3** of the extracurricular salary schedule.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Greg Johnson', is written over a horizontal line.

Greg Johnson

Dean of Students/Activities Director



Exhibits A-E) that allow teachers to create teacher-led professional development programs that are eligible for lane advancement movement on the salary schedule in each of the parties' respective collective bargaining agreements; and

Whereas, the Parties wish to encourage participation in the above-referenced professional development programs by allowing approved programs in one participating school district to be recognized for advanced lane placement in another district;

NOW, THEREFORE, the Parties agree as follows:

1. Any professional development program approved by the committee of a school district in accordance with the MOU between the district and the exclusive representative of licensed staff employed by the district will be recognized for advanced lane placement in another Region 5 school district.

By way of example, if a teacher employed by District A completes 3 credits in a professional development program approved by the committee of District A, Districts B, C, D, and E would recognize those three credits for lane placement purposes if the teacher were to leave District A and begin working in Districts B, C, D, or E. Prior approval of the program by Districts B, C, D, or E would not be required for them to recognize credits earned in a program that was approved by the committee in District A during the duration of this Agreement.

2. If a particular professional development program is a joint project approved by the committees of multiple school districts in accordance with the MOU between the districts and their exclusive representatives, credits earned in that program shall be recognized for advanced lane placement in all districts whose committees have approved the professional development program.

By way of example, if the professional development committees in Districts A, B, and C all recognize a joint project between teachers in these three districts, all three Districts will recognize credits earned in the joint project for purposes of lane advancement on the salary schedule.

4. This Agreement shall be enforceable through the grievance procedure in the collective bargaining agreement of each participating district and will remain in full force and effect unless modified with the approval of all parties to the Agreement.

5. The Parties recognize that the cancellation of the alternative pathways program or termination of this Agreement shall not extinguish the right of any employee to have their alternative career pathway credits recognized by a District that approved the program during the time that this Agreement was in effect.

**By signing below, each party specifically acknowledges that it has read this Agreement, has had an opportunity to review the terms of this Agreement with legal counsel, and understands and agrees to all of the terms of the Agreement.**

Bertha-Hewitt Education Association

Independent School District No. 786,  
Bertha-Hewitt Public Schools

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Education Minnesota Freshwater  
Education District

Independent School District No. 6004,  
Freshwater Education District

\_\_\_\_\_  
\_\_\_\_\_  
President

\_\_\_\_\_  
\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Education Minnesota Little Falls

Independent School District No. 482,  
Little Falls Community Schools

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Long Prairie – Grey Eagle  
Education Association

Independent School District No. 2753,  
Long Prairie-Grey Eagle

\_\_\_\_\_  
\_\_\_\_\_  
President

\_\_\_\_\_  
\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Education Minnesota Menahga

Independent School District No. 821,  
Menahga Public School District

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Education Minnesota Pequot Lakes

Independent School District No. 186,  
Pequot Lakes Public Schools

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Education Minnesota Pierz

Independent School District No. 484,  
Pierz Public School

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Education Minnesota Pillager

Independent School District No. 116,  
Pillager Public School District

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Swanville Education Association

Independent School District No. 486,  
Swanville Public School District

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Upsala Education Association

Independent School District No. 487,  
Upsala Public School District

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Verndale Education Association

Independent School District No. 818,  
Verndale Public School District

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Walker-Hackensack-Akeley  
Education Association

Independent School District No. 113,  
Walker-Hackensack-Akeley School District

\_\_\_\_\_  
President

\_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_



School Board / Mr. Brownlow,

I would like to recommend hiring Tony Stanley for an Extra–Curricular / Substitute bus driving position contingent upon a satisfactory background check and that he obtains all the necessary credentials required to drive school bus in Minnesota.

Wade Kern

Transportation / Building and Grounds



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

**BERTHA-HEWITT  
ISD 786**

[www.isd786.org](http://www.isd786.org) | Phone: 218-924-2500 | Fax: 218-924-3252

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

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### **Mr. Paul Browlow & Verndale School Board**

At our September Board Meeting we discussed dissolving our agreement with Verndale for agricultural services. We have a local candidate, who we have assisted in getting their ag degree, interested in this position. However, at this time, the candidate only wants to teach part time. After a couple of years if they have a desire to move to full time, we can look at options to possibly share this position again. The School Board will take formal action in October.

Eric Koep

On behalf of the Bertha-Hewitt School Board

**Verndale School District**  
**Policy Review**  
**First Reading**  
**October 7, 2019**

- 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.

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

Orig. 1995

Revised: \_\_\_\_\_

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)



To: Verndale School Board

From: Greg Johnson, Dean of Students/Activities Director

RE: Monthly Report (September)

- 1) Playoffs will be starting in the next couple of weeks. Volleyball will have first play-off game on October 24 or October 25 depending on seeding. Football will play section  $\frac{1}{4}$  finals on October 22. Swimming will begin section tournament action on November 7.



**K-12 Principal / District Assessment Coordinator Report**

**October 10, 2019**

**1. Events of the Past Weeks**

- a. Patriot Day Walk - September 11
- b. Homecoming Week - September 16-21
  - i. Congratulations to Queen Leigha Schmitz and King Caden Elbert
- c. College Fair - September 17
- d. Kindergarten Grandparents Day - September 27
- e. 7th Grade Crisis Line Presentation
- f. 2-Hour Late Start - October 2
- g. K-4 Pirate Pride - October 2 / 5-6 Pirate Pride - October 4
  - i. Elementary Students of the Month
    - 1. Lincoln Kern - Kindergarten - Mrs. Marquardt
    - 2. Carson Sanford - 4th Grade - Mrs. Wallin
    - 3. Jaylynn Dunbar - 5th Grade - Mr. Schluttner

**2. Upcoming Events / Mark Your Calendars**

- a. Lifetouch Picture Day - Tuesday, October 8
- b. Elementary Fire Hall Visits - Wednesday, October 9
- c. Demonstration Site Visit - Thursday, October 10
  - i. Royaltown High School will be visiting
- d. Real Men Sing - Saturday, October 12
- e. World's Best Workforce Annual Public Meeting - Monday, October 14
  - i. 5:00 p.m. start at Maasconi's
  - ii. Childcare available at the school starting at 4:45 p.m.
- f. No School - Thursday & Friday, October 17-18
  - i. Education Minnesota Break (Most Commonly Known as MEA)
  - ii. No school for students or staff
- g. No School - Workshop Day - Monday, October 28
- h. Parent / Teacher Conferences - Monday & Tuesday, October 28-29
  - i. 3:30-7:00 p.m. each day
- i. No School - Teacher Comp Day - Friday, November 1
- j. 2-Hour Late Start - Wednesday, November 6



3. High Reliability School Program Update
  - a. Phil Warrick visited on October 3rd
    - i. Reviewed our Level 1 - Safe, Supportive, and Collaborative Culture and Level 2 - Effective Teaching in Every Classroom work to make sure our systems are still in place
    - ii. Discussed some of the improvements / updates to both Level 1 and Level 2 systems
    - iii. Discussed plans for our Level 3 - Guaranteed and Viable Curriculum work
  - b. Demonstration Site Visits
    - i. Royalton Secondary School will visit Verndale on Thursday, October 10th
      1. Other visits may occur throughout the year (nothing scheduled at this time)
    - ii. Still working to set up a visit to Northern Cass (North Dakota) to see what Level 3, Level 4, & Level 5 look like in action
  - c. Other HRS Items
    - i. We held our first District Leadership Team Meeting on Wednesday, September 25
    - ii. We also held our first PLC Facilitators Meeting on Wednesday, September 25
    - iii. We held our Fall Data Meeting (K-6) on Monday, September 30
    - iv. All non-tenured teachers (10) have had their first (or three required) formal observation of the school year
    - v. Tenured staff observations will take place over the next few months (with the goal of having them all complete before Christmas break).
    - vi. We will combine with Walker-Hackensack-Akeley staff again on January 20th for collaborative professional development at Sourcewell
    - vii. Instructional Rounds (updated version - internal site visits) will begin October 24th
4. Goal Areas for 2019-2020
  - a. World's Best Workforce Goal Areas
    - i. All children are ready for school
    - ii. All third-graders can read at grade level
    - iii. All racial and economic achievement gaps between students are closed
    - iv. All students are ready for career and college
    - v. All students graduate from high school
  - b. Improving Attendance
  - c. HRS Certification in Level 3 - Guaranteed and Viable Curriculum

**Superintendent Report**  
**October 7, 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		
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 will hold the World's Best Workforce meeting on Monday, October 14, 2019 at 5:00 pm at Maasconi's. The agenda is listed below. We plan to have 40 or more people in attendance for this meeting. It would be great to have board members in attendance. Please let me know if you are able to join us for this meeting.
  - 5:00 Free Meal Served by Maasconi's
  - 5:30 Presentation on WBWF Plan and Goals
    1. Kindergarten Readiness
    2. Read Well by Third Grade
    3. Closing the Achievement Gap
    4. College and Career Readiness
    5. High School Graduation Rate
  - 6:15 Round Table Community Input Forum
2. **MSBA Leadership Conference** - The MSBA Leadership Conference is scheduled for January 16 and 17 in Minneapolis. I have submitted a proposal to present on our Exemplary Project funding at a morning or afternoon Round Table. Please let me know if you plan to attend, so I can make the necessary arrangements.

3. **Negotiations** - Negotiations with the VEA and Local 70 - Support Staff unit are ongoing. The support staff have opted to wait until negotiations have been completed with the teachers. Health insurance is the key component that is being worked through with the teachers. The individuals who qualify for health insurance voted on Friday to determine the top two carriers for health insurance. We will arrange for representatives from those 2 carriers to present to the staff, so a final vote can be taken to determine the carrier of choice. This vote will take place on Monday, October 21. A tentative completion date of November 4 is planned.
4. **ACA Penalty**- The school district received the Employer Shared Responsibility Payment notification from the IRS for Tax Year 2017. The proposed ESRP is \$37,289.99. This payment will be made in October and recognized on our November financial report. Our business office has done excellent work on this to ensure our penalty is kept at a minimal expense and that we do not have any surprise expenses. We allocated \$44,000 for this penalty and the final amount came in approximately \$7,000 below what was budgeted.
5. **K-12 Principal Performance Incentives** - The school board negotiations committee reviewed Mr. Follingstad's performance on three goals. He set SMART goals for college and career readiness, third grade literacy, and HRS Level 2 certification. He met his goals at various levels that are identified below. He will be paid the incentives according to his contract.
  - >90% of seniors earned a NCRC Certificate at the Bronze level - \$900
  - >60% of third grade students demonstrated grade-level proficiency on the AIMSweb benchmark assessments - \$600
  - Verndale School District was certified as Level 2 High Reliability School - \$1,000

### **Upcoming Events**

Health and Safety Committee Meeting	October 10
WBWF Meeting @ 5:00 PM	October 14
MEA Break - No School	October 17-18
Teacher Workshop - No School for Students	October 28
Parent-Teacher Conferences (3:30-7:00 PM)	October 28-29
Auditors on Site	October 28-Nov 1
Teacher Comp Day - No School	November 1
November School Board Meeting	November 4