

**MEETING OF THE REDWOOD AREA SCHOOL DISTRICT #2897 BOARD OF EDUCATION**

Monday, July 24, 2017

7:00 p.m.

Redwood Area School District Board Room

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1. Call to Order..... 2

2. Roll Call ..... 2

3. Open Forum ..... 2

ROUTINE..... 2

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5. Approval of Minutes ..... 2

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Monday, July 24, 2017

7:00 p.m.

Redwood Area School District Board Room

**AGENDA**

**1. Call to Order**

**2. Roll Call**

Members Present:

Members Absent:

**3. Open Forum**

OPEN FORUM PROCEDURES

1. The open forum will be held at the beginning of the meeting.
2. Those wishing to speak should sign up and indicate the topic at the beginning of the meeting.
3. A maximum time of 20 minutes will be allowed for the open forum.
4. A basic guide of three people per topic with a maximum of five minutes per person.
5. Those speaking will state their name and address prior to speaking.
6. Statements should be limited to the issues only.
7. Apply the "Golden Rule" during presentations.
8. The board retains the right to respond or not, but may discuss the item.
9. Personal/Personnel issues will not be heard or discussed.

**ROUTINE**

**4. Approval of Agenda**

A motion is necessary approving the proposed meeting agenda and any additional agenda items.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**5. Approval of Minutes**

The minutes of the regular board meeting held on June 26, 2017 is submitted for your approval as [Exhibit A](#). If there are no additions or corrections, your approval is recommended.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**6. Payment of Bills and Claims**

The bills and claims, which have been paid, are presented for your approval. [Exhibit B](#)

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**7. Consideration of Proposed School Policies**

**A. Second Reading of Proposed School Policies**

The District’s Policy Committee presents the following policies for consideration. The first reading was held at the June School Board meeting. The second reading will be held at the July School Board meeting. The policies are included as [Exhibit #1](#).

| <u>Policy #</u> | <u>Policy Title</u>   | <u>Effective Date</u> |
|-----------------|---|-----------------------|
| #303            | Superintendent Selection  | July 24, 2017         |
| #405            | Veteran’s Preference  | July 24, 2017         |
| #414            | Mandated Reporting of Child Neglect or Physical or Sexual Abuse           | July 24, 2017         |
| #425            | Staff Development   | July 24, 2017         |
| #509            | Enrollment of Nonresident Students  | July 24, 2017         |
| #513            | Promotion, Retention, and Program Design                                  | July 24, 2017         |
| #601            | School District Curriculum and Instruction Goals                          | July 24, 2017         |
| #603            | Curriculum Development  | July 24, 2017         |
| #604            | Instructional Curriculum  | July 24, 2017         |
| #612.1          | Development of Parent and Family Engagement Policies for Title I Programs | July 24, 2017         |
| #613            | Graduation Requirements   | July 24, 2017         |
| #616            | School District System Accountability                                     | July 24, 2017         |
| #805            | Waste Reduction and Recycling   | July 24, 2017         |

**B. Public Comment**

If any members from the public wish to comment on the proposed policies listed above, it is appropriate they do so at this time.

**C. Policy Adoption**

Following the second reading of policies and an opportunity for public comment, a motion is appropriate adopting the policies and the effective date.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**SCHOOL BUSINESS**

**8. Adoption of School Board Operating Procedures**

The specifics involved in this action are to determine the:

- A. Regular meeting date(s) and times
- B. Salary of board members
- C. Official newspaper
- D. Official depositories

After discussion, the following motions are appropriate.

- A. Regular school board meeting time shall be 7:00 p.m. and regular meeting dates shall be the fourth Monday of each month, except for the December meeting which will be held on December 18, 2017, and the May meeting which will be held on May 21, 2018. [Exhibit #2](#) identifies specific meeting dates and times for the 2017-2018 school year.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

- B. Annual salaries of the school board members shall be \$600 per year, payable over 12 months, and \$20 per meeting for attending committee meetings plus all out-of-town expenses and mileage for all board members on official school business. The chairperson shall receive an additional \$300 annual salary, payable over 12 months.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

C. The Redwood Gazette is designated as the district's official newspaper for the 2017-2018 school year.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

D. Minnwest Bank, Bremer Bank, HomeTown Bank and PMA Financial Network are hereby designated as official depositories of Independent School District No. 2897.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**9. Mileage Rate Allowance for 2017-2018**

The school district, in paying mileage for employees on official school business, has followed the Federal guidelines. Anything above the Federal guidelines would have to be reported by the employee and the district on a W-2 form. Currently, the Federal rate is \$.535.

It is the administration's recommendation to follow the Federal guidelines when paying mileage for employees on official school business.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**10. Requests to Consider Proposed Athletic Cooperative Arrangements**

Activities Director, Andy Ourada, will be in attendance to facilitate school board discussion about requests related to MSHSL Athletic Cooperative Sponsorships for the 2017-18 school year and beyond

**A. Request from Cedar Mountain School District to form Cooperative Agreement in Baseball and Softball**

Exhibit #3 is a letter from Cedar Mountain Superintendent Bob Tews requesting consideration of forming a "Pairing Cooperative Agreement" in baseball and softball for 2017-2018 school year.

Cedar Mountain is also exploring the same relationship with Wabasso and Following school board discussion, action may be appropriate.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**B. Request Proposing to form a Cooperative Agreement with Marshall High School for Women's Swimming**

Andy Ourada will present a request for school board consideration to form a "Pairing Cooperative Agreement" in swimming (Exhibit #4) with Marshall High School for the 2017-2018 school year.

Following school board discussion, action may be appropriate.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

## 11. Recommendation Addressing One to One Technology Program and other updates

Stephen Lien, Technology Director, will be in attendance to update the school board on the 1-1 initiative and offer recommendations to be implemented in the 2017-2018 school year.

Part of the Technology Team met on July 10th, 2017 to review the district's 1:1 Chromebook program, its ongoing costs, and decide on any policy change recommendations for the upcoming school year.

Below is some background information:

### 1) **Background--Damages and repair costs increased dramatically**

Below is a table summarizing the changes between the 2015-16 school year, our first year as a 1:1 district, and the 2016-17 school year.

|  | <b>15-16</b> | <b>16-17</b> |
|--|--------------|--------------|
| Repair equipment purchased                                       | \$2,668      | \$11,118     |
| Student-responsible damage incidents                             | 48           | 135          |
| Broken Screens   | 29           | 53           |
| Missing / Unreturned Chromebooks                                 | 1            | 10           |
| Unreturned Equipment Value<br>(Chromebooks, chargers, and cases) | \$803        | \$3,223      |

### 2) **Background--Student carelessness and lack of consequences are contributing to the increase.**

We believe based on the information shared with the technology director that students' attitude may be contributing to the increase. Students seem to be very comfortable with handling their Chromebooks every day, which may lead them to ignore its fragile nature. Teachers report that many 7-12 grade students do not use their school provided cases and students put their Chromebook in their backpacks. When the performance of the Chromebook is affected by this is it reported to the technology office. When visiting with students whose Chromebook have been broken, many students demonstrate little concern and are under the impression that the first time it is paid for by the district.

### 3) **Recommendation--Consequences need to change to reduce costs of damage and loss.**

The technology staff recommends that all damages requiring replacement parts, including screens, keyboards, motherboards, batteries, and case plastic require families to pay a \$20 deductible for their first offense, and full cost for any further offenses. Furthermore, students will not receive back their repaired Chromebook until these payments have been made. Most importantly, students will no longer be provided a "loaner" from the media center to take with them and use. Loaner Chromebooks will only be available for use in classrooms and cannot be taken from the classrooms with the teachers responsible for the "loaners" in their classroom. The technology team would like to explore with the site level principals a "privilege-based" system for students who follow the district's expectations for handling their Chromebooks. The hope is that these changes will increase student responsibility and reduce district repair costs.

The technology staff request the School Board take action by approving the program changes identified in item #3 above.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Results \_\_\_\_\_

The SW/WC Service Cooperative has increased bandwidth for our school district. The speeds have been upgraded from 80MB to 200MB. Also, we are still awaiting approval of E-Rate funding for our wireless network upgrade project. We hope it will be approved and ready for installation over Education-Minnesota break on October 19th - 20th.

**12. Request for Authorization to Implement CAST to RVHS Privileged Based System**

RVHS Principal Rick Jorgenson will be in attendance to request authority to amend the Privileged Based Attendance System the High School for the 2017-2018 School Year.

With board approval, CAST (Cardinal Academic Success Time) would be implemented in 2017-2018, with the purpose of improving student achievement. This system uses existing time during the student day, and would enhance the Privilege-Based System already implemented at Redwood Valley High School.

Exhibit #5 will be referenced throughout the presentation.

Following the presentation and discussion, school board approval is requested.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Results \_\_\_\_\_

**13. Estebo Career and Technical Center Progress—Update**

Work continues on planning for the construction of the Estebo Career and Technical Center. Consultant, Kevin Kopischke will be in attendance to update the school board on planning and the workshop that was held on July 24.

This item is intended to be informational and no action is intended.

**14. Resolution Approving School District No. 2897 Long-Term Facility Maintenance Ten Year Plan**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING SCHOOL DISTRICT NO. 2897 LONG-TERM FACILITY MAINTENANCE TEN YEAR PLAN**

BE IT RESOLVED by the School Board of District No.2897, State of Minnesota, as follows:

- 1. The School Board of School District 2897 has approved the Long-Term Facility Maintenance Ten Year Plan for its facilities for 2018-2027. The various components of this plan attached. (Exhibit #6)

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

**15. Designation of Identified Official with Authority to Assign Job Duties and Authorize External User Access**

Effective April 1, 2015, a new External User Access Recertification System replaced the Superintendent Authorization Forms with a single system that provides information and control at the District over who has access to MDE secure systems. For statewide testing, this system is used to grant and maintain access to Test WES, Assessment Secure Reports, and the Graduation Requirements Records (GRR) system.

Superintendent Ellingworth recommends the school board designate **Darcy Josephson, Director of Teaching/Learning** as the Identified Official with Authority to authorize user access to MDE secure websites for the **Redwood Area School District** local education agency.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**16. 2017-2018 Lease Agreement – United Community Action and ISD #2897**

United Community Action Partnership, Inc. represents the Head Start program currently housed in the Ehlers Early Education Center. Under the terms set forth in the lease agreement ([Exhibit #7](#)), they would continue to lease space from ISD #2897 for \$400 per month.

The school board is asked to approve this lease agreement annually so administration is authorized to sign the agreement. Following discussion, the administration recommends board action to approve.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**17. 2017-2018 Resolution for Membership in the Minnesota State High School League**

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

BE IT RESOLVED, that the Governing Board of School District No. 2897, Redwood Valley High School, County of Redwood, State of Minnesota, delegates the control, supervision, and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

BE IT FURTHER RESOLVED, that Redwood Valley High School is authorized by this, the Governing Board of said school district to:

- Renew its membership in the Minnesota State High School League; and
- Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

Member \_\_\_\_\_ seconded the foregoing Resolution, and upon vote being taken thereon, the

following voted in favor thereof:

And the following voted against:

Whereupon said Resolution was declared duly passed and adopted.

**18. 2017-2018 Membership in the Minnesota School Board Association**

The Redwood Area School District has been a member of the Minnesota School Board Association for many years, as have all Minnesota public school boards. The cost of membership dues in 2016-2017 were \$4,349. Membership dues for the district in 2017-2018 are \$4,448. Also, policy service fees are \$675.

The administration recommends the school district join the MSBA for 2017-2018.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**19. 2017-2018 Membership in the Minnesota Rural Education Association**

The Redwood Area School District was a member of the Minnesota Rural Education Association (MREA) in 2016-2017. Membership dues for 2016-2017 were \$2,322. Membership dues for 2017-2018 are \$2,314.

The administration recommends the school district join the MREA for 2017-2018.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**20. 2017-2018 Membership in Southwest Minnesota Arts and Humanities Council**

A request for membership in the Southwest Minnesota Arts and Humanities Council (SMAHC) was approved the last few years. Membership in SMAHC puts the district in collaboration with other schools and organizations in Southwest Minnesota attempting to provide quality arts experiences for youth and adults in the area. The cost for membership is \$100.

The administration recommends the school board authorize this membership.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**21. 2017-2018 Redwood Area Development Corporation Membership**

This request is to submit a \$200 membership fee to the Redwood Area Development Corporation (RADC). The RADC is focused on providing for economic growth in the Redwood Falls and Morton area. This organization is a collaboration of various constituents who work together to recruit and encourage ventures that promote a vital, healthy community.

The administration recommends the school board authorize this membership.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**22. 2017-2018 Redwood Area Chamber of Commerce Membership**

This request is to submit a \$200 membership fee to the Redwood Area Chamber of Commerce (RACC). The RACC is focused on provided business and community growth in the Redwood Falls area.

The administration recommends the school board authorize this membership.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**23. Request for Approval of Annual School Level Fundraisers**

[Exhibit #8](#) is the list of proposed school level fundraisers for the 2017-2018 school year. The administration recommends approval of the fundraisers listed in the exhibit.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**24. Request to Conduct Middle School Staff Workshop**

Middle School Principal, Amanda Pederson has been on site beginning her new duties. She has had numerous conversations with administrators and with a few staff ,who have stopped by her office, about getting up to speed and looking for opportunities to meet together with all staff about the middle school programs and about how to address important topics so they can all hit the ground running in the fall.

In the past, on occasion, the school board has authorized a special or organizational workshop where available staff can gather together with leadership to discuss front burner topics. This idea has been shared with Amanda and she inquired about the possibility of requesting the middle school staff be invited to a four hour workshop to discuss the most important topics they need to be together on to begin the school year.

Consequently, school board approval is requested authorizing the Middle School Principal to conduct an organizational workshop at a time convenient to most of her staff. Anticipated costs would be approximately \$3,500 (30 staff X four (4) hours @ the contract rate (\$24 + Fringe)

Following school board questions and discussion, approval is requested.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**PERSONNEL**

**25. Personnel**

**A. Employment of Coaches / Directors**

| <u>Name</u>      | <u>Position</u>        | <u>Stipend</u> |
|------------------|------------------------|----------------|
| Blair Wassengeso | Varsity Boys Hockey    | \$4,784        |
| Brett Bergeson   | Asst. Girls Basketball | \$3,164        |

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**B. Paraprofessionals**

| <u>Name</u>       | <u>Position</u>     | <u>Salary</u> |
|-------------------|---------------------|---------------|
| Elisa Gjermundson | HS Paraprofessional | \$11.50/hour  |

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**C. Long-Term Substitute Teacher**

| <u>Name</u>    | <u>Position</u>  | <u>Salary</u>              |
|----------------|--|----------------------------|
| Jenny Bloedow  | .2554 annual FTE Third Grade Teacher (Amanda Anderson) | \$271.74/day up to 47 days |
| Susan Jones    | .2120 annual FTE first Grade Teacher (Rachel Berner)   | \$271.74/day up to 39 days |
| Amanda Coleman | .4891 annual FTE MS Special Ed. Teacher (Logan Swann)  | \$217.39/day up to 90 days |

Amanda will be employed under **Community Expert provision** as a **Long Term Substitute Special Education Teacher** for the first half of the 2017-2018 school year. Amanda is currently attending Southwest Minnesota State-Marshall where she is working to earn a Bachelor's Degree in Early Childhood Education with a Minor in Special Education. She will graduate from that program in December 2017. She plans to continue working towards a Master's Degree in Special Education immediately after earning her BS degree.

Amanda has worked in different parts of our early childhood program and is hopeful of working as a full-time special education teacher in the Redwood Area School District after completing her college work.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**D. Early Childhood Family Education Staff**

| <u>Name</u>      | <u>Position</u>                       | <u>Salary</u> |
|------------------|---------------------------------------|---------------|
| Kirsten Anderson | Discovery Time/Ready Set Grow Teacher | \$21.00/hour  |

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_

**E. Employment of Teachers**

| <u>Name</u>         | <u>Position</u>                  | <u>Salary</u>      |
|---------------------|----------------------------------|--------------------|
| <b>David Madson</b> | <b>1.0 FTE MS Health Teacher</b> | <b>\$53,965.00</b> |

The administration recommends employing David Madson as a 1.0 FTE MS Health Teacher for the 2017-18 school year only under the retire-rehire provisions in the Master Agreement. The salary and terms of conditions of retire-rehire are shown in [Exhibit #9](#).

Motion \_\_\_\_\_ Second \_\_\_\_\_ Result \_\_\_\_\_





**27. Correspondence and Communication**

**A. Negotiations Update**

The school board's Negotiations Committee (Buckley, Boots, Prescott met on Thursday, July 13 with Education Minnesota-RWF to commence the 2017-2019 negotiations process. One or more of the committee members will brief the school board on the progress. The next meeting is scheduled for Thursday, August 3, at 4:00 pm in the board room.

**B. Summer Construction Projects- Update**

Finance Director, Scott LeSage or Superintendent Ellingworth will provide a progress report to the entire school board on the following construction projects underway in throughout the school district:

1. RGES Playground
2. RVMS/HS Entrance Area
3. RVMS/HS Staff Parking Lot
4. RVMS Carpeting
5. RVMS/HS Bathrooms
6. Gymnasium Curtains
7. Outdoor Shed Roof Replacement
8. Other

**28. Other Business That Should Properly Come Before the Board**

**29. Adjournment**

**INDEPENDENT SCHOOL DISTRICT NO. 2897**  
**Redwood Falls, Minnesota 56283**  
**June 26, 2017**

[Exhibit A](#)

The regular meeting of the Independent School District No. 2897 Board of Education was called to order by Board Chairman, Jim Buckley at 7:00 p.m. in the Redwood Area Schools Board Room. Members present: Tim Joyce, Jim Boots, Clark Grannes, Wayne Junker, Darin Prescott, Tony Miller and Jim Buckley. Members absent: None. Superintendent Rick Ellingworth and Finance Director Scott LeSage were also in attendance.

Recognition of Excellence by the board for Logan Josephson and Emma Gaffney, who participated in the Class A State Track Tournament held at Hamline University in St. Paul on June 9-10, 2017. Recognition of Excellence by the board for Bailey Krause, who participated at the Class AA State Golf Tournament held at Sand Creek Golf Club in Jordan, MN on June 13-14, 2017.

On motion by Mr. Junker and second by Mr. Grannes, the board unanimously approved the meeting agenda.

On motion by Mr. Junker and second by Mr. Grannes, the board unanimously approved the minutes of the board meeting held on May 22, 2017.

On motion by Mr. Grannes and second by Mr. Prescott, the board unanimously approved payment of the bills and claims.

On motion by Mr. Joyce and second by Mr. Grannes, the board unanimously approved the following policies:

| <u>Policy #</u> | <u>Policy Title</u>   | <u>Effective Date</u> |
|-----------------|---|-----------------------|
| #207            | Public Hearings   | June 26, 2017         |
| #209            | Code of Ethics  | June 26, 2017         |
| #211            | Criminal or Civil Action Against School District,<br>School Board Member, Employee, or Students                             | June 26, 2017         |
| #213            | School Board Committees   | June 26, 2017         |
| #214            | Out-of-State Travel by Board Members  | June 26, 2017         |
| #410            | Family and Medical Leave  | June 26, 2017         |
| #413            | Harassment and Violence   | June 26, 2017         |
| #415            | Mandated Reporting of Vulnerable Adults   | June 26, 2017         |
| #420.1          | Employee Assistance   | June 26, 2017         |
| #422            | Policies Incorporated by Reference  | June 26, 2017         |
| #424            | License Status  | June 26, 2017         |
| #504            | Student Dress and Appearance  | June 26, 2017         |
| #505            | Distribution of Non-school Sponsored Materials on School<br>Premises  | June 26, 2017         |
| #506            | Student Discipline  | June 26, 2017         |
| #511            | Student Fundraising   | June 26, 2017         |
| #514            | Bullying Prohibition  | June 26, 2017         |
| #515            | Protection and Privacy of Pupil Records   | June 26, 2017         |
| #515            | Form: Public Notice   | June 26, 2017         |
| #517            | Student Recruiting  | June 26, 2017         |
| #521            | Student Disability Nondiscrimination  | June 26, 2017         |
| #522            | Student Sex Non-Discrimination  | June 26, 2017         |
| #524            | Internet Acceptable Use and Safety Policy   | June 26, 2017         |
| #527            | Student Use and Parking of Motor Vehicles; Patrols,<br>Inspections, and Searches  | June 26, 2017         |
| #540            | Video Usage   | June 26, 2017         |
| #560            | Students Residing on Indian Land  | June 26, 2017         |
| #602            | Organization of School Calendar and School Day  | June 26, 2017         |
| #605            | Alternative Programs  | June 26, 2017         |
| #609            | Religion  | June 26, 2017         |
| #610            | Field Trips   | June 26, 2017         |
| #614            | School District Testing Plan and Procedure  | June 26, 2017         |
| #615            | Testing Accommodations, Modifications, and Exemptions<br>for IEPs, Section 504 Plans, and LEP Students – REVIEW FOR REMOVAL | June 26, 2017         |
| #618            | Assessment of Student Achievement   | June 26, 2017         |
| #619            | Staff Development for Standards   | June 26, 2017         |

|      |  |               |
|------|--|---------------|
| #621 | Record Keeping/Reporting/Advising of Student Achievement(MSBA eliminated this policy) – REVIEW FOR REMOVAL | June 26, 2017 |
| #624 | On-Line Learning Options   | June 26, 2017 |
| #640 | Early Admittance to Kindergarten   | June 26, 2017 |
| #701 | Establishment and Adoption of School District Budget   | June 26, 2017 |
| #702 | Accounting   | June 26, 2017 |
| #703 | Annual Audit   | June 26, 2017 |
| #704 | Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System            | June 26, 2017 |
| #705 | Investments  | June 26, 2017 |
| #710 | Extracurricular Transportation   | June 26, 2017 |
| #711 | Videotaping on School Buses  | June 26, 2017 |
| #712 | Video Surveillance Other Than on Buses   | June 26, 2017 |
| #713 | Video Taping of School Activities  | June 26, 2017 |
| #730 | School Activity Fees   | June 26, 2017 |
| #806 | Crisis Management Policy   | June 26, 2017 |
| #904 | Distribution of Materials on School District Property by Non-School Persons                                | June 26, 2017 |
| #906 | Community Notification of Predatory Offenders  | June 26, 2017 |
| #910 | Data Request Policy for Subjects of Data   | June 26, 2017 |
| #911 | Data Request Policy for Public Data  | June 26, 2017 |

On motion by Mr. Grannes and second by Mr. Boots, the board unanimously approved the 2017-2018 Community Education Budget as presented by Co-Community Education Directors, Kelly Lutgen and Celeste Stang.

On motion by Mr. Junker and second by Mr. Joyce, the board unanimously approved the change orders presented by John McNamara from WOLD Architects and Engineers.

On motion by Mr. Miller and second by Mr. Joyce, the board unanimously approved moving forward with the Estebo Career Development and Training Center project budgeted at \$3.5 million which includes \$1 million in private donations, a \$2 million lease levy and \$500,000 in district reserve funds.

On motion by Mr. Grannes and second by Mr. Boots, the board unanimously approved the Preliminary 2017-2018 Annual Budget, as presented by Finance Director Scott LeSage.

On motion by Mr. Junker and second by Mr. Joyce, the board unanimously approved the agreement for the provision of school based mental health services with Greater Minnesota Family Services for the 2017-2018 school year.

On motion by Mr. Grannes and second by Mr. Joyce, the board unanimously approved the food service cost proposal and agreement with Taher Food Service, Inc. for the 2017-2018 school year and beyond.

On motion by Mr. Prescott and second by Mr. Grannes, the board unanimously approved property identified as surplus or excess property to be sold or discarded.

On motion by Mr. Joyce and second by Mr. Junker, the board unanimously approved the resignation, with regrets, of the following employee:

| <u>Name</u>   | <u>Position</u>               | <u>Effective Date</u> |
|---------------|-------------------------------|-----------------------|
| Lael Dornseif | HS Business Education Teacher | May 31, 2017          |

On motion by Mr. Joyce and second by Mr. Junker, the board unanimously approved the resignations of the following employees:

| <u>Name</u>       | <u>Position</u>                  | <u>Effective Date</u> |
|-------------------|----------------------------------|-----------------------|
| Alexis Martin     | MS Paraprofessional              | June 9, 2017          |
| Marit Rheinheimer | MS 5 <sup>th</sup> Grade Teacher | June 1, 2017          |
| Aaron Guggisberg  | Asst. Varsity Softball Coach     | June 16, 2017         |
| Andrea Spanovich  | HS Math Teacher                  | June 21, 2017         |

On motion by Mr. Prescott and second by Mr. Grannes, the board unanimously approved the employment of Logan Swann, 1.0 FTE MS Special Ed Teacher, beginning December 22, 2017 with a salary of \$22,435.00 - Contract for 96 days - \$43,000/184 days x 96 days.

On motion by Mr. Prescott and second by Mr. Miller, the board unanimously approved the employment of Andrea Iverson, 1.0 FTE Student Accountability Advocate with a salary of \$51,000/200 days – Contract is prorated for the first year at a daily rate of \$255 a day for 178 days totaling \$47,940.00.

On motion by Mr. Junker and second by Mr. Prescott, the board unanimously approved the employment of the following coach:

| <u>Name</u>      | <u>Position</u>  | <u>Stipend</u> |
|------------------|------------------|----------------|
| Cassie Spanovich | Head Dance Coach | \$1,846        |

On motion by Mr. Junker and second by Mr. Prescott, the board unanimously approved the employment of the following paraprofessional:

| <u>Name</u>  | <u>Position</u>      | <u>Hours</u>                    | <u>Salary</u> |
|--------------|----------------------|---------------------------------|---------------|
| Beth Gaffney | Pre-School Assistant | 32 hrs/week for the school year | \$11.95/hr    |

On motion by Mr. Boots and second by Mr. Prescott, the board unanimously approved the employment of the following paraprofessional:

| <u>Name</u>  | <u>Position</u>             | <u>Days</u> | <u>Salary</u>  |
|--------------|-----------------------------|-------------|----------------|
| Amie Johnson | HS Administrative Assistant | 203         | \$13.50 / hour |

On motion by Mr. Joyce and second by Mr. Junker, the board unanimously approved cutting the HS Business Program. The board approved continuing with the Period 1 Careers classes. Anne Johnson, Executive Director of the Redwood Area Chamber and Tourism, was approved to be hired as a Community Expert, to teach the Period 1 Careers classes (.33 FTE) for the 2017-2018 school year.

There being no further business the meeting was adjourned at 9:00 p.m.

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James Boots  
School Board Clerk

[return to agenda](#)

| VENDOR                | CHECK      | CHECK ACCOUNT |                          | INVOICE    | INVOICE   | AMOUNT    |
|-----------------------|------------|---------------|--------------------------|------------|---|-----------|
|                       | DATE       | NUMBER        | NUMBER                   | NUMBER     | DESCRIPTION                                       |           |
| REDWOOD FALLS CITY O  | 06/26/2017 | 71977         | 04 E 005 510 000 326 305 | 2069 & 208 | INDIVIDUAL POOL PASS - SACC<br>AWD QUARTERLY FEES | -1,084.00 |
| REDWOOD FALLS CITY O  | 06/26/2017 | 71977         | 04 E 005 570 000 321 401 | 2069 & 208 | INDIVIDUAL POOL PASS - SACC<br>AWD QUARTERLY FEES | -80.00    |
| BAYADA HOME HEALTH C  | 06/22/2017 | 71996         | 01 E 001 420 000 740 394 | 200-429    | NURSING SERVICES-JUSTIN<br>PASKEWITZ              | 330.00    |
| CLEARINGHOUSE         | 06/22/2017 | 71997         | 01 L 215 10              | 20170616AD | Payroll accrual                                   | 215.00    |
| JENSEN, JIM           | 06/22/2017 | 71998         | 02 L 230 00              | 06222017   | REFUND OF LUNCH MONEY                             | 161.30    |
| MADISON NATIONAL LIF  | 06/22/2017 | 71999         | 01 L 215 15              | GROUP #116 | JUNE INSURANCE PREMIUMS                           | 1,181.20  |
| MADISON NATIONAL LIF  | 06/22/2017 | 71999         | 04 L 215 15              | GROUP #116 | JUNE INSURANCE PREMIUMS                           | 8.80      |
| MATRIX TRUST COMPANY  | 06/22/2017 | 72000         | 01 L 215 27              | 20170616AF | Payroll accrual                                   | 5,224.22  |
| MATRIX TRUST COMPANY  | 06/22/2017 | 72000         | 04 L 215 27              | 20170616AF | Payroll accrual                                   | 719.61    |
| MATRIX TRUST COMPANY  | 06/22/2017 | 72000         | 01 L 215 27              | 20170616AF | Payroll accrual                                   | 1,523.57  |
| MINNESOTA HISTORICAL  | 06/22/2017 | 72001         | 01 E 001 605 000 320 369 | 13048      | JACKIE PROBST                                     | 90.00     |
| MINNESOTA HISTORICAL  | 06/22/2017 | 72001         | 01 E 001 605 000 320 369 | 13124      | JACKIE PROBST                                     | 84.00     |
| RAM MUTUAL INSURANCE  | 06/22/2017 | 72002         | 01 E 005 930 000 000 270 | 168237     | WORKERS COMPENSATION<br>INSURANCE                 | 33,227.00 |
| REDWOOD FALLS CITY O  | 06/22/2017 | 72003         | 01 E 005 790 000 342 305 | 0517-20130 | SCHOOL RESOURCE OFFICER                           | 2,659.45  |
| REDWOOD AREA EDUCATI  | 06/22/2017 | 72004         | 01 L 215 30              | 20170616AD | Payroll accrual                                   | 176.00    |
| REDWOOD AREA COMMUNI  | 06/22/2017 | 72005         | 01 E 001 294 312 000 305 | 2069,2068, | POOL PASS, RENTAL, MEETING<br>ROOM                | 401.50    |
| REDWOOD AREA COMMUNI  | 06/22/2017 | 72005         | 01 E 001 296 317 000 305 | 2069,2068, | POOL PASS, RENTAL, MEETING<br>ROOM                | 401.50    |
| REDWOOD AREA COMMUNI  | 06/22/2017 | 72005         | 04 E 005 570 000 321 401 | 2069,2068, | POOL PASS, RENTAL, MEETING<br>ROOM                | 80.00     |
| REDWOOD AREA COMMUNI  | 06/22/2017 | 72005         | 10 E 962 000 000 000 899 | 2069,2068, | POOL PASS, RENTAL, MEETING<br>ROOM                | 790.00    |
| REGNIER, ANDREW       | 06/22/2017 | 72006         | 01 E 001 294 316 000 369 | 28098      | ANDY OURADA                                       | 431.84    |
| REGNIER, ANDREW       | 06/22/2017 | 72006         | 01 E 001 296 315 000 369 | 28098      | ANDY OURADA                                       | 431.84    |
| SCHOOL SPECIALTY      | 06/22/2017 | 72007         | 01 E 004 211 000 000 430 | 29822248   | ROBIN BESKE                                       | 25.43     |
| STEINHAUER, RALPH     | 06/22/2017 | 72008         | 04 R 005 570 000 321 050 | 06222017   | REIMBURSEMENT OF BALANCES ON<br>SACC ACCOUNT      | 38.58     |
| STEWART, ZLIMEN & JUN | 06/22/2017 | 72009         | 01 L 215 10              | 20170616AD | Payroll accrual                                   | 215.59    |
| TOTAL GLASS COMPANY   | 06/22/2017 | 72010         | 01 E 005 810 193 000 350 | 12096      | INSULATED GLASS FOR SOFTBALL<br>PRESS BOX         | 145.54    |
| WAL MART COMMUNITY    | 06/22/2017 | 72011         | 10 E 919 000 000 000 899 | 00412453 0 | LISA LOFTUS                                       | 35.58     |
| WAL MART COMMUNITY    | 06/22/2017 | 72011         | 04 E 005 590 050 000 401 | 00412453 0 | IDA GATFIELD                                      | 48.69     |
| WAL MART COMMUNITY    | 06/22/2017 | 72011         | 04 E 005 570 000 321 401 | 00412453 6 | JENN KUEHN  | 58.07     |
| WAL MART COMMUNITY    | 06/22/2017 | 72011         | 10 E 919 000 000 000 899 | 00412453 0 | DAVI HERNANDEZ                                    | 7.94      |

DEBIT # B

| VENDOR               | CHECK      | CHECK ACCOUNT |          |             |        | INVOICE                                | INVOICE  | AMOUNT |
|----------------------|------------|---------------|----------|-------------|--------|--|----------|--------|
|                      | DATE       | NUMBER        | NUMBER   |             | NUMBER | DESCRIPTION                            |          |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 01 E 001 | 270 000 000 | 430    | 00412453 0 JUSTIN TIMM                 | 13.34    |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 04 E 005 | 585 000 332 | 401    | 00412453 0 JAMIE STEFFL                | 174.36   |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 04 E 005 | 585 000 332 | 401    | 00412453 0 JEANNIE UHLENKAMP           | 79.74    |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 01 E 001 | 331 000 000 | 430    | 00412453 0 DONALEE JOSEPHSON           | 300.74   |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 01 E 001 | 292 303 000 | 401    | 00412453 0 JIM DARR                    | 20.89    |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 01 E 001 | 294 314 000 | 401    | 00412453 0 JIM DARR                    | 141.84   |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 01 E 001 | 605 000 320 | 401    | 00412453 6 HOLLY SCHMITT               | 279.41   |        |
| WAL MART COMMUNITY   | 06/22/2017 | 72011         | 01 E 001 | 605 000 320 | 401    | 00412453 6 HOLLY SCHMITT               | 96.83    |        |
| ACT                  | 06/29/2017 | 72012         | 01 E 001 | 211 245 000 | 461    | 123842 DARCY JOSEPHSON                 | 3,685.50 |        |
| ALT DEB              | 06/29/2017 | 72013         | 01 E 002 | 412 000 740 | 366    | 06282017 MILEAGE REIMBURSEMENT         | 67.30    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 710 000 000 | 430    | 1404211427 AMBER GREEN                 | 107.42   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 710 000 000 | 430    | 1404211427 AMBER GREEN                 | 107.41   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 620 000 000 | 470    | 1030053111 JIM SCOATES                 | 6.93     |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 710 000 000 | 430    | 0722737466 AMBER GREEN                 | 3.18     |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 710 000 000 | 430    | 0722737466 AMBER GREEN                 | 3.17     |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 620 000 000 | 470    | 0362983893 JIM SCOATES                 | 11.60    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 002 | 203 000 000 | 401    | 1519392387 DARCY JOSEPHSON             | 141.04   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 203 000 000 | 401    | 1519392387 DARCY JOSEPHSON             | 46.63    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 211 000 000 | 401    | 1519392387 DARCY JOSEPHSON             | 46.63    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 710 000 000 | 430    | 0669841800 AMBER GREEN                 | 50.91    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 710 000 000 | 430    | 0669841800 AMBER GREEN                 | 50.91    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 220 000 000 | 430    | 0881082485 JAN DEPUY                   | 15.96    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 220 000 000 | 430    | 0881020495 JAN DEPUY                   | 43.89    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 620 000 000 | 470    | 0902029510 JIM SCOATES                 | 192.02   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 005 | 030 000 000 | 401    | 1198954307 DARCY JOSEPHSON             | 8.99     |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 002 | 203 102 000 | 430    | 0734778363 TAYA KOCKELMAN              | 13.99    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 220 000 000 | 430    | 0002533835 NAOMI PRODOEHL/BENTON KODET | 23.88    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 005 | 630 000 000 | 401    | 1619318994 STEPHEN LIEN                | 344.60   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 331 000 000 | 430    | 1191590368 DONALEE JOSEPHSON           | 89.85    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 220 000 000 | 430    | 0425150905 NAOMI PRODOEHL/BENTON KODET | 368.42   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 220 000 000 | 430    | 0245668139 JAN DEPUY                   | 248.75   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 220 000 000 | 430    | 0881050890 JAN DEPUY                   | 39.90    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 005 | 105 000 000 | 401    | 0810468230 DONALEE JOSEPHSON           | 42.98    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 005 | 105 000 000 | 401    | 2121137202 SARA KODET                  | 3.65     |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 002 | 412 000 740 | 430    | 2449138155 DEB ALT/JACKIE GRAMSTAD     | 28.06    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 005 | 107 000 000 | 401    | 1604690022 JAN RADDATZ                 | 54.99    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 001 | 211 000 000 | 430    | 2554231698 JUSTIN TIMM                 | 1,074.00 |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 002 | 203 000 000 | 401    | 1480217520 DARCY JOSEPHSON             | 195.65   |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 203 000 000 | 401    | 1480217520 DARCY JOSEPHSON             | 64.69    |        |

| VENDOR               | CHECK      | CHECK ACCOUNT |          |     |     |     |     |            | INVOICE  | INVOICE  | AMOUNT |
|----------------------|------------|---------------|----------|-----|-----|-----|-----|------------|--|----------|--------|
|                      | DATE       | NUMBER        | NUMBER   |     |     |     |     | NUMBER     | DESCRIPTION  |          |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 003 | 211 | 000 | 000 | 401 | 1480217520 | DARCY JOSEPHSON  | 64.69    |        |
| AMAZONCOM-BILLING DE | 06/29/2017 | 72014         | 01 E 005 | 630 | 000 | 000 | 401 | 1619320813 | STEPHEN LIEN   | -7.85    |        |
| ARVIG COMMUNICATION  | 06/29/2017 | 72015         | 01 E 002 | 050 | 000 | 000 | 320 | 0002354534 | TELEPHONE EXPENSE  | 710.24   |        |
| ARVIG COMMUNICATION  | 06/29/2017 | 72015         | 01 E 005 | 110 | 000 | 000 | 320 | 0002354534 | TELEPHONE EXPENSE  | 1,806.18 |        |
| ASSETGENIE, INC.     | 06/29/2017 | 72016         | 01 E 005 | 630 | 669 | 000 | 401 | 1185795    | STEPHEN LIEN   | 1,207.20 |        |
| BLICK ART SUPPLY     | 06/29/2017 | 72017         | 01 E 001 | 212 | 000 | 000 | 430 | 7700018 1  | JAMIE STEFFL   | 267.50   |        |
| BLICK ART SUPPLY     | 06/29/2017 | 72017         | 04 E 005 | 585 | 000 | 332 | 401 | 7700018    | KATE RUSSELL   | 71.37    |        |
| BLICK ART SUPPLY     | 06/29/2017 | 72017         | 01 E 001 | 212 | 000 | 000 | 430 | 7770158    | JAMIE STEFFL   | 34.46    |        |
| BLICK ART SUPPLY     | 06/29/2017 | 72017         | 01 E 001 | 212 | 000 | 000 | 430 | 7727916777 | JAMIE STEFFL   | 91.59    |        |
| BLICK ART SUPPLY     | 06/29/2017 | 72017         | 01 E 001 | 212 | 000 | 000 | 430 | 7724800    | JAMIE STEFFL   | -126.05  |        |
| BLICK ART SUPPLY     | 06/29/2017 | 72017         | 01 E 001 | 212 | 000 | 000 | 430 | 7754662    | JAMIE STEFFL   | 28.43    |        |
| BLICK ART SUPPLY     | 06/29/2017 | 72017         | 01 E 001 | 212 | 000 | 000 | 430 | 7764151    | JAMIE STEFFL   | -28.43   |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 005 | 640 | 000 | 308 | 430 | HEINEMANN  | DARCY JOSEPHSON  | 125.40   |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 001 | 258 | 233 | 302 | 530 | CASCIO     | PAUL BERGGREN  | 4,801.00 |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 002 | 412 | 000 | 740 | 433 | BROOKES PU | DEB ALT  | 282.44   |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 002 | 203 | 102 | 000 | 430 | SEAT SACK  | TAYA KOCKELMAN   | 268.50   |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 002 | 203 | 000 | 000 | 820 | AMAZON PRI | AMAZON PRIME MEMBERSHIP  | 33.00    |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 001 | 211 | 000 | 000 | 820 | AMAZON PRI | AMAZON PRIME MEMBERSHIP  | 33.00    |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 003 | 211 | 000 | 000 | 820 | AMAZON PRI | AMAZON PRIME MEMBERSHIP  | 33.00    |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 005 | 108 | 000 | 000 | 366 | EB WCTC    | STEPHEN LIEN   | 25.00    |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 003 | 203 | 106 | 000 | 430 | WALMART    | JANE SANCHEZ/AMY POPE  | 41.17    |        |
| BREMER BANK CARDMEMB | 06/29/2017 | 72018         | 01 E 005 | 640 | 000 | 308 | 401 | ASCD       | DARCY JOSEPHSON  | 27.71    |        |
| E & T PLUMBING       | 06/29/2017 | 72019         | 01 E 005 | 810 | 193 | 000 | 350 | 6491       | CLEARED GARBAGE DISPOSAL<br>DRAIN  | 449.90   |        |
| E & T PLUMBING       | 06/29/2017 | 72019         | 01 E 005 | 810 | 193 | 000 | 350 | 6492       | REMOVED TOILET & SINK FROM<br>UPSTAIRS ACROSS FROM THEATRE.<br>MOVED ALL 6 TOILETS IN<br>DOWNSTAIRS BATHROOM OUT 1/4"<br>FOR TILE GUYS | 243.10   |        |
| E & T PLUMBING       | 06/29/2017 | 72019         | 01 E 005 | 810 | 193 | 000 | 350 | 6496       | REMOVED JR HIGH BOYS & GIRLS<br>RESTROOM SINKS & MOVED WATER<br>LINES  | 984.85   |        |
| FOSSUM ED/SHARON     | 06/29/2017 | 72020         | 01 E 005 | 760 | 000 | 720 | 360 | 06202017   | TRANSPORTATION REIMBURSEMENT   | 550.00   |        |
| GREAT PLAINS NATURAL | 06/29/2017 | 72021         | 01 E 005 | 810 | 181 | 000 | 330 | 1235002000 | NATURAL GAS  | 592.57   |        |
| GREAT PLAINS NATURAL | 06/29/2017 | 72021         | 01 E 005 | 810 | 182 | 000 | 330 | 1235002000 | NATURAL GAS  | 1,186.66 |        |
| GREAT PLAINS NATURAL | 06/29/2017 | 72021         | 02 E 005 | 770 | 220 | 701 | 330 | 1235002000 | NATURAL GAS  | 93.64    |        |
| HENNEN, SCOTT        | 06/29/2017 | 72022         | 01 E 005 | 810 | 000 | 000 | 401 | 06262017   | CLOTHING ALLOWANCE   | 67.89    |        |
| KONICA MINOLTA       | 06/29/2017 | 72023         | 01 E 001 | 211 | 000 | 000 | 370 | 20864377   | COPIER LEASE   | 78.35    |        |
| KONICA MINOLTA       | 06/29/2017 | 72023         | 01 E 001 | 620 | 000 | 000 | 370 | 20864377   | COPIER LEASE   | 71.34    |        |

| VENDOR               | CHECK      | CHECK ACCOUNT |                          | INVOICE    | INVOICE  | AMOUNT    |
|----------------------|------------|---------------|--------------------------|------------|--|-----------|
|                      | DATE       | NUMBER        | NUMBER                   | NUMBER     | DESCRIPTION  |           |
| KONICA MINOLTA       | 06/29/2017 | 72023         | 01 E 002 203 000 302 370 | 20864377   | COPIER LEASE   | 634.53    |
| KONICA MINOLTA       | 06/29/2017 | 72023         | 01 E 005 110 000 302 370 | 20864377   | COPIER LEASE   | 188.40    |
| KONICA MINOLTA       | 06/29/2017 | 72023         | 01 E 005 605 000 302 370 | 20864377   | COPIER LEASE   | 897.10    |
| KONICA MINOLTA       | 06/29/2017 | 72023         | 01 E 003 203 000 000 370 | 20864377   | COPIER LEASE   | 78.35     |
| MINNESOTA LIFE INSUR | 06/29/2017 | 72024         | 01 L 215 16              | 0034348    | LIFE INSURANCE PREMIUM   | 1,899.46  |
| MINNESOTA LIFE INSUR | 06/29/2017 | 72024         | 04 L 215 16              | 0034348    | LIFE INSURANCE PREMIUM   | 22.39     |
| MN BUREAU OF CRIMINA | 06/29/2017 | 72025         | 01 E 005 105 000 000 305 | 06292017   | BACKGROUND CHECKS FOR AMIE<br>JOHNSON, AMANDA MILHAUSEN,<br>AMANDA PEDERSON & KAREN ZOST | 60.00     |
| MN HIGHWAY SAFETY CE | 06/29/2017 | 72026         | 04 E 005 505 000 321 305 | 39978      | 4 HR DEFENSIVE DRIVING COURSE<br>ON 6/7/17   | 180.00    |
| MN NCPERS LIFE INSUR | 06/29/2017 | 72027         | 01 L 215 19              | 208401     | JUNE 2017 PREMIUM  | 80.00     |
| REDWOOD GAZETTE & LI | 06/29/2017 | 72028         | 01 E 005 105 000 000 305 | 102761-06  | JOB POSTINGS   | 981.60    |
| REDWOOD TIRE SERVICE | 06/29/2017 | 72029         | 01 E 005 810 195 000 350 | 19039      | BRYAN HUWE   | 40.00     |
| RHEINHEIMER, ERIC    | 06/29/2017 | 72030         | 04 E 005 585 247 332 185 | 06272017   | MILEAGE REIMURSEMENT   | 208.65    |
| RUGGED PROTECTION LL | 06/29/2017 | 72031         | 01 E 005 630 669 000 401 | 3212       | STEPHEN LIEN   | 2,282.34  |
| TASC                 | 06/29/2017 | 72032         | 01 E 005 110 000 000 305 | IN1055089  | FUNDED HRA INTEGRATED-TRUSTEE<br>FEE   | 500.00    |
| TASC                 | 06/29/2017 | 72032         | 01 E 005 110 000 000 305 | IN1049115  | FSA ADMINISTRATION FEES  | 150.95    |
| ACT                  | 07/06/2017 | 72033         | 01 E 005 110 000 000 305 | 1654       | ACT SOFTWARE   | 163.80    |
| APPLE INC            | 07/06/2017 | 72034         | 01 E 005 630 669 000 555 | 4442466588 | STEPHEN LIEN   | 28,558.00 |
| APPLE INC            | 07/06/2017 | 72034         | 01 E 005 630 669 000 401 | 4442466588 | STEPHEN LIEN   | 0.00      |
| HEGG, MARSHALL       | 07/06/2017 | 72035         | 01 E 001 218 000 388 366 | 06302017   | MILEAGE & MEAL REIMBURSEMENT   | 387.54    |
| KOPISCHKE CONSULTING | 07/06/2017 | 72036         | 01 E 005 010 375 000 305 | MAY-JUNE 2 | MAY & JUNE CONSULTING<br>EXPENSES: MILEAGE   | 237.60    |
| MINNESOTA VALLEY AGE | 07/06/2017 | 72037         | 01 E 001 790 149 000 340 | 4063       | COMM AUTO POLICY ENDORSEMENT<br>- ADD 2016 FORD ESCAPE                                   | 45.00     |
| NATIONAL RECOGNITION | 07/06/2017 | 72038         | 01 E 001 211 000 000 401 | 4485664,44 | DIPLOMAS   | 84.22     |
| NICKLASSON ATHLETIC  | 07/06/2017 | 72039         | 01 E 001 294 312 000 401 | 27840      | ANDY OURADA  | 22.90     |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 606 000 330 | 03-05820-0 | TRACK LIGHTS   | 32.65     |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 186 000 330 | 05-00030-0 | UTILITY PAYMENT  | 9,302.48  |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 188 000 330 | 05-00030-0 | UTILITY PAYMENT  | 852.98    |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 02 E 005 770 220 701 330 | 05-00030-0 | UTILITY PAYMENT  | 534.49    |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 186 000 330 | 05-00050-0 | UTILITY PAYMENT  | 151.02    |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 188 000 330 | 05-00050-0 | UTILITY PAYMENT  | 19.18     |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 02 E 005 770 220 701 330 | 05-00050-0 | UTILITY PAYMENT  | 8.96      |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 606 000 330 | 03-05570-0 | CONCESSION STAND   | 123.54    |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 606 000 330 | 03-05930-0 | RUNNING TRACK  | 58.57     |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 185 000 330 | 05-01080-0 | REEDE GRAY   | 3,961.89  |

| VENDOR               | CHECK      | CHECK ACCOUNT |                          |  |  |  |            | INVOICE  | INVOICE  | AMOUNT |
|----------------------|------------|---------------|--------------------------|--|--|--|------------|--|----------|--------|
|                      | DATE       | NUMBER        | NUMBER                   |  |  |  | NUMBER     | DESCRIPTION  |          |        |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 187 000 330 |  |  |  | 05-01080-0 | REEDE GRAY   | 710.80   |        |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 02 E 005 770 220 701 330 |  |  |  | 05-01080-0 | REEDE GRAY   | 245.93   |        |
| PUBLIC UTILITIES COM | 07/06/2017 | 72040         | 01 E 005 810 606 000 330 |  |  |  | 03-05760-0 | INGLIS TRACK   | 49.84    |        |
| REDWOOD COUNTY COLLA | 07/06/2017 | 72041         | 01 E 005 110 000 000 820 |  |  |  | 2017-REDWO | FY2017 MEMBER CONTRIBUTION   | 486.00   |        |
| SAF ENTERPRISES, LLC | 07/06/2017 | 72042         | 01 E 001 296 317 000 401 |  |  |  | 3751       | JULIE ROHLING  | 103.71   |        |
| SHI INTERNATIONAL GR | 07/06/2017 | 72043         | 01 E 005 108 000 000 401 |  |  |  | B06607066  | STEPHEN LIEN   | 147.00   |        |
| SOUTHERN MN INSPECTI | 07/06/2017 | 72044         | 01 E 005 810 193 000 350 |  |  |  | 11431      | SCOTT BECKER   | 1,403.60 |        |
| SW/WC SERVICE COOPER | 07/06/2017 | 72045         | 01 E 003 640 000 306 366 |  |  |  | 53993 & 54 | INERNET & MENTAL HEALTH<br>WEBINAR   | 79.99    |        |
| SW/WC SERVICE COOPER | 07/06/2017 | 72045         | 01 E 005 108 000 000 820 |  |  |  | 53993 & 54 | INERNET & MENTAL HEALTH<br>WEBINAR   | 6,236.86 |        |
| TASC                 | 07/06/2017 | 72046         | 01 E 005 110 000 000 305 |  |  |  | 1049279 &  | COBRA ADMINISTRATION FEES &<br>RETIREE ADMINISTRATION FEES                 | 128.35   |        |
| TERSTEEG'S HOLIDAY M | 07/06/2017 | 72047         | 01 E 005 810 000 000 440 |  |  |  | 418        | JUNE ACCT. #418  | 697.22   |        |
| WASTE MANAGEMENT OF  | 07/06/2017 | 72048         | 01 E 005 810 189 000 330 |  |  |  | 10-26678-6 | JUNE GARBAGE SERVICE   | 1,588.16 |        |
| WASTE MANAGEMENT OF  | 07/06/2017 | 72048         | 01 E 005 810 190 000 330 |  |  |  | 10-26678-6 | JUNE GARBAGE SERVICE   | 1,588.16 |        |
| WOLD ARCHITECTS & EN | 07/06/2017 | 72049         | 01 E 005 850 374 000 305 |  |  |  | 53997 & 54 | PLAYGROUND IMPROVEMENTS &<br>MS/HS 2017 SITE IMPROVEMENTS                  | 2,754.70 |        |
| CENTRAL MN EDUCATION | 07/06/2017 | 72050         | 01 E 003 203 245 000 820 |  |  |  | 160516     | DARCY JOSEPHSON  | 5,385.50 |        |
| DISTRIBUTED WEBSITE  | 07/06/2017 | 72051         | 01 E 001 292 000 000 305 |  |  |  | 32520      | R-SchoolsToday Contract for<br>FY18 for Athletics Scheduling<br>& Payments | 690.00   |        |
| DISTRIBUTED WEBSITE  | 07/06/2017 | 72051         | 01 E 001 292 000 000 820 |  |  |  | 31574      | STEPHEN, ANDY, KELLY   | 800.00   |        |
| DISTRIBUTED WEBSITE  | 07/06/2017 | 72051         | 04 E 005 590 000 321 820 |  |  |  | 31574      | STEPHEN, ANDY, KELLY   | 2,395.00 |        |
| DISTRIBUTED WEBSITE  | 07/06/2017 | 72051         | 01 E 005 630 000 000 820 |  |  |  | 31574      | STEPHEN, ANDY, KELLY   | 2,484.00 |        |
| EDUCATORS BENEFIT CO | 07/06/2017 | 72052         | 01 E 005 110 000 000 305 |  |  |  | 37639      | JULY ADMIN & COMPLIANCE<br>SERVICE   | 208.92   |        |
| GLYNLYON, INC. (ODYS | 07/06/2017 | 72053         | 01 E 001 211 000 000 430 |  |  |  | OW39103914 | DARCY JOSEPHSON  | 3,250.00 |        |
| INTEGRATED SYSTEMS C | 07/06/2017 | 72054         | 01 E 005 107 000 000 305 |  |  |  | 0686069 &  | SKYWARD HOSTING FEE  | 250.00   |        |
| INTEGRATED SYSTEMS C | 07/06/2017 | 72054         | 01 E 005 110 000 000 305 |  |  |  | 0686069 &  | SKYWARD HOSTING FEE  | 182.00   |        |
| MASA                 | 07/06/2017 | 72055         | 01 E 005 030 000 000 820 |  |  |  | 7012017    | DARCY JOSEPHSON  | 825.00   |        |
| MASA                 | 07/06/2017 | 72055         | 01 E 005 020 000 000 820 |  |  |  | 07012017   | RICK ELLINGWORTH   | 1,275.00 |        |
| MASBO                | 07/06/2017 | 72056         | 01 E 005 110 000 000 820 |  |  |  | 7012017    | SCOTT LESAGE   | 110.00   |        |
| MESPA                | 07/06/2017 | 72057         | 01 E 002 203 000 000 820 |  |  |  | 03802      | PAUL VANDERHAGEN   | 910.00   |        |
| MINNESOTA LIFE INSUR | 07/06/2017 | 72058         | 01 L 215 16              |  |  |  | 0034348    | LIFE INSURANCE PREMIUM   | 1,917.71 |        |
| MINNESOTA LIFE INSUR | 07/06/2017 | 72058         | 04 L 215 16              |  |  |  | 0034348    | LIFE INSURANCE PREMIUM   | 22.39    |        |
| MN CAREER INFORMATIO | 07/06/2017 | 72059         | 01 E 003 710 000 313 820 |  |  |  | 07052017   | ALLY CARLSON   | 415.00   |        |
| MSHSL                | 07/06/2017 | 72060         | 01 E 001 292 000 000 401 |  |  |  | 07052017   | ANDY OURADA  | 604.00   |        |
| MUSSER ENVIRONMENTAL | 07/06/2017 | 72061         | 01 E 005 865 000 352 305 |  |  |  | 022-05     | FY 17-18 INSTALLMENT #1  | 3,161.08 |        |

| VENDOR               | CHECK      | CHECK ACCOUNT |                          | INVOICE    | INVOICE   | AMOUNT    |
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|                      | DATE       | NUMBER        | NUMBER                   | NUMBER     | DESCRIPTION   |           |
| NASSP                | 07/06/2017 | 72062         | 01 E 001 298 243 000 305 | 9000904930 | KAITLIN LECLAIRE  | 385.00    |
| NASSP                | 07/06/2017 | 72062         | 10 E 920 000 000 000 899 | 9000885137 | TODD STEVE  | 95.00     |
| PLUNKETT'S INC       | 07/06/2017 | 72063         | 01 E 005 810 192 000 305 | 5703743, 5 | PEST CONTROL  | 908.35    |
| PLUNKETT'S INC       | 07/06/2017 | 72063         | 01 E 005 810 193 000 305 | 5703743, 5 | PEST CONTROL  | 948.82    |
| REGION 1             | 07/06/2017 | 72064         | 01 E 001 620 000 000 350 | 4776       | FY18 SUPPORT & HOSTING  | 1,029.94  |
| REGION 1             | 07/06/2017 | 72064         | 01 E 002 620 000 000 350 | 4776       | FY18 SUPPORT & HOSTING  | 514.96    |
| REGION 1             | 07/06/2017 | 72064         | 01 E 002 620 000 000 820 | 4776       | FY18 SUPPORT & HOSTING  | 255.51    |
| REGION 1             | 07/06/2017 | 72064         | 01 E 001 620 000 000 820 | 4776       | FY18 SUPPORT & HOSTING  | 511.95    |
| RENAISSANCE LEARNING | 07/06/2017 | 72065         | 01 E 003 203 245 000 820 | 3888745-0  | DARCY JOSEPHSON   | 3,839.00  |
| RENAISSANCE LEARNING | 07/06/2017 | 72065         | 01 E 003 203 000 000 820 | 3888745-0  | DARCY JOSEPHSON   | 1,584.00  |
| RYDIN DECAL          | 07/06/2017 | 72066         | 01 E 005 810 000 000 401 | 332512     | RICK JORGENSON  | 254.00    |
| SCHOOLLOGY, INC.     | 07/06/2017 | 72067         | 01 E 005 630 000 000 820 | 16364      | STEPHEN LIEN  | 5,550.00  |
| SHI INTERNATIONAL GR | 07/06/2017 | 72068         | 01 E 005 108 000 302 555 | B06645042  | STEPHEN LIEN  | 6,300.00  |
| SHI INTERNATIONAL GR | 07/06/2017 | 72068         | 01 E 005 108 000 302 555 | B06703877, | STEPHEN LIEN  | 42,855.00 |
| SUMDOG INC.          | 07/06/2017 | 72069         | 01 E 002 203 000 000 430 | 6488       | DARCY JOSEPHSON   | 483.30    |
| SUPER TEACHER WORKSH | 07/06/2017 | 72070         | 01 E 002 203 000 000 430 | 6445       | DARCY JOSEPHSON   | 300.00    |
| AMBERG, TOM          | 07/13/2017 | 72071         | 10 E 942 000 000 000 899 | 06232017   | MILEAGE REIMBURSEMENT TO<br>WILLMAR FOR FOOTBALL PASSING<br>LEAGUE      | 10.00     |
| BECKER SCOTT         | 07/13/2017 | 72072         | 01 E 005 810 000 000 401 | 06302017   | UNIFORM ALLOWANCE   | 44.98     |
| BERNER, DAVID        | 07/13/2017 | 72073         | 10 E 942 000 000 000 899 | 06232017   | MILEAGE REIMBURSEMENT TO<br>WILLMAR FOR FOOTBALL PASSING<br>LEAGUE      | 10.00     |
| BRIGHTER HOMES STORE | 07/13/2017 | 72074         | 01 E 005 810 193 000 350 | 06302017   | PAINT & SUPPLIES  | 350.14    |
| DALCO                | 07/13/2017 | 72075         | 01 E 005 810 193 000 350 | 317443,317 | CUSTODIAL SUPPLIES  | 2,828.49  |
| DALCO                | 07/13/2017 | 72075         | 01 E 005 810 192 000 401 | 317443,317 | CUSTODIAL SUPPLIES  | 1,457.09  |
| E & T PLUMBING       | 07/13/2017 | 72076         | 01 E 005 810 193 000 350 | 6508       | REPAIR LEAK IN CEILING OF<br>HALLWAY OUTSIDE OF KITCHEN<br>DOOR         | 100.50    |
| FERRIER AARON        | 07/13/2017 | 72077         | 10 E 942 000 000 000 899 | 06132017   | MILEAGE REIMBURSTMENT TO<br>GUSTAVUS PASSING TOURNAMENT<br>IN ST. PETER | 14.00     |
| GOPHER SPORT         | 07/13/2017 | 72078         | 01 L 230 50              | 9319931    | JACKIE EDWARDS  | 1,040.13  |
| HASTY AWARDS         | 07/13/2017 | 72079         | 01 E 001 294 316 000 401 | 05171583   | ANDY REGNIER  | 95.71     |
| HASTY AWARDS         | 07/13/2017 | 72079         | 01 E 001 296 315 000 401 | 05171583   | ANDY REGNIER  | 95.71     |
| INSTRUMENTALIST THE  | 07/13/2017 | 72080         | 01 E 001 291 233 000 401 | 1701       | PAUL BERGGREN   | 236.00    |
| IRLBECK HEIDI        | 07/13/2017 | 72081         | 10 E 942 000 000 000 899 | 05232017   | MILEAGE REIMBURSEMENT TO<br>WILLMAR FOR FOOTBALL PASSING<br>LEAGUE      | 10.00     |

| VENDOR               | CHECK      | CHECK ACCOUNT |                          | INVOICE    | INVOICE   | AMOUNT   |
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|                      | DATE       | NUMBER        | NUMBER                   | NUMBER     | DESCRIPTION   |          |
| JOSEPHSON DARCY      | 07/13/2017 | 72082         | 10 E 942 000 000 000 899 | 06132017   | MILEAGE REIMBURSEMENT TO<br>MARSHALL FOR FOOTBALL PASSING<br>LEAGUE     | 10.00    |
| JOSEPHSON DARCY      | 07/13/2017 | 72082         | 01 E 005 640 000 335 366 | 07102017   | DARCY JOSEPHSON   | 53.50    |
| LIFETOUCH NSS        | 07/13/2017 | 72083         | 01 E 002 203 239 000 401 | 11485017   | CINDY SCHLIEWE  | 2,950.16 |
| LUNDEEN MATTHEW      | 07/13/2017 | 72084         | 10 E 942 000 000 000 899 | 06132017   | MILEAGE REIMBURSEMENT TO<br>MARSHALL FOR FOOTBALL PASSING<br>LEAGUE     | 10.00    |
| MARCO                | 07/13/2017 | 72085         | 01 E 001 211 000 000 350 | 4406326    | COPIER LEASE  | 211.06   |
| MARCO                | 07/13/2017 | 72085         | 01 E 001 620 000 000 350 | 4406326    | COPIER LEASE  | 3.12     |
| MARCO                | 07/13/2017 | 72085         | 01 E 002 203 000 000 350 | 4406326    | COPIER LEASE  | 234.03   |
| MARCO                | 07/13/2017 | 72085         | 01 E 005 110 000 000 350 | 4406326    | COPIER LEASE  | 162.47   |
| MARCO                | 07/13/2017 | 72085         | 01 E 003 203 000 000 350 | 4406326    | COPIER LEASE  | 217.35   |
| MEADOWLAND FARMERS C | 07/13/2017 | 72086         | 01 E 005 810 192 000 401 | 11000      | SCOTT BECKER  | 259.69   |
| MEADOWLAND FARMERS C | 07/13/2017 | 72086         | 01 E 005 810 193 000 401 | 11000      | SCOTT BECKER  | 259.69   |
| MUSIC MART           | 07/13/2017 | 72087         | 01 E 001 258 233 000 401 | 952094     | COLLIN STEPHENSON   | 82.50    |
| MUSIC MART           | 07/13/2017 | 72087         | 01 E 001 258 233 000 430 | 952092     | COLLIN STEPHENSON   | 12.78    |
| PASCO BROKERAGE INC. | 07/13/2017 | 72088         | 01 E 005 810 000 000 530 | 17-923     | SCOTT LESAGE  | 9,440.00 |
| QUAST, MICHELLE      | 07/13/2017 | 72089         | 10 E 942 000 000 000 899 | 06132017   | MILEAGE REIMBURSEMENT TO<br>GUSTAVUS PASSING TOURNAMENT<br>IN ST. PETER | 14.00    |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 001 050 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 14.07    |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 001 211 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 1.48     |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 001 292 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 5.10     |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 001 710 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 0.34     |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 002 050 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 2.00     |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 003 050 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 8.78     |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 003 710 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 5.26     |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 004 211 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 0.23     |
| ROCHESTER TELECOM SY | 07/13/2017 | 72090         | 01 E 005 020 000 000 320 | 620-002479 | LONG DISTANCE TELEPHONE<br>EXPENSE                                      | 7.70     |

| VENDOR               | CHECK      |  | CHECK ACCOUNT |                          |  |  | INVOICE    | INVOICE                         | AMOUNT    |
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|                      | DATE       |  | NUMBER        | NUMBER                   |  |  | NUMBER     | DESCRIPTION                     |           |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 005 107 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 0.18      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 005 110 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 18.01     |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 005 810 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 0.06      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 02 E 005 770 220 701 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 0.82      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 04 E 005 570 000 321 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 3.78      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 04 E 005 580 000 325 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 3.13      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 001 407 000 740 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 0.35      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 005 105 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 0.48      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 005 606 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 3.67      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 005 720 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 1.26      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 005 030 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 10.34     |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 003 211 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 0.26      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 003 203 000 000 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 0.12      |
| ROCHESTER TELECOM SY | 07/13/2017 |  | 72090         | 01 E 001 605 000 320 320 |  |  | 620-002479 | LONG DISTANCE TELEPHONE EXPENSE | 1.71      |
| SHI INTERNATIONAL GR | 07/13/2017 |  | 72091         | 01 E 005 630 669 000 555 |  |  | B06753248  | STEPHEN LIEN                    | 19,530.00 |
| SHI INTERNATIONAL GR | 07/13/2017 |  | 72091         | 01 E 005 108 000 302 555 |  |  | B06746500  | STEPHEN LIEN                    | 5,212.50  |
| STRATEGIC EQUIPMENT  | 07/13/2017 |  | 72092         | 02 E 005 770 220 701 530 |  |  | 2895465    | LORI MILBRANDT                  | 8,026.56  |
| TERSTEG'S HOLIDAY M  | 07/13/2017 |  | 72093         | 10 E 962 000 000 000 899 |  |  | 05022017   | NICOLE LYDICK                   | 82.96     |
| THIELEN BUS LINE     | 07/13/2017 |  | 72094         | 01 E 001 211 000 733 360 |  |  | 4180 & 417 | TRANSPORTATION                  | 27.65     |
| THIELEN BUS LINE     | 07/13/2017 |  | 72094         | 01 E 001 211 320 733 360 |  |  | 4180 & 417 | TRANSPORTATION                  | 138.24    |
| THIELEN BUS LINE     | 07/13/2017 |  | 72094         | 01 E 001 291 233 734 360 |  |  | 4180 & 417 | TRANSPORTATION                  | 391.39    |
| THIELEN BUS LINE     | 07/13/2017 |  | 72094         | 01 E 001 291 235 734 360 |  |  | 4180 & 417 | TRANSPORTATION                  | 958.41    |
| THIELEN BUS LINE     | 07/13/2017 |  | 72094         | 01 E 001 292 313 734 360 |  |  | 4180 & 417 | TRANSPORTATION                  | 894.37    |
| THIELEN BUS LINE     | 07/13/2017 |  | 72094         | 01 E 001 294 312 734 360 |  |  | 4180 & 417 | TRANSPORTATION                  | 2,009.52  |
| THIELEN BUS LINE     | 07/13/2017 |  | 72094         | 01 E 001 294 314 734 360 |  |  | 4180 & 417 | TRANSPORTATION                  | 1,052.41  |

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|                      | DATE       | NUMBER        | NUMBER   |     |     |     | NUMBER | DESCRIPTION |  |           |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 001 | 294 | 316 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 863.31    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 001 | 296 | 315 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 863.31    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 001 | 296 | 317 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 828.22    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 002 | 203 | 000 | 733 | 360    | 4180 & 417  | TRANSPORTATION   | 1,810.46  |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 003 | 204 | 000 | 733 | 360    | 4180 & 417  | TRANSPORTATION   | 285.52    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 003 | 294 | 312 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 687.67    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 003 | 294 | 316 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 84.45     |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 003 | 296 | 315 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 84.45     |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 003 | 296 | 317 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 282.00    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 005 | 760 | 000 | 720 | 360    | 4180 & 417  | TRANSPORTATION   | 18,145.38 |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 005 | 760 | 000 | 723 | 360    | 4180 & 417  | TRANSPORTATION   | 33,093.05 |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 001 | 605 | 000 | 320 | 360    | 4180 & 417  | TRANSPORTATION   | 792.33    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 04 E 005 | 585 | 000 | 332 | 360    | 4180 & 417  | TRANSPORTATION   | 361.93    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 003 | 203 | 000 | 733 | 360    | 4180 & 417  | TRANSPORTATION   | 1,719.57  |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 003 | 211 | 000 | 733 | 360    | 4180 & 417  | TRANSPORTATION   | 1,598.53  |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 005 | 790 | 000 | 733 | 360    | 4180 & 417  | TRANSPORTATION   | 506.70    |
| THIELEN BUS LINE     | 07/13/2017 | 72094         | 01 E 002 | 203 | 000 | 734 | 360    | 4180 & 417  | TRANSPORTATION   | 2.01      |
| CRISISGO             | 07/13/2017 | 72095         | 01 E 005 | 105 | 000 | 000 | 820    | 0000861     | RACHEL HELSPER   | 1,400.00  |
| EDMENTUM             | 07/13/2017 | 72096         | 01 E 003 | 203 | 245 | 000 | 820    | 087263      | DARCY JOSEPHSON  | 2,475.00  |
| EDMENTUM             | 07/13/2017 | 72096         | 01 E 003 | 211 | 245 | 000 | 820    | 087263      | DARCY JOSEPHSON  | 2,475.00  |
| EXPLORE LEARNING     | 07/13/2017 | 72097         | 01 E 001 | 211 | 000 | 000 | 820    | 1806255     | DARCY JOSEPHSON  | 1,097.50  |
| EXPLORE LEARNING     | 07/13/2017 | 72097         | 01 E 003 | 203 | 000 | 000 | 820    | 1806255     | DARCY JOSEPHSON  | 1,097.50  |
| HOUGHTON MIFFLIN CO  | 07/13/2017 | 72098         | 01 E 005 | 630 | 000 | 000 | 820    | 710059063   | DARCY JOSEPHSON  | 2,200.00  |
| HOUGHTON MIFFLIN CO  | 07/13/2017 | 72098         | 01 E 001 | 256 | 000 | 000 | 430    | 953180141   | DARCY JOSEPHSON  | 1,260.00  |
| IXL SUBSCRIPTIONS DE | 07/13/2017 | 72099         | 01 E 003 | 203 | 245 | 000 | 820    | S308438     | DARCY JOSEPHSON  | 1,338.50  |
| IXL SUBSCRIPTIONS DE | 07/13/2017 | 72099         | 01 E 003 | 211 | 245 | 000 | 820    | S308438     | DARCY JOSEPHSON  | 1,338.50  |
| JJ & ZAK             | 07/13/2017 | 72100         | 01 E 003 | 203 | 000 | 000 | 820    | 61717       | AMANDA PEDERSON  | 999.00    |
| KOHL'S-WEELBORG      | 07/13/2017 | 72101         | 01 E 001 | 790 | 149 | 000 | 350    | 39765 & 25  | DRIVERS ED VEHICLE   | 105.00    |
| KOHL'S-WEELBORG      | 07/13/2017 | 72101         | 01 E 001 | 790 | 149 | 000 | 370    | 39765 & 25  | DRIVERS ED VEHICLE   | 1,150.00  |
| MASBO                | 07/13/2017 | 72102         | 01 E 005 | 110 | 000 | 000 | 820    | 300002754   | HEIDI HENNEN   | 110.00    |
| MINNESOTA DEPT OF HE | 07/13/2017 | 72103         | 01 E 005 | 107 | 000 | 000 | 401    | 07102017    | RACHEL HELSPER   | 180.00    |
| MN BUREAU OF CRIMINA | 07/13/2017 | 72104         | 01 E 005 | 105 | 000 | 000 | 305    | 07122017    | BACKGROUND CHECK FOR ALAINA<br>GOBLIRSCH & CAITLYN KRUEGER | 30.00     |
| MNSACA               | 07/13/2017 | 72105         | 04 E 005 | 570 | 000 | 321 | 305    | 300000573   | JENN KUEHN   | 49.00     |
| NAC MECHANICAL & ELE | 07/13/2017 | 72106         | 01 E 005 | 810 | 192 | 000 | 350    | 139438      | SUMMER QUARTERLY MECH & TC PM<br>INVOICE                   | 2,987.00  |
| NAC MECHANICAL & ELE | 07/13/2017 | 72106         | 01 E 005 | 810 | 193 | 000 | 350    | 139438      | SUMMER QUARTERLY MECH & TC PM<br>INVOICE                   | 2,987.00  |
| NICKLASSON ATHLETIC  | 07/13/2017 | 72107         | 01 E 001 | 294 | 304 | 000 | 401    | 27956 & 27  | FOOTBALL HELMETS & SHOULDER                                | 4,748.85  |

| VENDOR               | CHECK DATE | CHECK NUMBER | ACCOUNT NUMBER           | INVOICE NUMBER | INVOICE DESCRIPTION                                      | AMOUNT    |
|----------------------|------------|--------------|--------------------------|----------------|--|-----------|
| REDWOOD FALLS LEASIN | 07/13/2017 | 72108        | 01 E 005 810 000 302 370 | 5400           | PADS<br>FUSION LEASE PAYMENT &<br>SUBURBAN LEASE PAYMENT | 1,100.66  |
| RENAISSANCE LEARNING | 07/13/2017 | 72109        | 01 E 001 211 245 000 820 | 4330204        | RICK JORGENSON   | 2,326.00  |
| RENAISSANCE LEARNING | 07/13/2017 | 72109        | 01 E 002 203 000 000 430 | 4330198        | PAUL VANDERHAGEN   | 1,933.80  |
| RENAISSANCE LEARNING | 07/13/2017 | 72109        | 01 E 002 203 245 000 820 | 4330198        | PAUL VANDERHAGEN   | 3,839.00  |
| SCHOOL SPECIALTY     | 07/13/2017 | 72110        | 01 E 002 201 000 000 430 | 2081184313     | NICOLE JORGENSON   | 133.08    |
| SOUTH CENTRAL FOOTBA | 07/13/2017 | 72111        | 01 E 001 294 304 000 369 | 07122017       | ANDY OURADA  | 110.00    |
| SOUTHERN MN INSPECTI | 07/13/2017 | 72112        | 01 E 005 850 000 302 530 | 11447          | SCOTT BECKER   | 12,283.75 |
| WEST CENTRAL SANITAT | 07/13/2017 | 72113        | 01 E 005 810 189 000 330 | 9285200        | RECYCLING  | 96.21     |
| WEST CENTRAL SANITAT | 07/13/2017 | 72113        | 01 E 005 810 190 000 330 | 9285200        | RECYCLING  | 96.21     |
| HEILING, JENAE       | 07/14/2017 | 72114        | 01 E 003 640 000 335 389 | 07122017       | TUITION REIMBURSEMENT                                    | 2,097.66  |
| AMERIPRISE FINANCIAL | 06/16/2017 | 201600201    | 01 L 215 02              | 20170616AD     | Payroll accrual  | 1,040.00  |
| AMERIPRISE FINANCIAL | 06/16/2017 | 201600201    | 04 L 215 02              | 20170616AD     | Payroll accrual  | 45.00     |
| AMERIPRISE FINANCIAL | 06/16/2017 | 201600201    | 01 L 215 02              | 20170616AF     | Payroll accrual  | 566.67    |
| HORACE MANN INSURANC | 06/16/2017 | 201600202    | 01 L 215 02              | 20170616AD     | Payroll accrual  | 461.55    |
| HORACE MANN INSURANC | 06/16/2017 | 201600202    | 01 L 215 02              | 20170616AF     | Payroll accrual  | 278.22    |
| STATE OF MINNESOTA-T | 06/16/2017 | 201600203    | 01 L 215 07              | 20170616AD     | Payroll accrual  | 43,134.05 |
| STATE OF MINNESOTA-T | 06/16/2017 | 201600203    | 04 L 215 07              | 20170616AD     | Payroll accrual  | 725.91    |
| STATE OF MINNESOTA-T | 06/16/2017 | 201600203    | 01 L 215 07              | 20170616AF     | Payroll accrual  | 43,134.05 |
| STATE OF MINNESOTA-T | 06/16/2017 | 201600203    | 04 L 215 07              | 20170616AF     | Payroll accrual  | 725.91    |
| PERA                 | 06/16/2017 | 201600204    | 01 L 215 06              | 20170616AD     | Payroll accrual  | 8,686.82  |
| PERA                 | 06/16/2017 | 201600204    | 04 L 215 06              | 20170616AD     | Payroll accrual  | 1,296.05  |
| PERA                 | 06/16/2017 | 201600204    | 01 L 215 06              | 20170616AF     | Payroll accrual  | 10,023.22 |
| PERA                 | 06/16/2017 | 201600204    | 04 L 215 06              | 20170616AF     | Payroll accrual  | 1,495.45  |
| MINNESOTA DEPT OF RE | 06/16/2017 | 201600205    | 01 L 215 10              | 20170616AD     | Payroll accrual  | 683.76    |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 01 L 215 02              | 20170616AD     | Payroll accrual  | 766.67    |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 01 L 215 02              | 20170616AD     | Payroll accrual  | 291.67    |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 01 L 215 02              | 20170616AD     | Payroll accrual  | 125.00    |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 01 L 215 02              | 20170616AD     | Payroll accrual  | 214.46    |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 04 L 215 02              | 20170616AD     | Payroll accrual  | 23.83     |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 01 L 215 02              | 20170616AF     | Payroll accrual  | 541.67    |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 01 L 215 02              | 20170616AF     | Payroll accrual  | 370.84    |
| THRIVENT FINANCIAL   | 06/16/2017 | 201600206    | 04 L 215 02              | 20170616AF     | Payroll accrual  | 4.17      |
| AM FAMILY LIFE ASSUR | 06/16/2017 | 201600207    | 01 L 215 12              | 20170616AD     | Payroll accrual  | 108.09    |
| AM FAMILY LIFE ASSUR | 06/16/2017 | 201600207    | 01 L 215 12              | 20170616AD     | Payroll accrual  | 188.00    |
| FRANKLIN TEMPLETON B | 06/16/2017 | 201600208    | 01 L 215 02              | 20170616AD     | Payroll accrual  | 1,138.33  |
| FRANKLIN TEMPLETON B | 06/16/2017 | 201600208    | 04 L 215 02              | 20170616AD     | Payroll accrual  | 70.00     |
| FRANKLIN TEMPLETON B | 06/16/2017 | 201600208    | 01 L 215 02              | 20170616AF     | Payroll accrual  | 946.67    |

| VENDOR               | CHECK      | CHECK ACCOUNT |        |        | INVOICE    | INVOICE         | AMOUNT     |
|----------------------|------------|---------------|--------|--------|------------|-----------------|------------|
|                      | DATE       | NUMBER        | NUMBER |        | NUMBER     | DESCRIPTION     |            |
| FRANKLIN TEMPLETON B | 06/16/2017 | 201600208     | 04 L   | 215 02 | 20170616AF | Payroll accrual | 70.00      |
| AXA EQUITABLE        | 06/16/2017 | 201600209     | 01 L   | 215 02 | 20170616AD | Payroll accrual | 41.67      |
| AXA EQUITABLE        | 06/16/2017 | 201600209     | 01 L   | 215 02 | 20170616AF | Payroll accrual | 41.67      |
| EDUCATION MINNESOTA/ | 06/16/2017 | 201600210     | 01 L   | 215 02 | 20170616AD | Payroll accrual | 1,483.34   |
| EDUCATION MINNESOTA/ | 06/16/2017 | 201600210     | 01 L   | 215 02 | 20170616AF | Payroll accrual | 1,175.02   |
| AMERICAN FUNDS SERVI | 06/16/2017 | 201600211     | 01 L   | 215 02 | 20170616AD | Payroll accrual | 1,376.67   |
| AMERICAN FUNDS SERVI | 06/16/2017 | 201600211     | 01 L   | 215 02 | 20170616AF | Payroll accrual | 333.34     |
| Totals for checks    |            |               |        |        |            |                 | 523,902.61 |

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u>      | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-------------------------|----------------------|----------------|----------------|--------------|
| 01          | GENERAL EDUCATION       | 130,624.33           | 0.00           | 375,299.29     | 505,923.62   |
| 02          | FOOD SERVICE            | 161.30               | 0.00           | 8,910.40       | 9,071.70     |
| 04          | COMMUNITY SERVICE       | 5,229.51             | 38.58          | 2,549.72       | 7,817.81     |
| 10          | STUDENT ORGANIZATIONS   | 0.00                 | 0.00           | 1,089.48       | 1,089.48     |
| ***         | Fund Summary Totals *** | 136,015.14           | 38.58          | 387,848.89     | 523,902.61   |

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

[return to agenda](#)

*Adopted:* April 22, 1996  
*Reviewed Date:* Sept 1997; July 2000; Feb 2005; Feb 2008; August 2011;  
Nov 2012; Feb 2015; May 2017  
*Next Review Date:* 2020

### **303 INDEPENDENT SCHOOL DISTRICT NO. 2897 SUPERINTENDENT SELECTION**

#### **I. PURPOSE**

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

#### **II. GENERAL STATEMENT OF POLICY**

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

#### **III. QUALIFICATIONS**

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

#### **IV. SELECTION**

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

***Legal References:*** Minn. Stat. § 123B.143 (Superintendent)  
Minn. Rules, Chapter 3512

***Cross References:*** MSBA Service Manual, Chapter 3, Superintendent of Schools

*Adopted:* February 22, 2005  
*Reviewed:* Feb 2008; Nov 2012; March 2016  
*Revised:* Dec 2010; May 2011; June 2013; May 2017  
*Review:* 2020

## **405 VETERAN'S PREFERENCE**

### **I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
  - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
 Minn. Stat. § 197.455 (Veteran's Preference Applied)  
 Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** Policy 401 (Equal Employment Opportunity)

*Adopted: October 28, 1996*  
*Revised: Aug. 1998; Feb. 1999; Jan. 2000; July 2000; Aug. 2002; Nov. 2004; Nov 2005; May 2006; Feb. 2007; Jan 2008; Oct 2010; May 2011; June 2013; Feb. 2014; July 2016; May 2017*  
*Reviewed: March 2009; August 2011*  
*Review Date: 2020*

## **414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

### **III. DEFINITIONS**

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
  - 1. Is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. If occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

- D. "Mandated Reporters" means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years shall immediately report the information to the local welfare agency, police department, or the county sheriff. ("Immediately" means as soon as possible but in no event later than 24 hours.)
- E. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health, medical or other care required for the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
  3. failure to provide for necessary supervision or child care arrangement appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
  4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
  5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
  6. medical neglect as defined by Minn. Stat. 260C.007, subd. 4, clause (5);
  7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
  8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the

normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.

G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat 121A.582, "Student Discipline."

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor

coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- J. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- K. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- L. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.

- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

## V. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county or state agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption

of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

#### **VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in paragraph A, shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

#### **VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

#### **VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.

- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

**Cross References:** Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

*Adopted:* April 2009  
*Revised:* March 2011; December 2014; February 2015; May 2017  
*Review:* 2020

## **425 STAFF DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### **II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS**

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level. The District Leadership Team will serve as the Advisory Staff Development Committee.

1. The majority of the membership of the District Leadership Team shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the District Leadership Team shall be appointed by the Administration. Committee members shall serve a two-year term\*. The Administration shall appoint replacement members of the District Leadership Team as soon as possible following the resignation, death, serious illness, term expiration or removal of a member from the Committee.

B. The site level members of the District Leadership Team will comprise the Site Professional Development Teams.

1. Additional members of the Site Professional Development Teams may be appointed by the site level principals. Committee members shall serve a two-year term\*. The principal shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

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\* This time period may be changed to accommodate individual school district needs.

### III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board twice a year.<sup>\*</sup>
- B. The Staff Development Plan must contain the following elements:
  - 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
  - 2. The means to achieve the Staff Development outcomes;
  - 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
  - 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
    - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
    - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
    - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
    - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
    - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
    - f. Effectively deliver digital and blended learning and curriculum and engage students with technology.
    - g. Provide teachers and other members of site-based management teams with appropriate management and financial management

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<sup>\*</sup> This time period may be changed to accommodate individual school district needs.

skills.

5. The Staff Development Plan also must:
  - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
  - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
  - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
  - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
  - e. Reinforce national and state standards of effective teaching practice.
  
6. Staff development activities must:
  - a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills, to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic

success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and

- i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
  7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
  8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
  - D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan, annually.
  - E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

#### **IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM**

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan, annually.
- B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

#### **V. STAFF DEVELOPMENT FUNDING**

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers annually vote to

waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject. A school district does not have to reserve the staff development amount and may use it for general education revenue if statute allows.

- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

## **VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS**

- A. On an annual basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. The Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the site team and/or principal for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

## VII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
  2. The report will provide a breakdown of expenditures for:
    - a. curriculum development and curriculum training programs;
    - b. staff development training models, workshops, and conferences; and
    - c. the cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The report will be signed by the superintendent and staff development chair.

**Legal References:** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

**Cross References:**

*Adopted: June 24, 1996*  
*Reviewed: Jan. 1998; Feb. 1999; Jan. 2000; Dec. 2000; Feb. 2005; Feb. 2007; March 2010; May 2011*  
*Revised: June 2013; Jan 2014; Feb 2015; July 2016; May 2017*  
*Review Date: 2020*

## **509 ENROLLMENT OF NONRESIDENT STUDENTS**

### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### **II. GENERAL STATEMENT OF POLICY**

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of paragraph IIA, the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is use for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
  3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment;
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language; and
  5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.
- D. Application. The student and parent or guardian must complete a School District Enrollment Options Program application developed by the Minnesota Department of Education (copy attached hereto).
- E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students, applications related to an approved integration and achievement plan, and children of the school district's staff must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.
- F. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has or could subject the applicant to expulsion or exclusion under law or school district policy, the

administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.

2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment.

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. §120A.22, Subd. 8.

***[Note: Effective with the 2014-15 school year, the school district may terminate the enrollment of a nonresident student over 17 years of age pursuant to this section.]***

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from

school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. §120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. §120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. §121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. §124D.03, (Enrollment Options Program)  
Minn. Stat. §124D.08, (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. §124D.68 (High School Graduation Incentives Program)  
Minn. Cha. 260A (Truancy)  
Minn. Stat. §260C.007, Subd. 19 (Habitual Truant Defined)  
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)  
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

**Cross Reference:** Policy 506 (Student Discipline)  
Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

*Adopted:* June 24, 1996  
*Revised:* June 1998; Dec 2000; Nov 2004; Jan 2008; April 2009; Oct 2010;  
Nov 2012; March 2015; May 2017  
*Review Date:* 2020

## **513 STUDENT PROMOTION, RETENTION AND PROGRAM DESIGN**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

### **II. GENERAL STATEMENT OF POLICY**

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### **A. Promotion**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### **B. Retention**

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

#### **C. Program Design**

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
  - a. multiple objective criteria; and
  - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not

limited to, low-income, minority, twice-exceptional, and English learners.

3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a. assess a student's readiness and motivation for acceleration; and
  - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

***Legal References:*** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

***Cross References:*** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)

*Adopted:* December 16, 1996  
*Reviewed:* March 2000; February 2004; 2008; April 2009; March 2011  
*Revised:* March 2014; March 2015; May 2017  
*Review Date:* 2020

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and federal law and are aligned with creating the world's best workforce.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

The mission of Independent School District No. 2897 is Challenge, Learn Achieve. The vision is Redwood Area Schools have high expectations for all students to learn, achieve and to be productive citizens

- A. The following are Independent School District No. 2897 values which state:
1. We value academic achievement
  2. We value a safe and respectful environment
  3. We value meaningful adult connections with students
  4. We value continuous development for all staff
  5. We value fiscal responsibility
  6. We value collaborative, researched based and data driven decision making
  7. We value the school, community and family working together for the development of the whole child
  8. We value preparation of students for the future

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means 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.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.

- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:
  - 1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
  - 2. student performance on the Minnesota Comprehensive Assessments;
  - 3. high school graduation rates; and
  - 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “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, other cooperative work experience, youth apprenticeship, or employment.

#### **IV. LONG-TERM STRATEGIC PLAN**

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
  - 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;
  - 2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to

kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;
4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include the following:
  - a. reading, writing, speaking, listening, and viewing in the English language;
  - b. mathematical and scientific concepts;
  - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);

- d. creative and critical thinking, decision making, and study skills;
  - e. work readiness skills;
  - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
  - b. bring many perspectives, including historical, to contemporary issues;
  - c. develop an appreciation and respect for democratic institutions;
  - d. communicate and relate effectively in languages and with cultures other than the student's own;
  - e. practice stewardship of the land, natural resources, and environment;
  - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
  - b. adapting to change;
  - c. leading a healthy and fulfilling life, both physically and mentally;
  - d. living a life that will contribute to the well-being of society;
  - e. becoming a self-directed learner;

- f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
  - b. address human problems through team effort;
  - c. resolve conflicts with and among others;
  - d. function constructively within a family unit;
  - e. promote a multicultural, gender-fair, disability-sensitive society.
- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
- 1. The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment.
  - 2. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
    - a. student's reading proficiency as measured by a locally adopted assessment;
    - b. reading-related services currently being provided to the student; and

- c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.
3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
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 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

*Adopted:* September 16, 1996  
*Revised:* March 2011; May 2012; June 2013; March 2014; March 2015;  
May 2017  
*Reviewed:* Oct. 1999; Dec. 2000; Dec.2003; Feb.2004; Feb. 2008  
*Review Date:* 2020

## **604 INSTRUCTIONAL CURRICULUM**

### **I. PURPOSE**

The purpose of this policy is to provide for the development of course offerings for students.

### **II. GENERAL STATEMENT OF POLICY**

- A. Instruction must be provided in at least the following subject areas:
1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
  2. Mathematics and science;
  3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
  4. Health and physical education;
  5. The arts;
  6. Career and technical education; and
  7. World languages.
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives,

materials, minimum student competency levels, and methods for student evaluation.

- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- G. The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
  - 1. In the school district's discretion, training and instruction may result in CPR certification.
  - 2. CPR and AED instruction must include CPR and AED training that have been developed:
    - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
    - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
  - 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
  - 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
  - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team work, collaboration, creativity, communication, critical thinking, and good work habits;

2. emphasize academic rigor and high expectations;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the

contents of each student’s plan reflect the student’s unique talents, skills, and abilities as the student grows, develops, and learns.

- I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student’s transcript that the student answered at least 30 of 50 civics test questions correctly.
  1. “Civics test questions” means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state’s civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota’s Legacy website by August 1 of that year.
  2. A school or district may exempt a student with disabilities from this requirement if the student’s individualized education program team determines the requirement is inappropriate and establishes an alternative requirement.
  3. A school or district may administer the civics test questions in a language other than English to students who qualify for English learner services.
  4. Schools and districts may administer civics test questions as part of the social studies curriculum.
  5. A district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
  6. The school district cannot charge a fee related to this requirement.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.022 (Elective Standards)  
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 605 (Alternative Programs)

*Adopted:* September 16, 1996  
*Revised:* Dec 1998; Nov 1999, Dec 2000; Feb 2004; Jan 2008; Dec 2010;  
August 2011; May 2012; Feb 2014; March 2015; May 2017  
*Review Date:* 2020

## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
  - 2. Identify minimum objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
  - 4. Provide a program for ongoing monitoring of student progress.

5. Provide for specific, particular and special needs of all members of the student community.
  6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
  7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
  8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

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

***Cross References:*** Policy 604 (Instructional Curriculum)  
Policy 605 (Alternative Programs)  
Policy 613 (Graduation Requirements)  
Policy 614 (School District Testing Plan and Procedure)  
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
Policy 616 (School District System Accountability)  
Policy 617 (School District Ensurance of Preparatory and High School Standards)  
Policy 618 (Assessment of Student Achievement)  
Policy 619 (Staff Development for Standards)  
Policy 620 (Credit for Learning)  
Policy 623 (Mandatory Summer School Instruction)

*Adopted:* March 23, 1998  
*Revised:* May 25, 1999; December 2004; February 2004; January 2008;  
June 2013; June 2016; May 2017  
*Next Review Date:* 2020

## **612.1 DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate parental participation in Title I LEA educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parent involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities, and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parent and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

#### **IV. DEVELOPMENT OF SCHOOL LEVEL POLICY**

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  - 2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;

3. Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the parental involvement programs, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
  4. Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and
  5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  2. Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
    - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
    - b. Frequent progress reports to the parents; and
    - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.

- d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  2. Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
  3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
  4. Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
  5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and
  6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to

enable parents to participate in school-related meetings and training sessions;

4. Train parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

***Legal References:*** 20 U.S.C. § 6318 (Parent and Family Engagement)

***Cross References:***

*Adopted: October 1996*  
*Revised: Aug. 2003, Jan. 2004; Feb. 2005; April 2006; Aug. 2006; March 2007; April 2009; April 2010; March 2011; May 2011; June 2013; Oct 2013; March 2014; Aug. 2014; March 2015; July 2016; July 2017*  
*Review Date: 2020*

## **613 GRADUATION REQUIREMENTS**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students entering grade 8 in the 2011-2012 school year and earlier must satisfactorily complete, as determined by the school district, all credit requirements, all state academic standards, or local standards where state standards do not apply, and successfully pass graduation examinations, as required, in order to graduate. For students entering grade 8 in the 2012-2013 school year and later, the school district's policy is that students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### **III. DEFINITIONS**

- A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- C. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

- F. “GRAD” means the graduation-required assessment for diploma that measures the reading, writing, and mathematics proficiency of high school students.

#### **IV. DISTRICT ASSESSMENT COORDINATOR**

The Director of Teaching and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

#### **V. GRADUATION ASSESSMENT REQUIREMENTS**

- A. Students enrolled in grade 8 through the 2009-2010 school year are eligible to be assessed under:
1. the graduation-required assessment for diploma (GRAD) in reading, mathematics, or writing under Minn. Stat. § 120B.30, Subd. 1(c)(1) and (2) and Subd. 1(d) (2012) as follows:
    - a. for reading and mathematics:
      - i. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota Comprehensive Assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;
      - ii. achieving a passing score as determined through a standard setting process on the state-identified language proficiency test in reading and the mathematics test for English language learners or the GRAD equivalent of those assessments for students designated as English language learners;
      - iii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an individualized education program (IEP) or Section 504 (504) plan;
      - iv. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or

- v. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and
    - b. for writing:
      - i. achieving a passing score on the GRAD;
      - ii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or
      - iii. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.
    - c. Students enrolled in grade 8 in any school year from the 2005-2006 school year to the 2009-2010 school year who do not pass the mathematics GRAD under V.A.1., above, are eligible to receive a high school diploma if they:
      - i. complete with a passing score or grade all state and local coursework and credits required for graduation by the school board granting the students their diploma;
      - ii. participate in district-prescribed academic remediation in mathematics; and
      - iii. fully participate in at least two retests of the mathematics GRAD test or until they pass the mathematics GRAD test, whichever comes first.
  - 2. Take the American College Test (ACT) in the subject area they have not passed and ensure the school district has the score; or
  - 3. Take the Armed Services Vocational Aptitude Battery in the subject area they have not passed and ensure the school district has the score; or
  - 4. Take the Accuplacer in the subject area they have not passed and ensure the school district has the score.
- B. Students enrolled in grade 8 in the 2010-2011 or earlier school year are eligible to be assessed under:
- 1. the GRAD in reading, mathematics, or writing under Minn. Stat. § 120B.30, Subd. 1(c)(1) and (2) (2012) as follows:

- a. for reading and mathematics:
  - i. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the Minnesota Comprehensive Assessments in grade 10 for reading and grade 11 for mathematics or achieving a passing score as determined through a standard setting process on the GRAD in grade 10 for reading and grade 11 for mathematics or subsequent retests;
  - ii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan;
  - iii. obtaining an achievement level equivalent to or greater than proficient as determined through a standard setting process on the state-identified alternate assessment or assessments in grade 10 for reading and grade 11 for mathematics for students with an IEP; or
  - iv. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP; and
- b. for writing:
  - i. achieving a passing score on the GRAD;
  - ii. achieving an individual passing score on the GRAD as determined by appropriate state guidelines for students with an IEP or 504 plan; or
  - iii. achieving an individual passing score on the state-identified alternate assessment or assessments as determined by appropriate state guidelines for students with an IEP.
- 2. Take the American College Test (ACT) in the subject area they have not passed and ensure the school district has the score; or
- 3. Take the Armed Services Vocational Aptitude Test in the subject area they have not passed and ensure the school district has the score; or
- 4. Take the Accuplacer in the subject area they have not passed and ensure the school district has the score.

C. For students enrolled in grade 8 in the 2012-2013 school year and later, students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. an opportunity to participate on a nationally normed college entrance exam in grade 11 or grade 12;
2. achievement and career and college readiness tests in mathematics, reading, and writing. The tests 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 the need for postsecondary remediation. In addition, the tests must ensure that the foundational knowledge and skills for students' successful performance in postsecondary employment or education and articulated series of possible targeted interventions are clearly identified and satisfy Minnesota's postsecondary admission requirements. To the extent available, the tests should:
  - a. monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and
  - b. based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
3. consistent with this paragraph and Minn. Stat. § 120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
4. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
5. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
6. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college must be actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified

score or level of proficiency on an assessment under this subdivision to graduate from high school.

7. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## **VI. GRADUATION CREDIT REQUIREMENTS**

- A. Students beginning 8<sup>th</sup> grade in the 2012-2013 school year and later must successfully complete, as determined by the school district, the following high school level credits for graduation:
  1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
  2. Three credits of mathematics, including an Algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics.
  3. Students in the graduation class of 2015 and beyond must complete an algebra I credit by the end of 8<sup>th</sup> grade sufficient to satisfy all of the 8<sup>th</sup> grade standards in mathematics;
  4. Four credits of science, including at least: (a) one credit of biology; (b) one of chemistry or physics; (c) one credit in physical science and (d) one credit in integrated science and technology.
  5. Four credits of social studies, including U.S. History, World Geography, World History, and Government/Economics/Citizenship;
  6. One credit of Speech;
  7. One credit of Physical Education;
  8. One credit of Health;
  9. One credit in the arts sufficient to satisfy all of the state or local academic standards in the arts; and
  10. A minimum of 10.5 elective credits class of 2015 and beyond, 11.5 credits class prior to the class of 2011.
  11. Credit equivalencies
    - a. A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies under VI.A.5., above, if the credit is sufficient to satisfy all of the academic standards in economics.

- b. An agriculture science or career and technical education credit may fulfill the elective science credit required under VI.A.4., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under VI.A.4., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under VI.A.4., above.
- c. A career and technical education credit may fulfill a mathematics or arts credit requirement under VI.A.2. or VI.A.6., above.
- d. A computer science credit may fulfill a mathematics credit requirement under VI.A.2., above, if the credit meets state academic standards in mathematics.
- e. A Project Lead the Way credit may fulfill a science or mathematics credit requirement under VI.A.2. or VI.A.4., above, if the credit meets the state academic standards in science or mathematics.

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must satisfactorily complete the following required and elective standards, in accordance with the standards adopted by the school district:
  - 1. School District Standards, Health (K-12);
  - 2. School District Standards, Career and Technical Education (K-12); and
  - 3. School District Standards, World Languages (K-12).
- B. Academic Standards in health, world languages, and career and technical education will be reviewed on a regular basis. A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- C. All students must satisfactorily complete the following required and elective standards in accordance with state and local standards adopted by the school district:
  - 1. All students must complete all academic or content standards as set forth in Policy 617; and

2. All students must successfully engage in an appropriate number of standards. A student must:
  - a) Beginning with the class of 2014 and beyond students are required to complete the following credits: four credits in English Language Arts, three credits in Math, three credits in Science, four credits in Social Studies, one credit in Arts (must be Video Production, Graphic Communications, Band, Choir or Visual arts), one credit of Physical Education, one credit in Health, and one credit of Speech. The student also needs to complete 10.5 elective credits. Beginning with the class of 2015 and beyond – all the same as above except 4 credits of science and 10.5 elective credits.

or
  - b) Have met the requirements of an IEP or Section 504 Accommodation Plan.

or
  - c) Have met the requirements of the following alternative learning centers: Redwood Valley Alternative Learning Program located in the Redwood Valley High School or any other approved Alternative Learning Program in other locations.

## **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind 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 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: 1997*  
*Revised: August 2003; January 2004; February 2005; August 2006; June 2010;*  
*March 2014; July 2016; May 2017*  
*Review Date: 2020*

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

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

### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION; REPORTING**

#### **A. School District Goals**

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

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

B. System for Reviewing All Instruction and Curriculum.

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

C. Implementation of Graduation Requirements.

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update at least annually. The Graduation Standards Implementation Committee *will* be comprised of the Instruction and Curriculum Advisory Committee.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Leadership Team shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Leadership Team may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or district wide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. The Instruction and Curriculum Advisory Committee

1. The Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The Advisory Committee, working in cooperation with other committees of the school district will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
  - d. Advising the school board about development of the annual budget.
  
3. The Advisory Committee shall meet the following criteria:
  - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. The K-12 curriculum committees shall review on an annual basis the assessments of student progress toward meeting the Graduation Standards as well as program evaluation data for use by the Advisory Committee instruction and curriculum review. This plan shall annually be approved by the school board.
  
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
  - a. The Superintendent of Schools
  - b. The Director of Teaching and Learning
  - c. At least one Principal
  - d. A School Board Member
  - e. A Student Representative
  - f. At least one teacher from each building or instructional level
  - g. Parents from each building
  
5. Translation services should be provided to the extent appropriate and practicable.
  
6. The advisory committee shall meet approximately five times each year or on an as needed basis.

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.
- F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

**Legal References:** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
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)

*Adopted:* December 16, 1996  
*Revised:* August 1998; May 1999; May 2001; October 2009; March 2011;  
May 2012; March 2015; July 2016; May 2017  
*Reviewed:* December 2005; Feb 2008  
*Review Date:* 2020

## **805 WASTE REDUCTION AND RECYCLING**

### **I. PURPOSE**

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

### **III. DEFINITIONS**

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)
- C. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))
- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)
- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)
- I. "Resource conservation" means the reduction in the use of water, energy and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))
- K. "Source-separated compostable materials" means materials that:
1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
  2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
  3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
  4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility; and

5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

(Minn. Stat. § 115A.03, Subd. 32a)

- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
  2. increasing the life span of a product;
  3. reducing material or the toxicity of material used in production or packaging; or
  4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

(Minn. Stat. § 115A.03, Subd. 36b)

#### **IV. WASTE DISPOSAL**

- A. The school district will attempt to decrease the amount of waste consumable materials by:
1. reduction of the consumption of consumable materials whenever practicable;
  2. full utilization of materials prior to disposal;
  3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in

the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze, (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle,) in or on:

1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection system unless:
  - a. permitted to do so by the operator of the system and the PCA;
  - b. the school district generates an annual average of less than 50 gallons of motor vehicle antifreeze per month; and
  - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;

2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or cocomposting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e).

(Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility.

(Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal facility.

(Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

## **V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS**

A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))

- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))
- C. Whenever practicable, the school district will:
1. purchase uncoated copy paper, office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
  2. purchase recycled content copy paper with at least 30 percent postconsumer material by weight and purchase office and printing paper with at least 10 percent postconsumer material by weight;
  3. purchase paper which has not been dyed with colors, excluding pastel colors;
  4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  5. use reusable binding materials or staples and bind documents by methods that do not use glue;
  6. use soy-based inks;
  7. purchase printer or duplication cartridges that:
    - a. have 10 percent post-consumer material; or
    - b. are purchased as remanufactured; or
    - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd. 25b;
  8. produce reports, publications, and periodicals that are readily recyclable;
  9. purchase paper which has been made on a paper machine located in Minnesota; and
  10. print documents on both sides of the paper where commonly accepted publishing practices allow.

(Minn. Stat. § 16C.073, Subd. 2)

- D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material. (Minn. Stat. § 16C.073, Subd. 3(b))
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

## **VI. OTHER**

The policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional and state levels.

***Legal References:*** Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)  
Minn. Stat. § 115A.03 (Definitions)  
Minn. Stat. § 115A.15 (State Government Resource Recovery)  
Minn. Stat. § 115A.151 (State and Local Facilities)  
Minn. Stat. § 115A.46 (Requirements)  
Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)  
Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)  
Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)  
Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)  
Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)  
Minn. Stat. § 115A.931 (Yard Waste Prohibition)  
Minn. Stat. § 115A.932 (Mercury Prohibition)  
Minn. Stat. § 115A.951 (Telephone Directories)  
Minn. Stat. § 115A.9561 (Major Appliances)  
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)  
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)  
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)  
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)  
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)

Minn. Stat. § 458D.07 (Sewage Collection and Disposal)  
*National Solid Waste Management Ass'n v. Williams, et al.*, 966  
F.Supp. 844 (D. Minn. 1997)

***Cross References:***

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# Redwood Area School District #2897



## Schedule of Regular School Board Meetings for the 2017-2018 School Year

- Monday, August 28, 2017 at 7:00 pm
- Monday, September 25, 2017 at 7:00 pm
- Monday, October 23, 2017 at 7:00 pm
- Monday, November 27, 2017 at 7:00 pm
- Monday, December 18, 2017 at 7:00 pm
- Monday, January 22, 2018 at 7:00 pm
- Monday, February 26, 2018 at 7:00 pm
- Monday, March 26, 2018 at 7:00 pm
- Monday, April 23, 2018 at 7:00 pm
- Monday, May 21, 2018 at 7:00 pm
- Monday, June 25, 2018 at 7:00 pm
- Monday, July 23, 2018 at 7:00 pm

All School Board Meetings will be held in the MS/HS Board Room

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**CEDAR MOUNTAIN PUBLIC SCHOOLS**  
ISD #2754



Cedar Mountain Middle/High School  
PO Box 188  
Morgan, MN 56266  
Phone: (507) 249-5880  
Fax: (507) 249-3149

EXHIBIT # 3

Cedar Mountain Elementary  
PO Box 38  
Franklin, MN 55333  
Phone: (507) 557-2251  
Fax: (507) 557-2116

June 20, 2017

Dear Redwood Area School Board,

I am writing on behalf of the Cedar Mountain School Board to formally request that you reconsider entering into a pairing agreement with us (Cedar Mountain) for baseball and softball, beginning in the 2017-18 school year.

We believe we have a number of young athletes who can help both the softball and baseball programs. Our Board is eager to discuss this possibility. Cedar Mountain would also be interested in discussing other pairing and/or sharing opportunities.

Please do not hesitate to call if you have questions.

Sincerely,

Robert Tews  
Superintendent  
Cedar Mountain Schools

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Robert L. Tews  
Superintendent  
[rtews@cedarmt.org](mailto:rtews@cedarmt.org)

Robert Brandl  
6-12 Principal  
[rbrandl@cedarmt.org](mailto:rbrandl@cedarmt.org)

Patti Machart  
Elementary Principal  
[pmachart@cedarmt.org](mailto:pmachart@cedarmt.org)

Preston Palokangas  
Guidance Counselor  
[ppalokangas@cedarmt.org](mailto:ppalokangas@cedarmt.org)

Jeremy Robinson  
Athletic Director  
[jrobinson@cedarmt.org](mailto:jrobinson@cedarmt.org)

Minnesota State High School League  
 2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
 763-560-2262, Fax: 763.569.0499

**Application for Cooperative Sponsorship**

Application must be submitted to the League office not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Swimming and Diving, Girls beginning with the 20 17 - 20 18 school year.  
 (activity) (boys' or girls') (Adapted-CI or PI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

|                 | School            | Enrollment (9-12)* | City             | Administrative Region** | Competitive Section** |
|-----------------|-------------------|--------------------|------------------|-------------------------|-----------------------|
| High School #1: | Marshall HS       |                    | Marshall MN      | 2NA                     | 3A                    |
| High School #2: | Lakewood HS       |                    | Cottonwood MN    | 3A                      |                       |
| High School #3: | Redwood Valley HS |                    | Redwood Falls MN | 3A                      |                       |
| High School #4: |                   |                    |                  |                         |                       |

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
 Yes This application must include a review and comments from the conference(s) of which the schools are members.  
 No
- Do any of the above schools currently have a cooperative agreement in this activity?  
 Yes An application for dissolution must be submitted for the existing agreement.  
 No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

|                | 7th | 8th | 9th | 10th | 11th | 12th |
|----------------|-----|-----|-----|------|------|------|
| High School #1 | 8   | 4   | 5   | 11   | 0    | 8    |
| High School #2 |     |     |     |      |      | 1    |
| High School #3 | 1   |     |     |      |      |      |
| High School #4 |     |     |     |      |      |      |

5. Team Identification: (Indicate how cooped schools should be identified in tournament programs):

Marshall High School

6. Team Colors: Black and Orange Team Mascot: Tigers

7. Host School (school that will receive revenue share check): Marshall 7/12/17

| Board of Education (or designee) | School | Date  |
|----------------------------------|--------|-------|
| Signed _____                     | _____  | _____ |

Official Action of the MSHSL Board of Directors

- Approved  Not Approved

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

MSHSL Executive Director



**Challenge, Learn, Achieve**

***Independent School  
District 2897  
Redwood Area School District  
Redwood Valley High School  
100 George Ramseth Drive  
Redwood Falls, MN 56283***

**Overview:**

CAST (Cardinal Academic Success Time) would be implemented in 2017-2018, with the purpose of improving student achievement. Minnetonka High School has a system for providing interventions for students. This system uses existing time during the student day, and would enhance the Privilege-Based System already implemented at Redwood Valley High School.

**Purpose:**

In 1<sup>st</sup> Semester of 2016-2017, 79 students failed at least one quarter of a class. Some of them were taking year-long classes, meaning the grade was only a quarter failure, but they passed the semester; thus earning full credit. However, this number is too high. For years, staff has said that there is not time in the day for remediation. Before school, there are meetings almost every day, and many students ride the bus preventing them from arriving at school early enough for remediation. After school, many students are in activities, and multiple staff members coach or advise activities.

The proposal described in this document would seek to decrease the number of students failing classes, in two different ways. First, each teacher would post days they are available before or after school for AIT (Academic Intervention Time). Keeping this time “sacred” would mean parents and students could count on coming in for assistance on these dates, without a scheduled appointment. Secondly, CAST (Cardinal Academic Success Time) would be created. Each Wednesday, 30 minutes of the day would be interventions and re-teaching for identified students. Those who are doing well academically would earn privileges during this time, enhancing the current Privilege-Based Attendance System currently in place.

**Proposal:**

The proposed plan would consist of two parts:

1. AIT (Academic Intervention Time)
2. CAST (Cardinal Academic Success Time)

**AIT:**

Teachers will post times they are available before and after school, and regularly communicate this to students. The purpose is for students to receive remediation, complete tests/quizzes, or finish class work. Students and parents can count on this time for students to drop in for academic assistance or to complete missing tests/quizzes/work.

**CAST:**

On Wednesday, the schedule will change to allow for CAST:

P1: 8:20-9:40 (80)  
P2: 9:45-11:05 (80)  
Lunch: 11:05-11:35 (30)  
CAST: 11:35-12:05 (30)  
P3: 12:05-12:49 (44)  
P4: 12:53-1:37 (44)  
P5: 1:41-2:26 (45)  
P6: 2:30-3:15 (45)

This schedule results in a net-loss of two minutes of class time. The extra 10 minutes added to Homeroom to accomplish CAST comes from:

- Decreasing Passing Time from 5 minutes to 4 minutes in the afternoon.
- Eliminating passing time between Lunch and Homeroom. Students would be expected to report to their assigned CAST rooms at 11:35, with no break needed as they are coming from lunch.

**Regular Daily Schedule:**

P1: 8:20-9:40 (80)  
P2: 9:45-11:05 (80)  
HR: 11:10-11:30 (20)  
Lunch: 11:30-12:00 (30)  
P3: 12:00-12:45 (45)  
P4: 12:50-1:35 (45)  
P5: 1:40-2:25 (45)  
P6: 2:30-3:15 (45)

Each Monday morning, by 8:00, teachers would need to choose (“Invite”) 5-7 students for CAST. A google doc would be created with student assignments. It would be similar to the doc used for Weekly Privileges. All students would be listed by homerooms. Classroom teachers would go over the list and choose 5-7 students. Teachers could see what students are already “invited” to CAST, and others could be put on a waiting list.

After the 8:00 list is created, the counselors (or grade level teams) would meet for 1 hour prior to 10:30 a.m. on Tuesday. Any students who are invited to multiple classes would be discussed at the counselor meeting. Determinations would be made as to what class a student should report to.

At homeroom (11:10-11:30) each Tuesday, the homeroom teacher would share CAST assignments for the following day. An internet-based program, such as Google Docs, will be used to inform teachers.

At CAST each Wednesday, attendance would be taken. Any students missing would be reported to the office. Counselors and the principal would communicate with these students, and they would forfeit privileges, just as they would if they missed any other class. Additional consequences could be assigned for repeat offenders.

**Weekly Homeroom Schedule**

Monday: Grade and Attendance Checks in Homerooms

Tuesday: Ramp-Up

Wednesday: CAST

- List goes out to those who have invitations to CAST on Tuesday.
- Homeroom teachers share it on this date.
- 11:35: Students report directly to assigned CAST Rooms
- Testing Room is open.
- NHS/Student Council/Volunteers staff- help room (Award or Letter for Service)
- Other students may leave if they have privileges, or go to testing room or Help Center

Thursday: Character Education (once each quarter) or finish Ramp-Up Lesson

Friday: Senior Privileges or Grade Checks for Grades 9-11

- Seniors report to homeroom. If they had privileges for the week, no grade lower than a C, they can leave after checking in.

**Proposal FAQ's:**

1. What would the list look like and how would the system work?

A sample of the list would look like this (example is for Mr. Quiz's homeroom):

| Homeroom | Student Names | Invitation | Alternate Invitation | Alternate Invitation | Alternate Invitation |
|----------|---------------|------------|----------------------|----------------------|----------------------|
| Mr. Quiz | G. Washington |            |                      |                      |                      |
| Mr. Quiz | A. Lincoln    |            |                      |                      |                      |
| Mr. Quiz | T. Roosevelt  | D. Kaupang |                      |                      |                      |
| Mr. Quiz | F. Roosevelt  | J. Timm    |                      |                      |                      |
| Mr. Quiz | B. Clinton    | Felt       | J. Timm              | LeClaire             |                      |
| Mr. Quiz | R. Nixon      | LeClaire   |                      |                      |                      |
| Mr. Quiz | D. Trump      | Felt       | D. Kaupang           | J. Timm              | LeClaire             |

In the example above, two students did not receive any invitations. These students have no missing work, missing tests, and are passing their classes. They would have a few options on Wednesday after lunch. From 11:35-12:05, Washington and Lincoln could report to the Media Center or commons, or take a longer lunch. Their first class would be P3 at 12:05.

T. Roosevelt, Nixon, and F. Roosevelt each have one invitation. They will report to D. Kaupang, LeClaire, and J. Timm's rooms from 11:35-12:05 for remediation. Clinton and Trump have invitations and multiple alternates. The counselors would review these students and make a determination as to which of the rooms each students should report to.

The counselors would schedule time on Tuesday morning to do this (prior to 10:30). The final list would be shared via google docs at that time. In homeroom on Tuesday, the teachers would inform each student of their CAST assignment for the following day.

2. What if students do not show up for CAST?  
Absences for CAST would be treated like any other absence. Students would lose privileges, reimbursements, etc. Further, this would be a part of the school day, and truancy procedures would take place for missing CAST, as it would for missing any period during the school day. Counselors would meet regularly with students who miss CAST, and there would be meetings with parents.
3. What if a teacher does not assign any students to CAST?  
The expectation would be that each teacher would invite 5-7 students each week. Staff would create a protocol for who is invited, but generally, students who are missing work, missing tests, or not proficient should be invited. The list of invitations would be monitored administratively and 5-7 invitations would be the standard.
4. What if a teacher only teaches advanced classes and does not have any students in need of CAST?  
Advanced classes often have an AP test or college grade. These students have even higher standards that are held to academically, and still need remediation/reteaching.
5. Can students who are not invited to CAST drop-in for help?  
While we definitely do not want to discourage students from getting assistance, the heart of CAST is providing Tier III interventions to students most in need. Drop-in's for help or to take a test would reduce the effectiveness of remediation. So, drop-in's would not be allowed. Students who need assistance should use the AIT time, or schedule a time during lunch or after school.
6. How would this system work with Standards Based Grading?  
This system would be an excellent complement to SBG. Students who have not demonstrated proficiency on any standard would be invited to CAST for reteaching.
7. How would this affect Ramp-Up to Readiness?  
Ramp-Up to Readiness is currently done in homerooms on Tuesday's and Wednesday's. This would have to change to another two days (Tuesday and Thursday), as there is not a homeroom scheduled for Wednesday.

**Costs:**

There would be no cost with this proposal. However, to enhance the program, Minnetonka highly recommended using VACAVA software. The cost for the software would be \$3000 per year. We will also explore using the Middle School's ICU system or Google Docs to manage the program.

**Personnel:**

Teaching staff and paras would maintain their current duty days. The five HS paras would be reassigned to different positions during CAST. Assignments could be:

- a. Testing Room: Any student who needs to take a test would report to this room (1 para)
- b. Hall Supervision: Students not invited to CAST may still be in the building from 11:35-12:05 (Principal and Counselor #1)
- c. Commons Supervision: Students not invited to CAST may sit in the commons to eat lunch, work on homework, or socialize (Counselor #2)
- d. Gym: Students not invited to CAST may shoot hoops in the gym (2 Paras)

- e. Resource Room: Students with an IEP and not assigned to CAST may work in the resource room (1 para)
- f. Student Help Room: NHS Student Volunteers would staff this room and provide drop-in assistance. The room could be located in the library or another location that is staffed for supervision, yet offers some privacy for tutoring.
- g. Hallways: Students would be able to sit in the halls and visit with friends.

During CAST, all teaching staff (including SPED, social worker, etc.) would be expected to invite students for remediation. With 30 staff each inviting 5-8 students, 150-240 students should be in a classroom during this time.

**How to Measure Effectiveness:**

If CAST is implemented, data would be collected on student failures and compared with past years. The hope would be that the % of student failures would decrease significantly, with a first year goal of a 50% reduction in class failures.

**Next Steps:**

Following staff discussions and revisions, CAST could be ready for implementation by the 2017-2018 school year. If it is approved by the Superintendent and the School Board, the following timeline would be implemented:

August 15-17: At the Site Level Meetings scheduled for the first week with staff, the plan would be presented to staff. Feedback would be gathered. The CAST Committee would use this feedback to iron out any wrinkles and prepare a rollout to students.

August 21: On the first day of school, the idea would be presented to students in the form of a video, or at the student assembly in the PAC. This would be done along with the Privilege-Based Attendance System.

September 6: First Day of CAST. The committee felt that students would not be in need of remediation for the first few weeks of school, so September 6 would be the tentative date for the start of CAST.

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**GENERAL INFORMATION:** Minnesota school districts, intermediate school districts and cooperatives applying for long-term facilities maintenance revenue under Minnesota Statutes, section 123B.595, must annually complete the application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477-03). The application must be submitted to the Minnesota Department of Education, (MDE) Attn: Sarah Miller by July 31, 2017.

## IDENTIFICATION INFORMATION

Name of District or Cooperative:

Redwood Area Schools

District Number and Type:

2897

Date Submitted:

7/25/2017

## STATEMENT OF ASSURANCES

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE health and safety system are for allowed health and safety uses under Minnesota Statutes section 123B.595, subdivision 10, paragraph (a), clause (3); Minnesota Statutes, section 123B.57, subdivision 6; and the Minnesota Department of Education (MDE) *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE health and safety system are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
3. All actual expenditures to be reported in Uniform Financial and Accounting Reporting Standards (UFARS) for FY 2019 under Finance codes 347, 349, 352, 358, 363, and 366 will be for allowed health and safety uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clause (3); Minnesota Statutes, section 123B.57, subdivision 6; and the Minnesota Department of Education (MDE) *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these Finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
4. All actual expenditures to be reported in UFARS for FY 2018 under the Finance codes 367, 368, 369, 370, 379, 380, 381, 382, 383, and 384 for accessibility and deferred maintenance will be for allowed uses under Minnesota Statutes, section 123B.595, subdivision 10, paragraph (a), clauses (1) and (2), and the MDE *Long-Term Facilities Maintenance Revenue Guide for Allowable Expenditures (June 22, 2016)*, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these Finance codes will be for uses prohibited under Minnesota Statutes, section 123B.595, subdivision 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue.
6. The district's plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practice, including indoor air quality management and remediation of lead hazards.

## CERTIFICATION OF STATEMENT OF ASSURANCES

A Statement of Assurances submitted by a single district must be signed by the district superintendent. A Statement of Assurances submitted by an intermediate school district or cooperative must be signed by the intermediate district superintendent or cooperative director.

Signature – Superintendent or Cooperative Director:

\_\_\_\_\_  
Name – Superintendent or Cooperative Director (Please print)

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

| Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection |  |     | Revised 6/02/2017 |              |                  |           |           |           |           |           |           |           |           |  |
|---|--|-----|-------------------|--------------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--|
| 2897  | <= Type in School District Number  |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
|   | REDWOOD AREA SCHOOL DISTRICT   |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| Calculations for Ten Year Projection                                |  |     | Pay 17            | Payable 2017 | Current Estimate |           |           |           |           |           |           |           |           |  |
|   | LLC #  |     | FY 2018           | FY 2018      | FY 2019          | FY 2020   | FY 2021   | FY 2022   | FY 2023   | FY 2024   | FY 2025   | FY 2026   | FY 2027   |  |
| 1   | Type your district number in cell A2 (Minneapolis = 1.2)   |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 2   | Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50                      |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 3   | Type debt excess, intermediate/coop district, and revenue reductions data in lines 13, 15, 23, 31, and 33  |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 4   | Look up data from following table  |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 5   | Initial Formula Revenue  |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 6   | Current year APU   | 55  | 1,213.60          | 1,218.01     | 1,207.82         | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  |  |
| 6a  | Additional Pre-K Pupil Units (line 19 of Pre-K application)  |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 6b  | Total Adjusted Pupil Units = (6) + (6a)  |     |                   | 1,218.01     | 1,207.82         | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  | 1,207.82  |  |
| 7   | District average building age (uncapped)   | 402 | 30.04             | 29.71        | 30.71            | 31.71     | 32.71     | 33.71     | 34.71     | 35.71     | 36.71     | 37.71     | 38.71     |  |
| 8   | Formula allowance  |     | \$ 292.00         | \$ 292.00    | \$ 380.00        | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 | \$ 380.00 |  |
| 9   | Building age ratio = (Lesser of 1 or (7) / 35)   | 403 |                   | 0.84886      | 0.87743          | 0.90600   | 0.93457   | 0.96314   | 0.99171   | 1.00000   | 1.00000   | 1.00000   | 1.00000   |  |
| 10  | Initial revenue = (6) * (8) * (9)  | 404 | 304,152           | 301,903      | 402,713          | 415,827   | 428,940   | 442,054   | 455,167   | 458,970   | 458,970   | 458,970   | 458,970   |  |
| 11  | Added revenue for Eligible H&S Projects > \$100,000 / site   |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 12  | Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess   | 702 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 13  | Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)   | 758 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 14  | Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)                 | 701 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 15  | Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)         | 757 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 17  | Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue | 703 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 18  | Pay as you go revenue for eligible new H&S projects > \$100,000 / site   | 407 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 19  | Total FY 17 revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)   | 408 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| Added revenue for Pre-K remodeling (for VPK approvals only)         |  |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 20a   | Net debt service for bonds approved for Pre-K remodeling   | 704 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 20b   | Pay as you go for projects approved for Pre-K remodeling   | 409 |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 20c   | Total Pre-K revenue  |     |                   |              |                  |           |           |           |           |           |           |           |           |  |
| 20d   | Total New Law Revenue (10) + (19) + (20c)  | 410 |                   | 301,903      | 402,713          | 415,827   | 428,940   | 442,054   | 455,167   | 458,970   | 458,970   | 458,970   | 458,970   |  |



| Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection |   |              | Revised 6/02/2017 |                   |                  |         |         |         |         |         |         |         |         |         |
|---|---|--------------|-------------------|-------------------|------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2897  | <= Type in School District Number   |              |                   |                   |                  |         |         |         |         |         |         |         |         |         |
|   | REDWOOD AREA SCHOOL DISTRICT  |              |                   |                   |                  |         |         |         |         |         |         |         |         |         |
|   |   | Payable 2017 |                   |                   |                  |         |         |         |         |         |         |         |         |         |
| Calculations for Ten Year Projection                                |   |              | Pay 17            | LLC Certification | Current Estimate |         |         |         |         |         |         |         |         |         |
|   | LLC #   | FY 2018      | FY 2018           | FY 2019           | FY 2020          | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 | FY 2027 |         |         |
| 58  | General Fund Equalized Revenue = (43) - (52)  | 448          | 301,903           | 402,713           | 415,827          | 428,940 | 442,054 | 455,167 | 458,970 | 458,970 | 458,970 | 458,970 | 458,970 | 458,970 |
| 59  | Total General Fund Aid = (46) - (53)  | 449          | 56,118            | 98,792            | 102,825          | 110,520 | 111,129 | 114,490 | 115,390 | 115,375 | 115,390 | 115,379 | 115,379 | 115,379 |
| 60  | General Fund Equalized Levy = (58) * (41)   | 450          | 245,785           | 303,922           | 313,002          | 318,420 | 330,925 | 340,737 | 343,580 | 343,595 | 343,580 | 343,591 | 343,591 | 343,591 |
| 61  | General Fund Unequalized levy = (57) - (58)   | 451          | -                 | -                 | -                | -       | -       | -       | -       | -       | -       | -       | -       | -       |
| 62  | Total General Fund Levy = (60) + (61)   | 452          | 245,785           | 303,922           | 313,002          | 318,420 | 330,925 | 340,737 | 343,580 | 343,595 | 343,580 | 343,591 | 343,591 | 343,591 |
|   | Notes:<br>1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.<br>2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.<br>3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14. |              |                   |                   |                  |         |         |         |         |         |         |         |         |         |

|  DEPARTMENT OF EDUCATION   |   | Division of School Finance<br>1500 Highway 38 West<br>Roseville, MN 55113-4266 |                  | <b>Long-Term Facility Maintenance Revenue Application – Ten-Year Expenditure</b> |                  |                  |                  |                  |                  |   |                  | ED - 02478-02    |  |
|--|---|--|------------------|--|------------------|------------------|------------------|------------------|------------------|---|------------------|------------------|--|
| <b>INSTRUCTIONS:</b> Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. |   |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| District Name: Redwood Area Schools  |   |  |                  |  |                  |                  |                  |                  |                  | District # 2897   |                  |                  |  |
| District Contact for Questions on this Spreadsheet:<br>Name: Scott LeSage  |   |  |                  |  |                  |                  |                  |                  |                  | E-mail: slesage@redwoodareaschools.com<br>Phone #: (507) 644-8068 |                  |                  |  |
| Fiscal Year, Ending June 30th -->  |   | 2017   | 2018             | 2019   | 2020             | 2021             | 2022             | 2023             | 2024             | 2025  | 2026             | 2027             |  |
| <b>ESTIMATED EXPENDITURES:</b>   |   |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| <b>Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing &gt; \$100,000 per Site</b>   |   |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| Finance  | Category  |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| 347  | Physical Hazards  | \$46   | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 349  | Other Hazardous Materials   | \$7,805  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 352  | Environmental Health & Safety Management                          | \$10,565   | \$12,000         | \$12,400   | \$12,800         | \$13,300         | \$13,800         | \$14,300         | \$14,800         | \$15,300  | \$15,800         | \$16,300         |  |
| 358  | Asbestos Removal and Encapsulation                                | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 363  | Fire Safety   | \$14,363   | \$13,000         | \$13,400   | \$13,800         | \$14,200         | \$14,700         | \$15,200         | \$15,700         | \$16,200  | \$16,700         | \$17,200         |  |
| 366  | Indoor Air Quality  | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
|  | <b>Total Health and Safety Capital Projects</b>                   | <b>\$32,779</b>  | <b>\$25,000</b>  | <b>\$25,800</b>  | <b>\$26,600</b>  | <b>\$27,500</b>  | <b>\$28,500</b>  | <b>\$29,500</b>  | <b>\$30,500</b>  | <b>\$31,500</b>   | <b>\$32,500</b>  | <b>\$33,500</b>  |  |
| <b>Health and Safety, Projects Costing &gt; \$100,000 per Site</b>   |   |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| 358  | Asbestos Removal and Encapsulation                                | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 363  | Fire Safety   | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 366  | Indoor Air Quality  | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
|  | <b>Total Health and Safety Capital Projects \$100,000 or More</b> | <b>\$0</b>   | <b>\$0</b>       | <b>\$0</b>   | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>  | <b>\$0</b>       | <b>\$0</b>       |  |
| <b>Remodeling for Pre-K Instruction approved under M.S. 124D.151</b>   |   |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| Finance  | Category  |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| 355  | Remodeling for Pre-K instruction approved by the commissioner     | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| <b>Accessibility</b>   |   |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| Finance  | Category  |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| 367  | Accessibility   | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| <b>Deferred Capital Expenditures and Maintenance Projects</b>  |   |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| Finance  | Category  |  |                  |  |                  |                  |                  |                  |                  |   |                  |                  |  |
| 368  | Building Envelope   | \$0  | \$0              | \$0  | \$0              | \$0              | \$200,000        | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 369  | Building Hardware and Equipment                                   | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 370  | Electrical  | \$0  | \$0              | \$20,000   | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 379  | Interior Surfaces   | \$0  | \$0              | \$150,000  | \$200,000        | \$300,000        | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 380  | Mechanical Systems  | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 381  | Plumbing  | \$0  | \$0              | \$0  | \$125,000        | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 382  | Professional Services and Salary                                  | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 383  | Roof Systems  | \$0  | \$0              | \$0  | \$0              | \$0              | \$0              | \$0              | \$0              | \$0   | \$0              | \$0              |  |
| 384  | Site Projects   | \$110,306  | \$288,914        | \$164,500  | \$312,700        | \$0              | \$0              | \$126,000        | \$440,000        | \$1,000,000   | \$300,000        | \$450,000        |  |
|  | <b>Total Deferred Capital Expense and Maintenance</b>             | <b>\$110,306</b>   | <b>\$288,914</b> | <b>\$334,500</b>   | <b>\$637,700</b> | <b>\$300,000</b> | <b>\$200,000</b> | <b>\$126,000</b> | <b>\$440,000</b> | <b>\$1,000,000</b>  | <b>\$300,000</b> | <b>\$450,000</b> |  |
|  | <b>Total Annual 10 Year Plan Expenditures</b>                     | <b>\$143,085</b>   | <b>\$313,914</b> | <b>\$360,300</b>   | <b>\$664,300</b> | <b>\$327,500</b> | <b>\$228,500</b> | <b>\$155,500</b> | <b>\$470,500</b> | <b>\$1,031,500</b>  | <b>\$332,500</b> | <b>\$483,500</b> |  |

**LEASE AGREEMENT**

THIS LEASE AGREEMENT, entered into as of this 1st day of August, 2017, by and between the **Independent School District #2987, Redwood Falls, MN** (hereinafter referred to as "LANDLORD") and **UNITED COMMUNITY ACTION PARTNERSHIP, INC.**, a Minnesota nonprofit corporation (herein referred to as "TENANT").

WITNESSETH:

*That in consideration for the mutual covenants, promises and agreements herein contained, said parties hereto do hereby covenant, promise and agree to and with each other as follows:*

*LANDLORD does hereby lease, demise and let unto TENANT and TENANT does hereby hire and take from LANDLORD the premises situated in the County of McLeod, State of Minnesota, the street address of which is:*

**Ehlers Early Childhood Center  
Reede Gray Elementary School  
Redwood Area Public Schools  
Redwood Falls, MN 56283**

*together with all structures thereon and all appurtenances thereto, herein called the "Premises".*

- 1. **Term: Options to Renew:** Right of Termination TO HAVE AND TO HOLD said premises for a term commencing August 1, 2017 and expiring July 31, 2018.

If TENANT (i) is unable to secure or maintain adequate funding from the United States Department of Health and Human Services Administration for Children and Families to sustain its operations in the Premises, (ii) does not secure an adequate enrollment in the Head Start programs to make continued use of the Premises, (iii) cannot secure or maintain a license to use the Premises for its intended purpose, or (iv) if the Premises are determined to be unfit for use for its intended purpose, this Lease Agreement may be terminated by the tenant on two (2) months prior written notice by certified mail or personal delivery. Termination of this agreement will not discharge any liability, responsibility, or right of any party, which arises from the performance of or failure to adequately perform the terms of this contract prior to the effective date of termination. Nor will termination discharge any obligation that by its nature would survive after the date of termination.

- 1.1) Tenant shall have the right to renew and extend this lease agreement for four (4) successive one year terms commencing on August 1<sup>st</sup> and ending July 31<sup>st</sup> on the terms and conditions herein provided. Notice of such a renewal shall be given no less than two months prior to the end of the original or renewal term being extended. Notice shall be in writing.

If Landlord (i) deems any information on said premises detrimental to said property or beliefs herein, this Lease Agreement may be terminated by the Landlord on two (2) month prior written notice by certified mail or personal delivery.

2. Rent. The TENANT agrees to pay to the LANDLORD, as rent for the above described premises and identified on the attached addendum a monthly amount of **\$400**, due and payable on the first day of each month during the lease term. The additional services and space will be in-kind space furnished by the school district to assist with a portion of various custodial, utility, and maintenance costs.
  - A. Telephone,
  - B. Grounds Maintenance: grass and snow removal,
  - C. Typical and customary building repairs (heating, hot water heater, electrical and plumbing fixtures, and broken windows),
  - D. Customary annual cleaning of rooms.
3. Use of Premises. TENANT may use the demised premises for general office, classroom and all other purposes related to its administration of Head Start programs. Each party, by written notice of the other party, may change the address to which notices are to be sent pursuant to this section or the person to whose attention the notice is to be directed.
4. Insurance.
  - 4.1) TENANT agrees to maintain and to pay for during the term of this lease and any extension thereof, the following insurance, to-wit:
    - a. Public liability and property damage insurance with limits of not less than \$300,000 as to any one person and \$1,000,000 as to any one occurrence.
    - b. Property damage insurance with limits of \$300,000 as to each occurrence.
  - 4.2) At all times during the term of this lease, LANDLORD shall maintain in effect, policies of insurance covering the demised premises, providing protection to the extent of not less than the full replacement value of said premises (excluding excavation, footings, and foundations) against all casualties included under standard insurance industry practices within the classifications of "Fire and Extended Coverage", each of such casualties being hereinafter referred to as an "insured casualty."
  - 4.3) LANDLORD and TENANT hereby grant to each other, on behalf of any insurer providing fire and extended coverage to either of them covering the demised premises, improvements thereon, or contents thereof, a waiver of any right of subrogation any such insurer of one party may acquire against the other by virtue of payment of any loss under such insurance, such waiver to be effective so long as each empowered to grant such waiver under the terms of its insurance policy of policies involved without payment of additional premiums. Such waiver shall stand mutually terminated as of the date either LANDLORD or TENANT ceases to be so empowered. Neither party shall have any interest in the proceeds of insurance received by the other party.
5. General.
  - 5.1) Whenever under this lease provision is made for TENANT securing the consent or approval of LANDLORD, such consent or approval shall be in writing and shall not be unreasonably withheld.
  - 5.2) No amendment of this lease shall be valid or binding unless such amendment is in writing and executed by the parties hereto.

5.3) LANDLORD covenants, warrants and represents that it has full right and power to execute and perform this lease and to grant the estate demised herein and that TENANT, on payment of the rent herein reserved and performing the covenants and agreements hereof, shall peaceably have, hold and enjoy the leased premises and all rights, easements, appurtenances, and privileges belonging or in any way appertaining thereto during the full term of this lease and any extension or renewal without molestation or hindrance of any person whomsoever.

6. Additional or Special Terms and Conditions.

- A. Head Start in cooperation with the ECFE Staff will assist in proper cleaning and disposal of garbage appropriately. The Head Start staff and ECFE staff will take out the garbage daily.
- B. Head Start will have access to copying, and the school will bill us appropriately. Head Start will be assigned a copy machine code by the school secretarial staff.
- C. The school will provide trash bags and container.
- D. There may be opportunity to share information with the school district personnel.
- E. Keys will be furnished by the school district.

7. Binding Effect. This lease shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this instrument.

**LANDLORD:**

INDEPENDENT SCHOOL DISTRICT #2897

By:

Its: \_\_\_\_\_

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

**TENANT:**

UNITED COMMUNITY ACTION PARTNERSHIP, INC.

By: Nancy Straw

Its: \_\_\_\_\_

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

## INEMENITY AND HOLD HARMLESS AGREEMENT

FOR VALUE RECEIVED, on, United Community Action Agency, Inc. (hereinafter referred to as the "indemnitor") of 200 SW 4th street and/or P.O. Box 1359, Willmar, MN 56201 agrees to indemnify and hold harmless Independent School District #2897 (hereinafter referred to as the "indemnitee") of 100 George Ramseth Dr, Redwood Falls, MN, 56283 and its successors and assigns, from any claim, action, liability, loss, damage or suit, arising from the following: The Head Start Program being operated by Indemnitor, and all activities and actions of the Indemnitor in connection with the Lease Agreement between Indemnitor and Indemnitee, dated 7-2-17.

In the event that the Indemnitee is served with, or otherwise becomes aware of a claim that pursuant to the terms of this agreement the Indemnitor shall be responsible for the defense of the Indemnitee against the allegations made in such claim, the Indemnitee shall provide the Indemnitor reasonably timely written notice of the same, and thereafter the Indemnitor shall at his/her/its own expense defend, protect and save harmless Indemnitee against said claim or any loss or liability thereunder.

In the further event the Indemnitor shall fail to so defend and/or indemnify and save harmless, then in such instance the Indemnitee shall have full rights to defend, pay or settle said claim on its behalf without further notice to the Indemnitor and with full rights to recourse against the Indemnitor for all fees, costs, expenses and payments made or agreed to be paid to discharge said claim.

Upon default, the Indemnitor further agrees to pay all reasonable attorney's fees necessary to enforce this Agreement.

This Agreement shall be unlimited as to amount or duration.

**Severability.** The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. If any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by the parties subsequent to the expungement of the invalid provision.

**No Waiver.** The failure of the parties to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as subsequently waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

**Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of MN.

**Mandatory Arbitration.** Notwithstanding the foregoing, and anything herein to

the contrary, any dispute under this Agreement shall be required to be resolved by binding arbitration of the parties hereto. If the parties cannot agree on an arbitrator, each party shall select one arbitrator and both arbitrators shall then select a third. The third arbitrator so selected shall arbitrate said dispute. The arbitration shall be governed by the rules of the American Arbitration Association then in force and effect.

**Entire Agreement.** This Agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon the parties except to the extent incorporated in this Agreement.

**Modification of Agreement.** Any modification of this Agreement or additional obligation assumed by the parties in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

**Assignment of Rights.** The rights of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express, and written consent of the other party.

**Counterparts.** This agreement may be executed in any number of counterparts, each of which shall be deemed to be the original, but all of which together shall constitute but one and the same instrument.

**Compliance with Laws.** In performing under this Agreement, all applicable governmental laws, regulations, orders, and other rules of duly-constituted authority will be followed and complied with in all respects by both parties.

**IN WITNESS WHEREOF,** the parties hereby sign this Agreement as of the day and date first above stated.

**INDEMNITER**

\_\_\_\_\_  
**Nancy Straw**

**INDEMNITEE**

\_\_\_\_\_

**ADDENDUM #1**  
(Independent School District #2897)

This agreement is an addendum to the lease dated 7-24-17, between the Independent School District #2897 (Landlord) and United Community Action Partnership, Inc. (Tenant)

Witnesseth:

LANDLORD agrees and identifies the space labeled on Addendum "A" as the leased space. LANDLORD also agrees to the TENANT's use of, and access to, the other areas identified on the Addendum "A", The LANDLORD's intent is that the difference between the rent charged and the "fair Market" appraisal value is an in-kind contribution to the TENANT.

All other terms and provisions of the original lease shall remain in effect.

Signature of Landlord:

\_\_\_\_\_  
LANDLORD

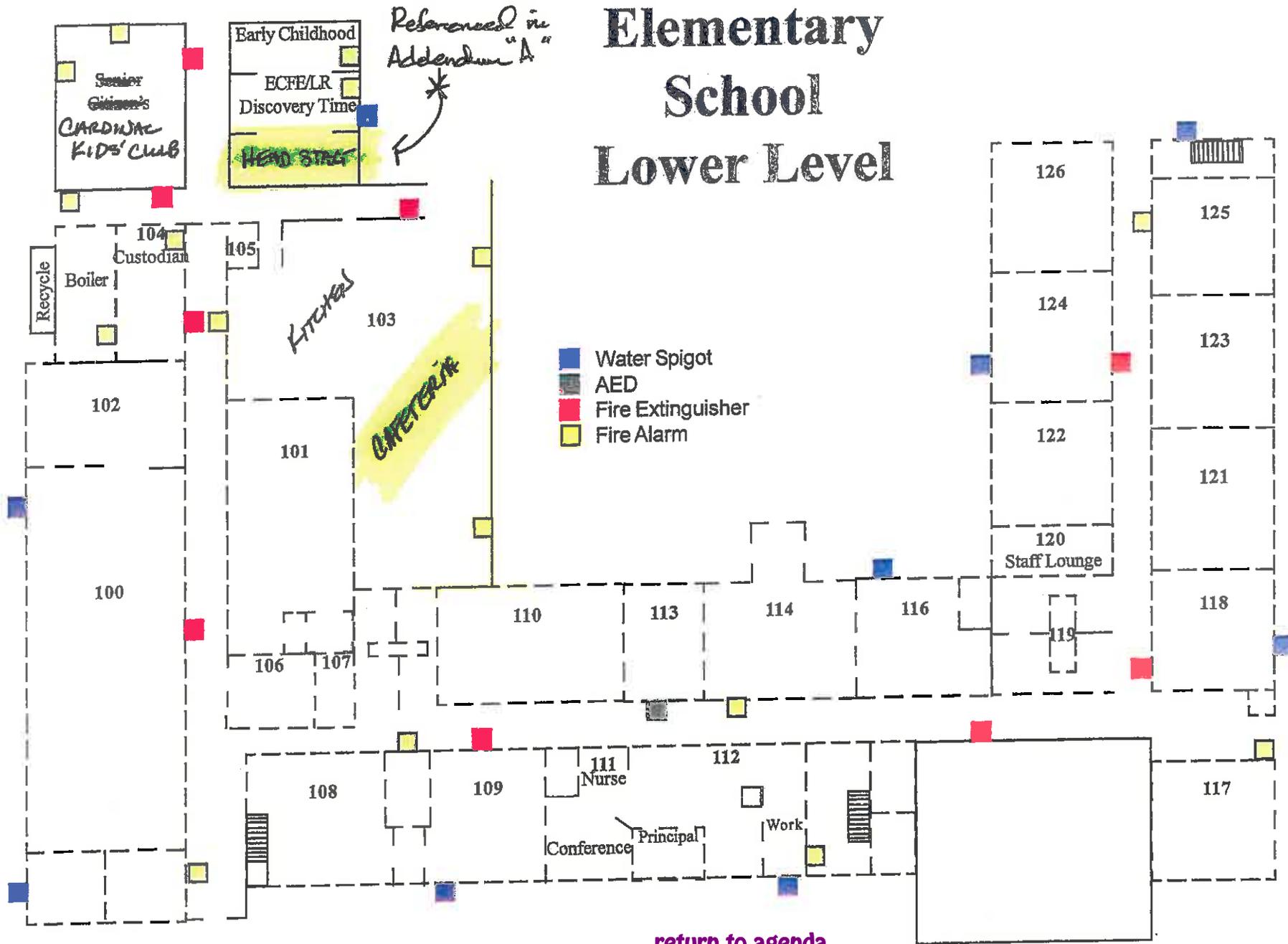
\_\_\_\_\_  
Date

Signature of Tenant:

\_\_\_\_\_  
Nancy Straw, Executive Director  
United Community Action Partnership, Inc.

\_\_\_\_\_  
Date

# Reede Gray Elementary School Lower Level



[return to agenda](#)

2017-2018 Redwood Valley High School Fundraisers

| Event                         | Responsible      | \$ Used For                      | Approx. Dates             | Customers                       | \$ Goal                 |
|-------------------------------|------------------|----------------------------------|---------------------------|---------------------------------|-------------------------|
| Dances                        | Student Council  | Charity/Student Senate Expenses  | Yearlong                  | Students                        | \$200 - \$300 per Dance |
| Candy/Cardinal Items          | Student Council  | Supplies/Expenses/Charity        | Holidays                  | Students/staff                  | \$100 - \$150 per event |
| Carwash                       | Student Council  | Scholarships                     | Fall/Spring               | Community                       | \$1000 - \$2000         |
| Blood Drives                  | Student Council  | No profit- for juice/cookies     | January & April           | Local Businesses                | \$0.00                  |
| Penny for Patients            | Student Council  | Charity                          | Yearlong                  | Students/Staff/Community        | \$500 - \$2000          |
| Food Shelf Collection         | Student Council  | Food Shelf                       | December & Dances         | Students/Staff/Community        | \$0.00                  |
| Intramurals                   | Student Council  | Student activities               | Yearlong                  | Students                        | Breakeven w/expenses    |
| Basketball Shootout           | Student Council  | Student Activities/Expenses      | Winter events/Fall/Spring | Students/Community              | \$200 - \$400           |
| School Spirit                 | Student Council  | Student Activities/Expenses      | Yearlong                  | Students                        | \$100 - \$300           |
| Holiday Specific Fundraiser   | Student Council  | Student Activities/Expenses      | Yearlong                  | Students                        | \$300 - \$400           |
| Concessions                   | Student Council  | Student Activities/Expenses      | Winter                    | Fans/Community                  | varies per event        |
| Homecoming/Winterfest/etc     | Student Council  | Student Activities/Expenses      | Fall/Winter/Spring        | Students/Staff                  | \$200 - \$ 300          |
| Silent Auction                | Student Council  | Student Activities/Charity       | Fall/Winter/Spring        | Students/Staff/Community        | \$500                   |
| Dash for Cash                 | Student Council  | Expenses/Charity                 | Fall/Winter/Spring        | Students/Staff/Community        | \$500                   |
| Bake Sale                     | Student Council  | Expenses/Charity                 | Fall/Winter/Spring        | Students/Staff/Community        | \$250                   |
| Corn Drive                    | FFA              | Donation to True Friends         | October                   | Farmers/Businesses              | \$3,000                 |
| Fruit Sales                   | FFA              | FFA Activities                   | November                  | Students/Community/Business     | \$2,000                 |
| Culvers                       | FFA              | FFA Expenses                     | July-August               | Farmers/Businesses              | \$2,000                 |
| Porkchop Open Golf Tournament | FFA              | Student Activities               | July                      | Community, Business, Individual | \$150                   |
| Butter Braid sales            | Spanish Club     | Field trips/classroom activities | Fall or Spring            | Staff/Community                 | \$2,000                 |
| Concessions                   | Spanish Club     | Field trips/classroom activities | Winter                    | Student/Staff/Community         | \$800                   |
| Dollar Saver Cards            | Music Dept.      | Chanhassen Dinner theater trip   | Fall                      | Staff/Community                 | \$2500-\$3000           |
| Homecoming/School Spirit      | Sophomore Class  | Class account                    | Yearlong                  | Staff/Students/Community        | \$200                   |
| Coffee, Smoothies, chocolate  | Caffeine Cravers | Classroom activities/Field Trips | Yearlong                  | Staff/Students/Community        | \$500-\$800             |
| Homecoming Dance              | Junior Class     | Prom/Homecoming expenses         | Fall                      | Students                        | \$500                   |
| Prom Grand March              | Junior Class     | Prom Expenses                    | Spring                    | Community/Staff/Students        | \$3,000                 |
| Concessions                   | Junior Class     | Prom/Homecoming expenses         | Fall/Winter               | Staff/Students/Community        | \$2,000                 |
| Prom Dress Sale               | Junior Class     | Prom expenses                    | Winter                    | Students                        | \$700                   |
| Prom Donations                | Junior Class     | Prom Expenses                    | Spring                    | Community                       | \$2,000                 |
| Valentine's Day               | Junior Class     | Prom Expenses                    | February                  | Students                        | \$200                   |
| Pizza Ranch Fundraiser        | Junior Class     | Prom Expenses                    | Fall/ Winter              | Community/Staff/Students        | \$600                   |
| Coronation                    | Senior Class     | Graduation                       | Homecoming Week           | Community/Staff/Students        | \$400                   |
| Holiday Bake Sale             | NHS              | Scholarships/Expenses            | December                  | Students/Parents/Community      | \$100-\$200             |
| Concessions                   | NHS              | NHS Account                      | All Year                  | Community/Staff/Students        | 500-\$1000              |
| Candy Cane Grams              | NHS              | Scholarships/Expenses            | December                  | Students/Staff                  | \$100-\$200             |
| Crush for Your Crush          | NHS              | Scholarships/Expenses            | February                  | Students/Staff                  | \$100-\$200             |
| Sweetie Pie Auction           | NHS              | Scholarships/Expenses            | February                  | Students/Staff/Community        | \$100-\$200             |
| Principal Approved            | Group Advisor    | Group in need                    | School year               | School/community                | \$500 - \$1000          |

2017-2018 Redwood Valley Middle School Fundraisers

| Event                 | Responsible                | Money to be used for                     | Approx. Dates              | Customers                 | Goal        |
|-----------------------|----------------------------|--|----------------------------|---------------------------|-------------|
| School Pictures       | MS Office                  | Student Council Sponsored Activities     | September                  | Students/Parents          | \$400.00    |
| Magazine Sales        | MS Office/ Student Council | Student Council Sponsored Activities     | September                  | Students/Parents          | \$10,000.00 |
| Candy Sales           | Student Council            | Student Council Sponsored Activities     | December/February          | Students/Parents          | \$100.00    |
| Poptabs               | Hombase Committee          | Ronald McDonald House                    | All Year                   | Students/Parents          | no profit   |
| Boxtops for Education | Hombase Committee          | Student Supplies                         | All Year                   | Students/Parents          | \$600.00    |
| Pennies for Patients  | Student Council            | Leukemia Patients in Minnesota           | Fall                       | Students/Parents          | \$400.00    |
| Food Shelf Drive      | Hombase Committee          | Food Shelf                               | November                   | Students/Parents          | no profit   |
| Ink Cartridge Rec.    | Donalee Josephson          | Student Council Sponsored Activities     | All Year                   | Students/Teachers         | \$500.00    |
| Misc. SAC Sales       | Student Council            | Student Council Sponsored Activities     | All Year                   | Students/Teachers         | \$300.00    |
| Kids Against Hunger   | We Day Participants        | Global Charity Project as part of We Day | September-Feb              | Students/Community        | \$4,000.00  |
| Milk Tops             | Hombase Committee          | Student Council Sponsored Activities     | All Year                   | Students/Community        | \$400.00    |
| Cambell's Soup Labels | Hombase Committee          | Student Council Sponsored Activities     | All Year                   | Students/Community        | \$400.00    |
| Walking Tacos         | Student Council            | Student Council Sponsored Activities     | Parent Teacher Conferences | Students/parents/teachers | \$1,000.00  |
| Consession Stand      | Student Council            | Student Council Sponsored Activities     | As available               | Students/parents          | \$1,000.00  |

2017-2018 Reede Gray Elementary Fundraisers

| Event                      | Responsible Person       | Money to be used for          | Approx. Dates    | Customers        | Goal                 |
|----------------------------|--------------------------|-------------------------------|------------------|------------------|----------------------|
| Cardinal Store             | Laurel Hartfiel/Students | Student Awards and Incentives | All Year         | Students         | \$1,000.00           |
| Boxtops for Education      | School Secretary         | Field Trips/School Lyceums    | All Year         | Community        | \$2,200.00           |
| Fall Book Fair             | School Sec./Volunteers   | Field Trips/School Lyceums    | November         | Students/Parents | \$800.00             |
| Spring Book Fair           | School Sec./Volunteers   | Field Trips/School Lyceums    | February         | Students/Parents | \$700.00             |
| RG Yearbooks & Pictures    | Volunteers               | Student Awards and Incentives | April            | Students/Parents | \$400.00             |
| Books Are Fun              | Deb Alt                  | Books for Family Fun Night    | All Year         | Staff            | \$200 in merchandise |
| Campbell's Soup Labels     | Cindy Schiewe            | Student Awards and Incentives | All Year         | Students/Parents | \$100 in merchandise |
| Mitten Tree                | Social Worker            | Share the Spirit              | December         | Students         | no profit            |
| Poptabs                    | Maintenance              | Ronald McDonald House         | All Year         | Students/Parents | no profit            |
| Jump Rope for Heart        | Phy Ed team              | American Heart Association    | Every Other Year | Students/Parents | no profit            |
| Pizza Ranch                | Pizza Ranch              | Field Trips/School Lyceums    | All Year         | Students/Parents | \$300.00             |
| Cystic Fibrosis fundraiser | Rachel Berner            | Cystic Fibrosis Foundation    | 1x per year      | Student/Staff    | no profit            |
| Shoparoo                   | PBIS Team                | PBIS Rewards                  | All Year         | Community        | \$300.00             |

Projected Cash Revenue \$5,700.00  
In kind merchandise \$300

Shoparoo is an smartphone app. Once the app is downloaded to your phone, you take pictures (using the app) of your receipt from any store selling groceries. You can use Tersteeg's, Walmart, Runnings, Casey's, Cenex, or any other store in the US that sells groceries. Participating is optional, similar to Boxtops for Education. The more receipts means more points for Reede Gray. Points are then turned in for money. We have added a couple of class rewards for PBIS and would like to use the money to help cover the cost. I have shown this app to our PBIS team and our site council. Both liked the ease of use.

Athletics Fundraisers for 2016-2017 School Year

| Event            | Responsible | \$ Used For            | Approx. Dates | Customers               | \$ Goal |
|------------------|-------------|------------------------|---------------|-------------------------|---------|
| Pizza Ranch      | Cheer       | Spirit Items           | Fall          | Communit/Staff/Students | \$200   |
| Tumblers         | Cheer       | Spirit Items           | Fall          | Communit/Staff/Students | \$400   |
| Pizza Ranch      | Dance       | Spirit Items           | Fall          | Communit/Staff/Students | \$200   |
| Carwash          | Dance       | Spirit Items           | Fall          | Communit/Staff/Students | \$200   |
| Camp             | Volleyball  | Summer Volleyball Camp | fall          | Students                | \$200   |
| Consession Stand | All Sports  | Team Accounts          | Yearlong      | Communit/Staff/Students | \$500   |

**TEACHER CONTRACT  
INDEPENDENT SCHOOL DISTRICT NO. 2897**

The School Board of Independent School District No. 2897 of the State of Minnesota, Redwood County, Minnesota, enters into this agreement with **David Madson**, a legally qualified and licensed teacher, who agrees to work in the public schools of said district as a **1.0 FTE Middle School Health Teacher** for the 2017-2018 school year.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned where the teacher has the necessary license.
2. **Duration:** The term of this contract shall be for a fixed duration: August 15, 2017 through May 18, 2018. This contract and David Madson's employment shall automatically terminate as of May 18, 2018, without the necessity of any further action or notice by either the School District or David Madson.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to work on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services:** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extracurricular, co-curricular or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the public Employment Labor Relations Act as amended.
6. **Special Provisions:** David Madson shall be employed for the 2017-2018 school year under the provisions set forth in Article XX—Hiring/Rehiring of Retired Teachers section of the 2015-2017 Master Agreement between the school district and the exclusive representative, and subsequently, the same Article in the 2017-2019 Master Agreement once it is ratified by the respective parties. The special provisions are set forth as follows:
  - A. **Article XX—Section 5: Tenure Status:** David Madson is a retired teacher who is rehired by the School District and knowingly, voluntarily, and hereby willingly agrees to waive any tenure rights and any continuing contract rights set forth in M.S. 122A.40.
  - B. **Article XX—Section 6: Seniority Date:** David Madson will be placed on the District Seniority List with a first date of employment of August 15, 2017.
  - C. **Article XX—Section 7: Layoff and Recall:** Based upon David Madson's willingness to waive tenure rights in Article XX—Section 5 above, David Madson shall have no rights to continuing contract status.
  - D. **Article XX--Section 8: Compensation:** Retired teachers who are rehired by the School District shall be compensated as the parties agree.
    - a. David Madson and the School District hereby agree to the following compensation for the 184 day teacher work year set forth in Article XX, Section 12 below:

**Salary for 2017-2018 school year shall be \$ 53,965**

Said salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation.

E. **Article XX--Section 9: Benefits:** Retired teachers who are rehired by the School District shall be provided benefits and leaves as determined by the School District.

- a. David Madson and the School District hereby agree to the following benefits:
  - i. The School District shall contribute \$ 0.00 toward David Madson's health insurance premium for the 2017-2018 school year.
  - ii. The School District shall contribute \$ 7,100.00 to David Madson's VEBA account for the 2017-2018 school year.
  - iii. The School District shall pay the full cost \$139.20 of David Madson's Group Life Insurance Premium for the 2017-2018 school year.
  - iv. Since David Madson is a TRA annuitant, neither the School District nor David Madson shall contribute to TRA for the 2017-2018 school year.
  - v. The School District shall pay its share of FICA costs related to David Madson's salary and David Madson shall pay his share of same FICA costs related to his salary for the 2017-2018 school year.
  - vi. The School District shall pay zero dollars (\$0) for the Long Term Disability Insurance Premium and David Madson shall pay the entire cost of the premium for his enrollment in the District's Long Term Disability Insurance program for the 2017-2018 school year.
  - vii. The School District shall pay Workmen's Compensation for David Madson's employment for the 2017-2018 school year.
  - viii. The School District shall grant David Madson zero (0) Sick Leave Days and zero (0) Personal Leave Days during the 2017-2018 school year.
  - ix. The School District shall grant David Madson eighteen (18) days of Personal Time Off (PTO) during the 2017-2018 school year. These days shall be used at the discretion of David Madson in consultation with the Middle/High School Principal but are intended to be used for personal sick leave, family sick leave, funeral leave, personal business, etc.
  - x. By June 30, 2018, the District shall compensate David Madson at the rate of \$125 per day for each full day of PTO not used during the 2017-2018 school year.

F. **Article XX--Section 10: Applicable Sections of the Master Agreement:** Retired teachers who are rehired by the School District shall be covered by the following sections of the Master Agreement:

- a. **Article I, Purpose**
- b. **Article II, Recognition of Exclusive Representative**
- c. **Article III, Definitions**
- d. **Article IV, School District Rights**
- e. **Article V, Teacher Rights**
- f. **Article XX, Hiring/Rehiring of Retired Teachers**
- g. **Article XXI, Duration**

G. Article XX--Section 11: Applicable Sections of the Master Agreement Not Applicable: Retired teachers who are rehired by the School District shall not be eligible for the following articles of the Master Agreement:

- a. Article VI, Basic Schedules and Rates of Pay
- b. Article VII, Extra Compensation
- c. Article VIII, Insurance
- d. Article IX, Leaves of Absence
- e. Article X, Hours of Service
- f. Article XI, Length of the School Year
- g. Article XII, Modifications in Calendar, Length of School Day
- h. Article XIII, Separation Compensation Plan Article XIV
- i. Article XIV, Association Leave
- j. Article XV, Grievance Procedure
- k. Article XVI, Seniority List
- l. Article XVII, Alternative Learning Program
- m. Article XVIII, Early Childhood Family Education Teachers
- n. Article XIX, Suspension Without Pay

H. Article XX--Section 12: Hours of Service, Duty Day, duty Week, and Duty Year: Recognizing the unique nature of and relationship between the School District and retired teachers who are rehired, the teachers' hours of service, duty day, duty week, and duty year shall be assigned by the School District and modified from time to time based upon the needs of the program.

a. David Madson and the School District hereby agree to the hours of service, duty day and duty year:

- i. Hours of Service: The basic teacher day for David Madson shall be eight hours as agreed to by the Elementary School Principal and David Madson.
- ii. School Board Approved Duty Year: There shall be 184 teacher duty days for the 2017-2018 school year of which 174 days shall be student contact days, 2 days shall be parent-teacher conference days, 3 days shall be non-student contact work/in-service days, and 5 days shall be staff development days. In the event of emergency closings, the teacher shall perform duties on such other days in lieu thereof as the School board or its designated representative shall determine, if any.

Additional Service

Additional Compensation

7. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

For basic services as 1.0 FTE Middle School/High School HealthTeacher                      \$ 53,965.00

This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have subscribed my signature this 24 day of July, 2017.  
Teacher David H. Madson

IN WITNESS THEREOF we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

INDEPENDENT SCHOOL DISTRICT NO. 2897

Chairman \_\_\_\_\_ Clerk \_\_\_\_\_

Benton Kodet  
111 Baker Dr  
Redwood Falls, MN 56283  
952-913-6532  
[bkodet@redwoodareaschools.com](mailto:bkodet@redwoodareaschools.com)

July 5, 2017

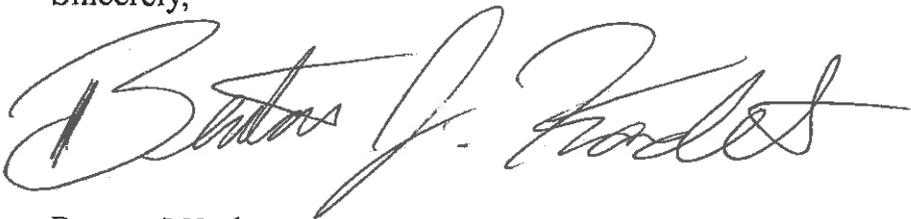
Andy Ourada  
Athletic Director  
Redwood Valley Athletic Department  
100 George Ramseth Dr  
Redwood Falls, MN 56283

Dear Mr. Ourada:

I would like to inform you that I am resigning from my position as Assistant Track and Field Coach, effective July 5.

Thank you very much for the opportunity to be a part of this program for the past six years. It allowed for me to grow a lot as an all-around running coach, as well as as a person. I have enjoyed working with the coaching staff and the athletes so much, but it is time for me to relinquish one of my sports to be able to spend some more time with my growing family.

Sincerely,



Benton J Kodet



EXHIBIT # 11

Heidi Hennen &lt;hhennen@redwoodareaschools.com&gt;

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**Fwd: Jennifer Hieserich Resignation**

1 message

**Rick Ellingworth** <rellingworth@redwoodareaschools.com>

Sat, Jul 8, 2017 at 9:44 AM

To: Heidi Hennen &lt;hhennen@redwoodareaschools.com&gt;, Darcy Josephson &lt;DJosephson@redwoodareaschools.com&gt;, Rick Jorgenson &lt;RJorgenson@redwoodareaschools.com&gt;

Sent from my iPhone

Begin forwarded message:

**From:** JENNIFER HIESERICH <jhieserich@redwoodareaschools.com>  
**Date:** July 8, 2017 at 9:02:09 AM CDT  
**To:** Rick Ellingworth <REllingworth@redwoodareaschools.com>  
**Cc:** Rick Jorgenson <RJorgenson@redwoodareaschools.com>  
**Subject:** Jennifer Hieserich Resignation

Dear Mr. Ellingworth

Please accept this letter as formal notification of my resignation from Redwood Area School District. I have been offered a position at a school district closer to home.

I really appreciate the experience and growth opportunities I have gained while working in Redwood my successor, like me, will be fortunate to be a part of your dynamic and supportive team operations.

If I can help in any way to ease the transition, please let me know.

Sincerely,

Jennifer Hieserich

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Jennifer Hieserich  
School Counselor  
Redwood Valley Middle School/High School  
Phone: 507-644-8116  
Email: jhieserich@redwoodareaschools.com

"This e-mail transmission is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately and delete all copies of the message."

"This e-mail transmission is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately and delete all copies of the message."

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July 24, 2017

Rick Ellingworth  
Superintendent of Schools  
Redwood Area School District  
100 George Ramseth Drive  
Redwood Falls, MN 56283

Dear Mr. Ellingworth:

**RE: Retirement Notification**

Please consider this letter official notification of my retirement from all duties with the Redwood Area School District, effective May 18, 2018.

Sincerely,



David Madson  
RVMS/HS Health Teacher

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Redwood Area School District #2897 EXHIBIT # 13

100 George Ramseth Drive  
Redwood Falls, MN 56283  
www.redwoodareaschools.com  
Phone (507) 644-3531 Fax (507) 644-3057

July 11, 2017

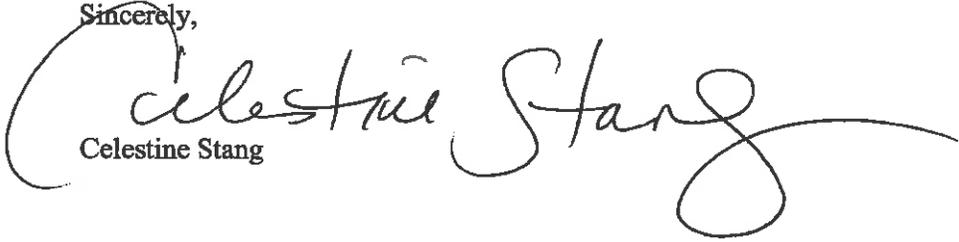
Dear Mr. Ellingworth and School Board Members,

It is with mixed emotions that I am unfortunately writing to let you know that I will be resigning from my Director of Community Education and Community Relations position, on or before September 1, 2017. Please accept my deepest gratitude for all that you, Kelly Lutgen and the district staff have done for me this past year. The assistance and opportunities you've provided me with, along with the insight you've shared in this professional field is invaluable to me.

I would like to offer my support in making this a smooth transition for all involved and am willing to assist with community education responsibilities on a contract basis if the district deems necessary.

Once again, thank you for all that you've done for me professionally. *Once a Cardinal...always a Cardinal.*

Sincerely,

  
Celestine Stang

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**Independent School District No. 2897  
TREASURER'S REPORT TO THE SCHOOL BOARD**

Date of Report: July 2017

For the Month of: June 2017

| <b>Funds</b>          | <b>Balance<br/>Beginning of<br/>Month</b> | <b>Receipts</b>     | <b>Disbursements</b> | <b>Accounting<br/>Adjustments*</b> | <b>Balance End of<br/>Month</b> |
|-----------------------|---|---------------------|----------------------|------------------------------------|---------------------------------|
| General               | 4,905,631.55                              | 1,211,629.37        | 858,383.41           | 0.00                               | 5,258,877.51                    |
| Food Service          | 127,401.56                                | 38,049.31           | 3,488.52             | 0.00                               | 161,962.35                      |
| Community Service     | 120,395.63                                | 53,377.13           | 34,436.02            | 0.00                               | 139,336.74                      |
| Building Construction | 23,858.70                                 | 0.00                | 0.00                 | 0.00                               | 23,858.70                       |
| Debt Service          | 897,915.60                                | 122,815.42          | 0.00                 | 0.00                               | 1,020,731.02                    |
| Organization          | 64,586.89                                 | 105.00              | 1,617.21             | 0.00                               | 63,074.68                       |
| <b>TOTALS</b>         | <b>6,139,789.93</b>                       | <b>1,425,976.23</b> | <b>897,925.16</b>    | <b>0.00</b>                        | <b>6,667,841.00</b>             |

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS**

| <b>Bank</b>                       | <b>Bank Balance</b> | <b>Outstanding<br/>Checks</b> | <b>Outstanding<br/>Deposits</b> | <b>Other<br/>Reconciling<br/>Items</b> | <b>Balance Per<br/>Treasurer's Books</b> |
|-----------------------------------|---------------------|-------------------------------|---------------------------------|--|--|
| <b>Checking</b>                   |                     |                               |                                 |  |  |
| Bremer Bank Checking              | 259,607.64          | \$147,098.42                  | \$0.00                          | \$0.00                                 | \$112,509.22                             |
| Bremer Bank Sweep Account         | 0.00                | \$0.00                        | \$0.00                          | \$0.00                                 | \$0.00                                   |
| MinnWest Bank Checking            | 541,404.78          | \$0.00                        | \$0.00                          | \$0.00                                 | \$541,404.78                             |
| MinnWest Bank Savings             | 25,009.39           | \$0.00                        | \$0.00                          | \$0.00                                 | \$25,009.39                              |
| MN Trust                          | 5,829,255.07        | \$0.00                        | \$0.00                          | \$0.00                                 | \$5,829,255.07                           |
| HomeTown Bank Checking            | 159,662.54          | \$0.00                        | \$0.00                          | \$0.00                                 | \$159,662.54                             |
| <b>TOTAL CASH IN BANK</b>         |                     |                               |                                 |  | <b>\$6,667,841.00</b>                    |
| <b>Investments</b>                |                     |                               |                                 |  |  |
|                                   |                     | <b>Maturity Date</b>          |                                 |  |  |
| MinnWest Bank CD                  |                     | 6/20/2017                     | 0.25%                           | \$                                     | 56,275.52                                |
| HomeTown Bank CD                  |                     | 6/3/2017                      | 0.25%                           | \$                                     | 249,690.41                               |
| <b>TOTAL CASH AND INVESTMENTS</b> |                     |                               |                                 |  | <b>\$6,973,806.93</b>                    |

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| Redwood Area School District #2897 -- Enrollment Checks--2017-2018 |                                      |      |      |                             |       |       |       |      |      |      |      |      |                    |           |               |
|--|--------------------------------------|------|------|-----------------------------|-------|-------|-------|------|------|------|------|------|--------------------|-----------|---------------|
| Date   | Projected Enrollment Registered 8/12 | 8/21 | 9/16 | Official Student Count 10/3 | 10/20 | 11/23 | 12/19 | 1/6  | 2/15 | 3/15 | 4/19 | 5/19 | Last Day of School | Sum Total | Daily Average |
| Grade EC   | 8                                    |      | 8    | 8                           | 8     | 8     | 8     | 8    | 8    | 8    | 8    | 8    |                    | 80        | 8.00          |
| HK   | 3                                    |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| K  | 77                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 1  | 83                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 2  | 86                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 3  | 79                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 4  | 92                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 5  | 79                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 6  | 85                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 7  | 78                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 8  | 72                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 9  | 89                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 10   | 84                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 11   | 90                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| 12   | 81                                   |      |      |                             |       |       |       |      |      |      |      |      |                    | 0         | 0.00          |
| Subtotal - HcK-12  | 1078                                 |      | 1092 | 1097                        | 1091  | 1085  | 0     | 0    | 0    | 0    | 0    | 0    |                    | 4365      | 436.50        |
| Total EC-12  | 1086                                 |      | 1100 | 1105                        | 1099  | 1093  | 8     | 8    | 8    | 8    | 8    | 8    |                    | 4445      | 444.50        |
| Year   |                                      |      |      |                             |       |       |       |      |      |      |      |      |                    |           |               |
| 2016-2017  |                                      | 0    | 1100 | 1105                        | 1099  | 1093  | 1087  | 1097 | 1086 | 1076 | 1076 | 1077 |                    |           |               |
| 2015-2016  |                                      | 1120 | 1112 | 1102                        | 1110  | 1107  | 1103  | 1095 | 1092 | 1101 | 1103 | 1104 |                    |           |               |
| 2014-2015  |                                      | 1106 | 1103 | 1098                        | 1100  | 1091  | 1090  | 1099 | 1105 | 1105 | 1103 | 1103 |                    |           |               |
| 2013-2014  |                                      | 1083 | 1083 | 1083                        | 1070  | 1070  | 1079  | 1071 | 1071 | 1063 | 1055 | 1055 |                    |           |               |
| 2012-2013  |                                      | 1110 | 1110 | 1106                        | 1110  | 1107  | 1107  | 1102 | 1102 | 1106 | 1108 | 1108 |                    |           |               |
| 2011-2012  |                                      | 1129 | 1129 | 1124                        | 1121  | 1123  | 1132  | 1125 | 1125 | 1124 | 1126 | 1126 |                    |           |               |
| 2010-2011  |                                      | 1179 | 1179 | 1172                        | 1170  | 1163  | 1161  | 1153 | 1153 | 1154 | 1147 | 1147 |                    |           |               |
| 2009-2010  |                                      | 1202 | 1202 | 1203                        | 1200  | 1202  | 1204  | 1199 | 1199 | 1196 | 1194 | 1194 |                    |           |               |
| 2008-2009  |                                      | 1249 | 1249 | 1253                        | 1237  | 1238  | 1233  | 1226 | 1226 | 1227 | 1226 | 1226 |                    |           |               |
| 2007-2008  |                                      | 1264 | 1264 | 1259                        | 1255  | 1242  | 1230  | 1230 | 1230 | 1230 | 1230 | 1230 |                    |           |               |
| 2006-2007  |                                      | 1298 | 1298 | 1288                        | 1282  | 1269  | 1266  | 1266 | 1266 | 1266 | 1266 | 1266 |                    |           |               |
| 2005-2006  |                                      | 1333 | 1333 | 1338                        | 1333  | 1328  | 1320  | 1320 | 1320 | 1320 | 1320 | 1320 |                    |           |               |
| 2004-2005  |                                      | 1393 | 1393 | 1389                        | 1378  | 1366  | 1362  | 1362 | 1362 | 1362 | 1362 | 1362 |                    |           |               |