

**MACCRAY ISD 2180**  
**Clara City, MN 56222**  
**MACCRAY High School**  
**Monday, October, 11, 2021**  
**6:00 pm**

TENTATIVE AGENDA

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Approval of the Agenda/Additions/Deletions
- 4.0 Public Comment
- 5.0 Consent Agenda – Action Required
  - 5.1 Adoption of Minutes
    - 5.1.1 Regular Board Meeting 9-13-2021
    - 5.1.2 Special Board Meeting 10-8-2021
  - 5.2 Approve payment of bills and financial report.
  - 5.3 Approve employment agreement with Paraprofessional – A. Cisneros
- 6.0 Communication Report
  - 6.1 Administrative Reports
    - 6.1.1 Jim Trulock, Activities Director
    - 6.1.2 Mitchell Kent, Elementary Principal
    - 6.1.3 Judd Wheatley, High School Principal
    - 6.1.4 Sherri Broderius, Superintendent
  - 6.2 Committee Reports - Negotiations
- 7.0 Discussion items – No action required
- 8.0 Business items – Action Required
  - 8.1 Approve first and final reading of Policy 507 – Corporal Punishment.
  - 8.2 Approve first and final reading of Policy 515 – Protection and Privacy of Pupil Records & Form.
- 9.0 Upcoming Meetings
  - 9.1 Regular Board Meeting, Nov. 8, MACCRAY High School, 6pm
  - 9.2 Truth in Taxation Presentation, Dec. 13, MACCRAY High School, 6pm
  - 9.3 Regular Board Meeting, Dec. 13, MACCRAY High School, following TNT meeting
- 10.0 Adjournment

**Minutes of the Board of Education  
Independent School District #2180  
Regular Meeting #3  
Monday, Sept. 13, 2021 6:00 PM  
Board Room/Live Stream**

Members Present: Tate Mueller, Julie Alsum, Scott Ruitter, Debi Brandt, Lane Schwitters, Carmel Thein.  
Others Present: Sherri Broderius, Superintendent; Judd Wheatley, HS Principal, Mitchell Kent, Elem. Principal, Kim Sandry, Business Manager; Dan Hiemenz, ICS, Denise Smith, CER, Sam Petersen, CC Herald.

Chair Julie Alsum called the meeting to order at 6:00 pm.  
Pledge of Allegiance.

Motion by Brandt, second by Mueller, to approve the agenda as presented.  
Motion carried by unanimous vote.

Report from Ehlers Shelby McQuay about refinancing bonds.

Public comment: B. Priebe.

Approval of Consent Agenda:

Motion by Ruitter, second by Mueller, to approve the consent agenda.  
Motion carried by unanimous vote.

Adoption of Minutes

Approve payment of bills and financial report.

Approve Activities Coaches and Advisors.

Jessica Roelofs - JH Volleyball

Whitney Erickson - Asst. Girls Tennis

Weight Room - Brittany Cook

Concessions Supervisor - Carol Krueger

Musical Directors - Phillip Iverson & Joel Gronseth

Pepband - Joel Gronseth

Yearbook - Josie Donner

National Honor Society - Laura Bristle

Approve Employment Agreement with Dishwasher – T. Sik

Approve removal of Policy 808 – Covid-19 Face Covering Policy.

Approve Employment Agreement with Paraprofessional – A. Cisneros

Approve Employment Agreement with Admin. Assistant – T. Reszel

Accept Paraprofessional Resignation – L. Olivier

Approve Employment Agreement with Paraprofessional – B. Spieker

Approve Employment Agreement with Elem. School Counselor – A. Wendorff

Approve Employment Agreement with Paraprofessional – K. Link

Approve Employment Agreement with Paraprofessional – H. Berghuis

Approve Change Order required by the State of MN in the plan review.

Communications Reports:

Dan Hiemenz: Construction project schedule and budget update.

Mrs. Smith – CER update

Mr. Trulock – written report

Mr. Wheatley – MDH update

Ms. Broderius: Covid news, constructions, policies.

Committee Report: Negotiations update – Ruitter, Thein, Alsum.

Business Items:

Motion by Ruitter, second by Mueller, to approve the 2<sup>nd</sup> and final Reading of Policy 506-Student Discipline.

Motion carried by unanimous vote.

Motion by Schwitters, second by Thein, to certify the levy for the maximum amount. Motion carried by unanimous vote.

Motion by Ruitter, second by Mueller, to approve the first and final reading of Policy 102-Equal Educational Opportunity. Motion carried by unanimous vote.

Motion by Ruitter, second by Thein, to approve the first and final reading of Policy 406-Public and Private Personnel Data.

Motion by Brandt, second by Schwitters, to adopt Resolution for Refinancing of Bonds.

In favor, Thein, Schwitters, Brandt, Mueller, Ruitter, Alsum. Against: none

Resolution passed and adopted.

Meetings and Workshops:

Regular Board Meeting, Monday, September 13, 6pm, MACCRAY High School.

Regular Board Meeting, Monday, October 11, 6pm, MACCRAY High School.

Regular Board Meeting, Nov. 8, MACCRAY High School, 6pm

Truth in Taxation Presentation, Dec. 13, MACCRAY High School, 6pm

Regular Board Meeting, Dec. 13, MACCRAY High School, following TNT meeting

Adjournment of Meeting

Motion by Thein, second by Schwitters, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:01 pm.

Respectfully submitted,

Carmel Thein, Clerk

Kim Sandry, Business Manager

**EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 2180 (MACCRAY PUBLIC SCHOOLS)  
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 2180 (MACCRAY Public Schools), Minnesota, was duly held on September 13, 2021 at 6:00 PM.

MEMBERS PRESENT: Schwitters, Ruiter, Alsum, Brandt, Thein, Mueller

MEMBERS ABSENT:

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

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION ALTERNATIVE FACILITIES AND CAPITAL FACILITIES REFUNDING BONDS, SERIES 2021A; AND COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE BONDS**

BE IT RESOLVED by the School Board of Independent School District No. 2180 (MACCRAY Public Schools), Minnesota, as follows:

**1. Bond Authorization.** The School Board has determined that it is necessary and expedient to issue \$2,355,000 General Obligation Alternative Facilities and Capital Facilities Refunding Bonds, Series 2021A.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent municipal advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

**4. Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the

date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**Minutes of the Board of Education  
Independent School District #2180  
Special Meeting  
Friday, Oct. 8, 2021 7:00am  
Zoom**

Members Present: Tate Mueller, Julie Alsum, Debi Brandt, Lane Schwitters, Carmel Thein.

Others Present: Sherri Broderius, Superintendent; Kim Sandry, Business Manager, Laura Danned, School Nurse.

Chair Julie Alsum called the meeting to order at 7:00am.

Pledge of Allegiance

Motion by Brandt, second by Schwitters, to approve the agenda as presented.

Motion carried by unanimous vote.

Public comment: none.

Business Item:

Motion by Brandt, second by Schwitters, to approve the recommendation of the Covid Advisory Committee to adopt the guidance for household contacts of a positive Covid-19 case (below).

Motion carried by unanimous vote.

Meetings and Workshops:

Regular Board Meeting, Monday, October 11, 6pm, MACCRAY High School.

Adjournment of Meeting

Motion by Thein, second by Mueller, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:29 am.

Respectfully submitted,

Carmel Thein, Clerk

Kim Sandry, Business Manager

## Guidance for household contacts of a positive COVID-19 case

Students or staff who live with someone who has tested positive for COVID-19 must follow this guidance.

A **household contact** is ANY person who lives in the same household as a person who tested positive for COVID-19. Household contacts of a person positive for COVID-19 are at a higher risk of exposure and developing COVID-19. For that reason, the MACCRAY school district will require household contacts to quarantine.

### Quarantine Requirements:

Fully vaccinated household members who are not experiencing symptoms are not required to quarantine.

- A person is fully vaccinated 2 weeks after they have received their final dose of the COVID-19 vaccine.
- Proof of vaccination is required in order to avoid quarantine. If a person refuses to provide proof of vaccination, they will be required to quarantine per the requirements for unvaccinated household contacts.

Household members who are not fully vaccinated or have not had lab confirmed COVID-19 within the last 90 days must stay home and away from all activities (quarantine).

- If the positive case is unable to isolate away from household members in the home, the household members must quarantine for at least 14 days.
- If the positive case is able to isolate away from household members in the home, the household members will be eligible for shortened quarantine as long as they are not experiencing ANY symptoms. There are 2 options for shortened quarantine:
  - 10 days from the last exposure without a COVID-19 test.
  - 7 days with a negative PCR **COVID test** if the test occurred **on day five after exposure or later.**  
*\*Proof of the negative test is required in order to qualify for the 7 day quarantine. Antigen tests (Binax Now) will NOT be accepted for shortened quarantine.*
- Household contacts are expected to watch for symptoms for the full 14 days after exposure.
  - If the household contact develops any of the more or less common symptoms of COVID-19 they are expected to follow the second path on the decision tree.
    - If symptoms are experienced the household contact must get tested for COVID-19 or stay home for 10 days from the onset of symptoms.

### Symptoms:

- Fever of 100.4 degrees Fahrenheit or higher
- New cough or a cough that gets worse
- Difficulty/hard time breathing
- New loss of taste or smell
- Sore throat
- Nasal congestion/stuffy or runny nose
- Nausea, vomiting, or diarrhea
- Muscle pain
- Extreme Fatigue/feeling very tired
- Severe/very bad headache
- Chills

**\*\*A positive case isolating in the home consists of:** Staying in a separate room and avoiding contact with all other household members as much as possible, using a separate bathroom if possible (sanitizing touched surfaces after each use if a bathroom must be shared), not sharing personal household items.\*\*

**INVESTMENTS OUTSTANDING**

**June 30, 2021**

**MSDMAX Fund – MSDLAF**

|   |                          |
|---|--------------------------|
| MSDMAX Fund Balance as of June 30, 2021 | \$2,267.98               |
| Interest - July 31, 2021                | \$.06                    |
| Interest – August 31, 2021              | .06                      |
| Interest – Sept. 30, 2021               | .05                      |
| <b>BALANCE</b>                          | <b><u>\$2,268.15</u></b> |

**LIQUID ASSET FUND**

|  |                          |
|--|--------------------------|
| Money Market Balance as of June 30, 2021 | \$1,542.78               |
| Interest – July 31, 2021                 | \$.01                    |
| Interest – August 31, 2021               | \$.01                    |
| Interest – Sept. 30, 2021                | .01                      |
| <b>BALANCE</b>                           | <b><u>\$1,542.81</u></b> |

**Heritage Bank N.A. (Savings)**

|   |                           |
|---|---------------------------|
| Balance on June 30, 2021                        | \$46,137.88               |
| Interest – July 31, 2021                        | \$6.70                    |
| Interest – August 31, 2021                      | \$5.66                    |
| Interest – Sept. 30, 2021 (\$10.00 dormant fee) | 5.31                      |
| <b>BALANCE</b>                                  | <b><u>\$46,145.55</u></b> |

**Citizens Alliance Bank  
Special Money Market Savings**

|  |                              |
|--|------------------------------|
| Balance as of June 30, 2021                          | \$4,825,050.92               |
| Interest – July 31, 2021 (Transfer out \$1,352,000)  | \$802.41                     |
| Interest – August 31, 2021 (Transfer in \$1,200,000) | 901.12                       |
| Interest – Sept. 30, 2021 (Transfer in \$300,000)    | 946.18                       |
| <b>BALANCE</b>                                       | <b><u>\$4,675,700.63</u></b> |

# Ind. School District #2180 Payment Reg by Bank and Check

| Bank        | Batch | Pmt No | Check No | Pay Type | Grp Code | Rcd   | Vendor                                 | Tax Class           | Print | Recon | Void | Pay/Void Date | Amount         |
|-------------|-------|--------|----------|----------|----------|-------|--|---------------------|-------|-------|------|---------------|----------------|
| BND2        |       | 54146  | 5094     | Check    | 1        | 4559  | ICS Consulting, LLC                    | Ind/Sole Proprietor | Yes   | No    | No   | 09/10/2021    | 142,177.77     |
| BND2        |       | 54217  | 5095     | Check    | 1        | 3704  | IEA, Inc                               |                     | Yes   | No    | No   | 09/23/2021    | 10,641.63      |
| BND2        |       | 54218  | 5096     | Check    | 1        | 3704  | IEA, Inc                               |                     | Yes   | No    | No   | 09/23/2021    | 14,708.55      |
| BND2        |       | 54279  | 5097     | Check    | 1        | 4897  | BCI Construction Inc.                  |                     | Yes   | No    | No   | 09/29/2021    | 155,138.40     |
| BND2        |       | 54285  | 5098     | Check    | 1        | 4922  | Builders Supply Company                |                     | Yes   | No    | No   | 09/29/2021    | 26,926.04      |
| BND2        |       | 54282  | 5099     | Check    | 1        | 4900  | Collins Precast                        |                     | Yes   | No    | No   | 09/29/2021    | 218,690.00     |
| BND2        |       | 54273  | 5100     | Check    | 1        | 01346 | Duininck Incorporated                  |                     | Yes   | No    | No   | 09/29/2021    | 403,885.62     |
| BND2        |       | 54275  | 5101     | Check    | 1        | 3785  | Floor to Ceiling Store                 |                     | Yes   | No    | No   | 09/29/2021    | 20,228.35      |
| BND2        |       | 54286  | 5102     | Check    | 1        | 4934  | Heartland Glass Co                     |                     | Yes   | No    | No   | 09/29/2021    | 57,000.00      |
| BND2        |       | 54276  | 5103     | Check    | 1        | 4859  | John Foley Masonry, Inc.               | S Corporation       | Yes   | No    | No   | 09/29/2021    | 134,254.74     |
| BND2        |       | 54281  | 5104     | Check    | 1        | 4899  | Marshall Machine Shop, Inc             |                     | Yes   | No    | No   | 09/29/2021    | 71,630.00      |
| BND2        |       | 54283  | 5105     | Check    | 1        | 4901  | Masters Plumbing Heating & Cooling LLC |                     | Yes   | No    | Yes  | 09/29/2021    | 0.00           |
| BND2        |       | 54278  | 5106     | Check    | 1        | 4861  | Regal Contractors, Inc                 |                     | Yes   | No    | No   | 09/29/2021    | 95,000.00      |
| BND2        |       | 54280  | 5107     | Check    | 1        | 4898  | Southern Minnesota Woodcraft, Inc.     |                     | Yes   | No    | No   | 09/29/2021    | 146,979.38     |
| BND2        |       | 54277  | 5108     | Check    | 1        | 4860  | Spartan Steel Erectors                 |                     | Yes   | No    | No   | 09/29/2021    | 80,691.10      |
| BND2        |       | 54287  | 5109     | Check    | 1        | 4935  | St. Cloud Acoustics                    |                     | Yes   | No    | No   | 09/29/2021    | 33,326.00      |
| BND2        |       | 54284  | 5110     | Check    | 1        | 4907  | Ultra Concrete                         |                     | Yes   | No    | No   | 09/29/2021    | 63,650.00      |
| BND2        |       | 54274  | 5111     | Check    | 1        | 2751  | Willmar Electric Service               |                     | Yes   | No    | No   | 09/29/2021    | 277,875.00     |
| BND2        |       | 54288  | 5112     | Check    | 1        | 4901  | Masters Plumbing Heating & Cooling LLC |                     | Yes   | No    | No   | 09/29/2021    | 289,383.94     |
| BND2        |       | 54290  | 5113     | Check    | 1        | 2450  | Brothers Fire Protection Co.           |                     | Yes   | No    | No   | 09/30/2021    | 33,900.00      |
| Bank Total: |       |        |          |          |          |       |  |                     |       |       |      |               | \$2,276,086.52 |
| Pay         |       | 54092  |          | Wire     | 1        | 4945  | West Bend Mutual Insurance Company     |                     | No    | No    | No   | 09/03/2021    | 450.00         |
| Pay         |       | 54150  |          | Wire     | 1        | 00867 | PERA                                   |                     | No    | No    | No   | 09/16/2021    | 14,649.21      |
| Pay         |       | 54151  |          | Wire     | 1        | 00868 | MN Teachers Retirement Assoc.          |                     | No    | No    | No   | 09/16/2021    | 29,082.48      |
| Pay         |       | 54152  |          | Wire     | 1        | 2181  | Aviben                                 |                     | No    | No    | No   | 09/16/2021    | 13,520.36      |
| Pay         |       | 54153  |          | Wire     | 1        | 2385  | MN Department of Revenue               |                     | No    | No    | No   | 09/16/2021    | 9,960.64       |
| Pay         |       | 54154  |          | Wire     | 1        | 2875  | Internal Revenue Service               |                     | No    | No    | No   | 09/16/2021    | 64,765.57      |
| Pay         |       | 54155  |          | Wire     | 1        | 2985  | Aviben FLEX                            |                     | No    | No    | No   | 09/16/2021    | 3,273.00       |
| Pay         |       | 54179  |          | Check    | 1        | 3780  | Cash                                   |                     | Yes   | No    | Yes  | 09/21/2021    | 0.00           |
| Pay         |       | 54301  |          | Wire     | 1        | 00867 | PERA                                   |                     | No    | No    | No   | 09/30/2021    | 12,732.91      |
| Pay         |       | 54302  |          | Wire     | 1        | 00868 | MN Teachers Retirement Assoc.          |                     | No    | No    | No   | 09/30/2021    | 27,370.72      |
| Pay         |       | 54303  |          | Wire     | 1        | 2181  | Aviben                                 |                     | No    | No    | No   | 09/30/2021    | 12,413.51      |
| Pay         |       | 54304  |          | Wire     | 1        | 2385  | MN Department of Revenue               |                     | No    | No    | No   | 09/30/2021    | 8,347.58       |
| Pay         |       | 54305  |          | Wire     | 1        | 2875  | Internal Revenue Service               |                     | No    | No    | No   | 09/30/2021    | 57,213.66      |
| Pay         |       | 54306  |          | Wire     | 1        | 2985  | Aviben FLEX                            |                     | No    | No    | No   | 09/30/2021    | 3,273.00       |
| Pay         |       | 54042  | 54799    | Check    | 1        | 4797  | Hastings, Shane                        |                     | Yes   | No    | Yes  | 09/14/2021    | (120.00)       |
| Pay         |       | 54055  | 54806    | Check    | 1        | 1469  | Xcel Energy                            |                     | Yes   | No    | No   | 09/01/2021    | 203.58         |
| Pay         |       | 54072  | 54807    | Check    | 1        | 2181  | Aviben                                 |                     | Yes   | No    | No   | 09/01/2021    | 112.54         |

## Ind. School District #2180 Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Check No | Pay Type | Grp Code | Rcd   | Vendor                              | Tax Class | Print | Recon | Void | Pay/Void Date | Amount    |
|------|-------|--------|----------|----------|----------|----------|-------|-------------------------------------|-----------|-------|-------|------|---------------|-----------|
| Pay  |       | 54061  | 54808    |          | Check    | 1        | 00246 | City of Raymond                     |           | Yes   | No    | No   | 09/01/2021    | 132.66    |
| Pay  |       | 54056  | 54809    |          | Check    | 1        | 00056 | Dave's Plumbing Repair              |           | Yes   | No    | No   | 09/01/2021    | 3,993.00  |
| Pay  |       | 54089  | 54810    |          | Check    | 1        | 4853  | Digi-Key Electronics                |           | Yes   | No    | Yes  | 09/01/2021    | 111.39    |
| Pay  |       | 54089  | 54810    |          | Check    | 1        | 4853  | Digi-Key Electronics                |           | Yes   | No    | Yes  | 09/10/2021    | (111.39)  |
| Pay  |       | 54068  | 54811    |          | Check    | 1        | 1427  | East Side Jersey Dairy, Inc         |           | Yes   | No    | No   | 09/01/2021    | 1,161.82  |
| Pay  |       | 54076  | 54812    |          | Check    | 1        | 2881  | Frikke, Allison                     |           | Yes   | No    | No   | 09/01/2021    | 24.08     |
| Pay  |       | 54070  | 54813    |          | Check    | 1        | 1922  | Frontier                            |           | Yes   | No    | No   | 09/01/2021    | 386.23    |
| Pay  |       | 54087  | 54814    |          | Check    | 1        | 4771  | Global Language Connections         |           | Yes   | No    | No   | 09/01/2021    | 5,374.20  |
| Pay  |       | 54057  | 54815    |          | Check    | 1        | 00105 | Hillyard / Hutchinson               |           | Yes   | No    | No   | 09/01/2021    | 2,537.29  |
| Pay  |       | 54080  | 54816    |          | Check    | 1        | 3962  | Indianhead Foodservice Distributor  |           | Yes   | No    | No   | 09/01/2021    | 7,568.49  |
| Pay  |       | 54085  | 54817    |          | Check    | 1        | 4626  | Kubota Leasing                      |           | Yes   | No    | No   | 09/01/2021    | 583.78    |
| Pay  |       | 54062  | 54818    |          | Check    | 1        | 00267 | MARC                                |           | Yes   | No    | No   | 09/01/2021    | 719.70    |
| Pay  |       | 54063  | 54819    |          | Check    | 1        | 00520 | MASA/MASE                           |           | Yes   | No    | No   | 09/01/2021    | 860.00    |
| Pay  |       | 54083  | 54820    |          | Check    | 1        | 4540  | Meyer, Melissa                      |           | Yes   | No    | No   | 09/01/2021    | 70.56     |
| Pay  |       | 54058  | 54821    |          | Check    | 1        | 00160 | MN State High School League         |           | Yes   | No    | No   | 09/01/2021    | 3,995.60  |
| Pay  |       | 54059  | 54822    |          | Check    | 1        | 00178 | Nicklasson Athletic Co.             |           | Yes   | No    | No   | 09/01/2021    | 1,133.20  |
| Pay  |       | 54074  | 54823    |          | Check    | 1        | 2284  | Northern Business Products          |           | Yes   | No    | No   | 09/01/2021    | 37,500.00 |
| Pay  |       | 54065  | 54824    |          | Check    | 1        | 00763 | Pan-O-Gold Baking Company           |           | Yes   | No    | No   | 09/01/2021    | 326.44    |
| Pay  |       | 54086  | 54825    |          | Check    | 1        | 4753  | Paper101                            |           | Yes   | No    | No   | 09/01/2021    | 4,859.79  |
| Pay  |       | 54069  | 54826    |          | Check    | 1        | 1477  | Print Masters                       |           | Yes   | No    | No   | 09/01/2021    | 114.00    |
| Pay  |       | 54082  | 54827    |          | Check    | 1        | 4440  | Reszel, Al                          |           | Yes   | No    | No   | 09/01/2021    | 144.48    |
| Pay  |       | 54088  | 54828    |          | Check    | 1        | 4829  | Riverside Insights                  |           | Yes   | No    | No   | 09/01/2021    | 249.93    |
| Pay  |       | 54075  | 54829    |          | Check    | 1        | 2347  | Rochester Telecom Systems           |           | Yes   | No    | No   | 09/01/2021    | 76.27     |
| Pay  |       | 54079  | 54830    |          | Check    | 1        | 3797  | Running Supply Inc.                 |           | Yes   | No    | Yes  | 09/01/2021    | 69.99     |
| Pay  |       | 54079  | 54830    |          | Check    | 1        | 3797  | Running Supply Inc.                 |           | Yes   | No    | Yes  | 09/10/2021    | (69.99)   |
| Pay  |       | 54073  | 54831    |          | Check    | 1        | 2194  | School Nurse Supply Inc.            |           | Yes   | No    | No   | 09/01/2021    | 35.10     |
| Pay  |       | 54071  | 54832    |          | Check    | 1        | 2144  | Smith, Denise                       |           | Yes   | No    | No   | 09/01/2021    | 19.36     |
| Pay  |       | 54078  | 54833    |          | Check    | 1        | 3737  | SNA                                 |           | Yes   | No    | No   | 09/01/2021    | 12.00     |
| Pay  |       | 54090  | 54834    |          | Check    | 1        | 4854  | Special School District #1          |           | Yes   | No    | No   | 09/01/2021    | 55.00     |
| Pay  |       | 54060  | 54835    |          | Check    | 1        | 00231 | Supreme School Supply               |           | Yes   | No    | Yes  | 09/01/2021    | 14.40     |
| Pay  |       | 54060  | 54835    |          | Check    | 1        | 00231 | Supreme School Supply               |           | Yes   | No    | Yes  | 09/10/2021    | (14.40)   |
| Pay  |       | 54077  | 54836    |          | Check    | 1        | 2943  | Sweep Hardware                      |           | Yes   | No    | No   | 09/01/2021    | 489.30    |
| Pay  |       | 54067  | 54837    |          | Check    | 1        | 01978 | Treetop Publishing Inc.             |           | Yes   | No    | No   | 09/01/2021    | 39.25     |
| Pay  |       | 54066  | 54838    |          | Check    | 1        | 00905 | Trulock, James                      |           | Yes   | No    | No   | 09/01/2021    | 47.85     |
| Pay  |       | 54081  | 54839    |          | Check    | 1        | 4066  | University of Oregon                |           | Yes   | No    | No   | 09/01/2021    | 1,050.00  |
| Pay  |       | 54084  | 54840    |          | Check    | 1        | 4614  | Wabasso Public School               |           | Yes   | No    | No   | 09/01/2021    | 100.00    |
| Pay  |       | 54064  | 54841    |          | Check    | 1        | 00666 | West Central Roofing Cont.          |           | Yes   | No    | No   | 09/01/2021    | 417.89    |
| Pay  |       | 54091  | 54842    |          | Check    | 1        | 3130  | BCA                                 |           | Yes   | No    | No   | 09/02/2021    | 30.00     |
| Pay  |       | 54093  | 54843    |          | Check    | 1        | 3886  | Granite Falls Officials Association |           | Yes   | No    | No   | 09/07/2021    | 180.00    |

## Ind. School District #2180 Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Check No | Pay Type | Grp Code | Rcd   | Vendor                              | Tax Class           | Print | Recon | Void | Pay/Void   | Amount    |
|------|-------|--------|----------|----------|----------|----------|-------|-------------------------------------|---------------------|-------|-------|------|------------|-----------|
| Pay  |       | 54095  | 54844    | 54844    | Check    | 1        | 3595  | Dripps, Jackie                      |                     | Yes   | No    | No   | 09/09/2021 | 110.00    |
| Pay  |       | 54096  | 54845    | 54845    | Check    | 1        | 4563  | Woelfel, Todd Joseph                |                     | Yes   | No    | No   | 09/09/2021 | 110.00    |
| Pay  |       | 54098  | 54846    | 54846    | Check    | 1        | 2923  | VISA - CABank                       |                     | Yes   | No    | No   | 09/09/2021 | 4,558.64  |
| Pay  |       | 54099  | 54847    | 54847    | Check    | 1        | 3886  | Granite Falls Officials Association |                     | Yes   | No    | No   | 09/09/2021 | 240.00    |
| Pay  |       | 54136  | 54848    | 54848    | Check    | 1        | 4767  | 3B Vineyard                         |                     | Yes   | No    | No   | 09/10/2021 | 140.00    |
| Pay  |       | 54128  | 54849    | 54849    | Check    | 1        | 4016  | Almich's Market                     |                     | Yes   | No    | No   | 09/10/2021 | 84.49     |
| Pay  |       | 54120  | 54850    | 54850    | Check    | 1        | 1817  | Bennett Office Technologies         |                     | Yes   | No    | No   | 09/10/2021 | 3,682.71  |
| Pay  |       | 54117  | 54851    | 54851    | Check    | 1        | 01863 | Central Counties Cooperative        |                     | Yes   | No    | No   | 09/10/2021 | 590.40    |
| Pay  |       | 54116  | 54852    | 54852    | Check    | 1        | 01432 | Chappell Central, Inc.              |                     | Yes   | No    | No   | 09/10/2021 | 1,293.23  |
| Pay  |       | 54106  | 54853    | 54853    | Check    | 1        | 00044 | City of Clara City                  |                     | Yes   | No    | No   | 09/10/2021 | 1,902.29  |
| Pay  |       | 54138  | 54854    | 54854    | Check    | 1        | 4801  | Clara City Speedway                 |                     | Yes   | No    | No   | 09/10/2021 | 37.18     |
| Pay  |       | 54107  | 54855    | 54855    | Check    | 1        | 00048 | Clara City Telephone Company        |                     | Yes   | No    | No   | 09/10/2021 | 716.21    |
| Pay  |       | 54131  | 54856    | 54856    | Check    | 1        | 4431  | Crisis Prevention Institute         |                     | Yes   | No    | No   | 09/10/2021 | 117.45    |
| Pay  |       | 54135  | 54857    | 54857    | Check    | 1        | 4668  | Crosscut Sawmill & Woodworking      |                     | Yes   | No    | No   | 09/10/2021 | 579.95    |
| Pay  |       | 54137  | 54858    | 54858    | Check    | 1        | 4799  | Dannen, Laura                       |                     | Yes   | No    | No   | 09/10/2021 | 173.90    |
| Pay  |       | 54119  | 54859    | 54859    | Check    | 1        | 1762  | Donners Crossroads Truckstop        |                     | Yes   | No    | No   | 09/10/2021 | 56.55     |
| Pay  |       | 54110  | 54860    | 54860    | Check    | 1        | 00379 | Donners Service Station             |                     | Yes   | No    | No   | 09/10/2021 | 198.42    |
| Pay  |       | 54133  | 54861    | 54861    | Check    | 1        | 4517  | Driessen Water Inc.                 |                     | Yes   | No    | No   | 09/10/2021 | 108.76    |
| Pay  |       | 54118  | 54862    | 54862    | Check    | 1        | 1427  | East Side Jersey Dairy, Inc         |                     | Yes   | No    | No   | 09/10/2021 | 605.01    |
| Pay  |       | 54108  | 54863    | 54863    | Check    | 1        | 00077 | Farmers Coop Oil Co.                |                     | Yes   | No    | No   | 09/10/2021 | 112.93    |
| Pay  |       | 54109  | 54864    | 54864    | Check    | 1        | 00105 | Hillyard / Hutchinson               |                     | Yes   | No    | No   | 09/10/2021 | 1,432.95  |
| Pay  |       | 54132  | 54865    | 54865    | Check    | 1        | 4488  | Hultgren, Jaime                     |                     | Yes   | No    | No   | 09/10/2021 | 141.12    |
| Pay  |       | 54127  | 54866    | 54866    | Check    | 1        | 3962  | Indianhead Foodservice Distributor  |                     | Yes   | No    | No   | 09/10/2021 | 7,328.26  |
| Pay  |       | 54122  | 54867    | 54867    | Check    | 1        | 2164  | Innovative Office Solutions         |                     | Yes   | No    | No   | 09/10/2021 | 26,967.90 |
| Pay  |       | 54139  | 54868    | 54868    | Check    | 1        | 4948  | Island View Golf Club               |                     | Yes   | No    | No   | 09/10/2021 | 100.00    |
| Pay  |       | 54125  | 54869    | 54869    | Check    | 1        | 3523  | IXL Learning                        |                     | Yes   | No    | No   | 09/10/2021 | 5,914.00  |
| Pay  |       | 54123  | 54870    | 54870    | Check    | 1        | 2508  | KDMA                                |                     | Yes   | No    | No   | 09/10/2021 | 200.00    |
| Pay  |       | 54124  | 54871    | 54871    | Check    | 1        | 3329  | Kent, Mitchell                      |                     | Yes   | No    | No   | 09/10/2021 | 125.56    |
| Pay  |       | 54121  | 54872    | 54872    | Check    | 1        | 2126  | Menards - Willmar                   |                     | Yes   | No    | No   | 09/10/2021 | 219.69    |
| Pay  |       | 54114  | 54873    | 54873    | Check    | 1        | 00761 | Merle's Repair                      |                     | Yes   | No    | No   | 09/10/2021 | 166.50    |
| Pay  |       | 54130  | 54874    | 54874    | Check    | 1        | 4410  | MN PEIP                             |                     | Yes   | No    | No   | 09/10/2021 | 86,301.50 |
| Pay  |       | 54129  | 54875    | 54875    | Check    | 1        | 4254  | Nelson, Troy                        | Ind/Sole Proprietor | Yes   | No    | No   | 09/10/2021 | 120.00    |
| Pay  |       | 54134  | 54876    | 54876    | Check    | 1        | 4553  | Nordic Solar HoldCo Phase 2, LLC    |                     | Yes   | No    | No   | 09/10/2021 | 11,101.00 |
| Pay  |       | 54115  | 54877    | 54877    | Check    | 1        | 00763 | Pan-O-Gold Baking Company           |                     | Yes   | No    | No   | 09/10/2021 | 75.90     |
| Pay  |       | 54111  | 54878    | 54878    | Check    | 1        | 00650 | Prinsburg Farmers Coop              |                     | Yes   | No    | No   | 09/10/2021 | 126.85    |
| Pay  |       | 54140  | 54879    | 54879    | Check    | 1        | 4949  | Ruka, Amy                           |                     | Yes   | No    | No   | 09/10/2021 | 244.35    |
| Pay  |       | 54113  | 54880    | 54880    | Check    | 1        | 00734 | Tostenson, Inc.                     |                     | Yes   | No    | No   | 09/10/2021 | 250.09    |
| Pay  |       | 54126  | 54881    | 54881    | Check    | 1        | 3554  | TRIO Supply Co                      |                     | Yes   | No    | No   | 09/10/2021 | 1,304.86  |
| Pay  |       | 54112  | 54882    | 54882    | Check    | 1        | 00666 | West Central Roofing Cont.          |                     | Yes   | No    | No   | 09/10/2021 | 716.60    |

# Ind. School District #2180 Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Check No | Pay Type | Grp Code | Rcd   | Vendor                              | Tax Class           | Print | Recon | Void | Pay/Void Date | Amount   |
|------|-------|--------|----------|----------|----------|----------|-------|-------------------------------------|---------------------|-------|-------|------|---------------|----------|
| Pay  |       | 54145  | 54883    | 54883    | Check    | 1        | 4853  | Digi-Key Electronics                |                     | Yes   | No    | No   | 09/10/2021    | 143.55   |
| Pay  |       | 54143  | 54884    | 54884    | Check    | 1        | 3333  | LacQuiParle Schools                 |                     | Yes   | No    | No   | 09/10/2021    | 100.00   |
| Pay  |       | 54144  | 54885    | 54885    | Check    | 1        | 3797  | Running Supply Inc.                 |                     | Yes   | No    | No   | 09/10/2021    | 69.99    |
| Pay  |       | 54141  | 54886    | 54886    | Check    | 1        | 00231 | Supreme School Supply               |                     | Yes   | No    | No   | 09/10/2021    | 28.59    |
| Pay  |       | 54142  | 54887    | 54887    | Check    | 1        | 3265  | Tracy Schools                       |                     | Yes   | No    | No   | 09/10/2021    | 75.00    |
| Pay  |       | 54148  | 54888    | 54888    | Check    | 1        | 3886  | Granite Falls Officials Association |                     | Yes   | No    | No   | 09/16/2021    | 180.00   |
| Pay  |       | 54149  | 54889    | 54889    | Check    | 1        | 4951  | Henjum, Briana                      | Ind/Sole Proprietor | Yes   | No    | No   | 09/16/2021    | 110.00   |
| Pay  |       | 54147  | 54890    | 54890    | Check    | 1        | 3646  | Herman, Mark                        |                     | Yes   | No    | No   | 09/16/2021    | 110.00   |
| Pay  |       | 54157  | 54891    | 54891    | Check    | 1        | 00878 | American Family -AFLAC              |                     | Yes   | No    | No   | 09/16/2021    | 505.14   |
| Pay  |       | 54159  | 54892    | 54892    | Check    | 1        | 1039  | Citizens Alliance Bank              |                     | Yes   | No    | No   | 09/16/2021    | 485.00   |
| Pay  |       | 54164  | 54893    | 54893    | Check    | 1        | 4802  | Colonial Life                       |                     | Yes   | No    | No   | 09/16/2021    | 781.76   |
| Pay  |       | 54163  | 54894    | 54894    | Check    | 1        | 4594  | Kensington Bank                     |                     | Yes   | No    | No   | 09/16/2021    | 247.00   |
| Pay  |       | 54160  | 54895    | 54895    | Check    | 1        | 3014  | LegalShield                         |                     | Yes   | No    | No   | 09/16/2021    | 12.95    |
| Pay  |       | 54161  | 54896    | 54896    | Check    | 1        | 4043  | MN Child Support Center             |                     | Yes   | No    | No   | 09/16/2021    | 51.00    |
| Pay  |       | 54158  | 54897    | 54897    | Check    | 1        | 00881 | NCPERS Group Life Ins.              |                     | Yes   | No    | No   | 09/16/2021    | 48.00    |
| Pay  |       | 54162  | 54898    | 54898    | Check    | 1        | 4575  | Old National Bank                   |                     | Yes   | No    | No   | 09/16/2021    | 396.02   |
| Pay  |       | 54156  | 54899    | 54899    | Check    | 1        | 00023 | UNUM Life Insurance Company         |                     | Yes   | No    | No   | 09/16/2021    | 214.20   |
| Pay  |       | 54169  | 54900    | 54900    | Check    | 1        | 4634  | Baumberger, Chris                   |                     | Yes   | No    | No   | 09/17/2021    | 120.00   |
| Pay  |       | 54165  | 54901    | 54901    | Check    | 1        | 3821  | Erbes, Wayne                        |                     | Yes   | No    | No   | 09/17/2021    | 120.00   |
| Pay  |       | 54167  | 54902    | 54902    | Check    | 1        | 3825  | Fury, Jerry                         |                     | Yes   | No    | No   | 09/17/2021    | 120.00   |
| Pay  |       | 54168  | 54903    | 54903    | Check    | 1        | 4633  | Kaczmarek, Gary                     |                     | Yes   | No    | No   | 09/17/2021    | 120.00   |
| Pay  |       | 54166  | 54904    | 54904    | Check    | 1        | 3823  | Lustfield, Bob                      |                     | Yes   | No    | No   | 09/17/2021    | 120.00   |
| Pay  |       | 54172  | 54905    | 54905    | Check    | 1        | 2950  | EmbroidORI                          |                     | Yes   | No    | No   | 09/17/2021    | 774.00   |
| Pay  |       | 54173  | 54906    | 54906    | Check    | 1        | 4326  | Kennedy & Graven, Chartered         |                     | Yes   | No    | No   | 09/17/2021    | 310.50   |
| Pay  |       | 54170  | 54907    | 54907    | Check    | 1        | 00075 | Raymond Printing                    |                     | Yes   | No    | No   | 09/17/2021    | 2,285.00 |
| Pay  |       | 54174  | 54908    | 54908    | Check    | 1        | 4919  | Reese Prokosch                      |                     | Yes   | No    | No   | 09/17/2021    | 150.00   |
| Pay  |       | 54171  | 54909    | 54909    | Check    | 1        | 00457 | Torkelson's Lock Service            |                     | Yes   | No    | No   | 09/17/2021    | 2,406.00 |
| Pay  |       | 54176  | 54910    | 54910    | Check    | 1        | 4614  | Wabasso Public School               |                     | Yes   | No    | No   | 09/17/2021    | 150.00   |
| Pay  |       | 54177  | 54911    | 54911    | Check    | 1        | 3130  | BCA                                 |                     | Yes   | No    | No   | 09/21/2021    | 15.00    |
| Pay  |       | 54178  | 54912    | 54912    | Check    | 1        | 4952  | Sam's Pumpkin Patch                 |                     | Yes   | No    | No   | 09/21/2021    | 145.00   |
| Pay  |       | 54181  | 54913    | 54913    | Check    | 1        | 3886  | Granite Falls Officials Association |                     | Yes   | No    | No   | 09/21/2021    | 180.00   |
| Pay  |       | 54182  | 54914    | 54914    | Check    | 1        | 4952  | Sam's Pumpkin Patch                 |                     | Yes   | No    | No   | 09/23/2021    | 125.00   |
| Pay  |       | 54209  | 54915    | 54915    | Check    | 1        | 4652  | 3P Learning Inc.                    |                     | Yes   | No    | No   | 09/23/2021    | 3,217.50 |
| Pay  |       | 54212  | 54916    | 54916    | Check    | 1        | 4751  | ChromebookParts.com                 |                     | Yes   | No    | No   | 09/23/2021    | 28.99    |
| Pay  |       | 54187  | 54917    | 54917    | Check    | 1        | 00138 | City of Maynard                     |                     | Yes   | No    | No   | 09/23/2021    | 233.64   |
| Pay  |       | 54184  | 54918    | 54918    | Check    | 1        | 00046 | Clara City Herald                   |                     | Yes   | No    | No   | 09/23/2021    | 644.00   |
| Pay  |       | 54185  | 54919    | 54919    | Check    | 1        | 00056 | Dave's Plumbing Repair              |                     | Yes   | No    | No   | 09/23/2021    | 449.00   |
| Pay  |       | 54199  | 54920    | 54920    | Check    | 1        | 3050  | Dawson - Boyd Public Schools        |                     | Yes   | No    | No   | 09/23/2021    | 75.00    |
| Pay  |       | 54206  | 54921    | 54921    | Check    | 1        | 4194  | Drex-mart                           |                     | Yes   | No    | No   | 09/23/2021    | 141.60   |

## Ind. School District #2180 Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Check No | Pay Type | Grp Code | Rcd | Vendor                              | Tax Class           | Print | Recon | Void | Pay/Void Date | Amount    |
|------|-------|--------|----------|----------|----------|----------|-----|-------------------------------------|---------------------|-------|-------|------|---------------|-----------|
| Pay  |       | 54214  | 54922    | 54946    | Check    | 1        |     | DTB Systems                         | S Corporation       | Yes   | No    | No   | 09/23/2021    | 1,276.70  |
| Pay  |       | 54196  | 54923    | 1427     | Check    | 1        |     | East Side Jersey Dairy, Inc         |                     | Yes   | No    | No   | 09/23/2021    | 1,571.92  |
| Pay  |       | 54205  | 54924    | 3988     | Check    | 1        |     | Forum Communications Company        |                     | Yes   | No    | No   | 09/23/2021    | 470.00    |
| Pay  |       | 54186  | 54925    | 00105    | Check    | 1        |     | Hillyard / Hutchinson               |                     | Yes   | No    | No   | 09/23/2021    | 145.92    |
| Pay  |       | 54203  | 54926    | 3704     | Check    | 1        |     | IEA, Inc                            |                     | Yes   | No    | Yes  | 09/23/2021    | 0.00      |
| Pay  |       | 54204  | 54927    | 3962     | Check    | 1        |     | Indianhead Foodservice Distributor  |                     | Yes   | No    | Yes  | 09/23/2021    | 0.00      |
| Pay  |       | 54202  | 54928    | 3333     | Check    | 1        |     | LacQuiParle Schools                 |                     | Yes   | No    | No   | 09/23/2021    | 75.00     |
| Pay  |       | 54193  | 54929    | 01216    | Check    | 1        |     | Lakeshore Learning Materials        |                     | Yes   | No    | No   | 09/23/2021    | 514.04    |
| Pay  |       | 54210  | 54930    | 4706     | Check    | 1        |     | Learning Ally, Inc.                 |                     | Yes   | No    | No   | 09/23/2021    | 2,499.00  |
| Pay  |       | 54198  | 54931    | 2126     | Check    | 1        |     | Menards - Willmar                   |                     | Yes   | No    | No   | 09/23/2021    | 48.91     |
| Pay  |       | 54194  | 54932    | 01758    | Check    | 1        |     | Miffing Electric & Refrig., Inc     |                     | Yes   | No    | No   | 09/23/2021    | 354.66    |
| Pay  |       | 54208  | 54933    | 4497     | Check    | 1        |     | Montideo Community Education        |                     | Yes   | No    | No   | 09/23/2021    | 50.00     |
| Pay  |       | 54183  | 54934    | 00004    | Check    | 1        | RE  | NCS Pearson, Inc.                   |                     | Yes   | No    | No   | 09/23/2021    | 528.60    |
| Pay  |       | 54197  | 54935    | 1936     | Check    | 1        |     | Palmer Bus Service, Inc             |                     | Yes   | No    | No   | 09/23/2021    | 75,420.05 |
| Pay  |       | 54191  | 54936    | 00763    | Check    | 1        |     | Pan-O-Gold Baking Company           |                     | Yes   | No    | No   | 09/23/2021    | 189.32    |
| Pay  |       | 54195  | 54937    | 01797    | Check    | 1        |     | Purchase Power                      |                     | Yes   | No    | No   | 09/23/2021    | 1,005.00  |
| Pay  |       | 54200  | 54938    | 3139     | Check    | 1        |     | Rambow, Inc.                        |                     | Yes   | No    | No   | 09/23/2021    | 726.50    |
| Pay  |       | 54211  | 54939    | 4750     | Check    | 1        |     | Scholastic News                     |                     | Yes   | No    | No   | 09/23/2021    | 261.80    |
| Pay  |       | 54190  | 54940    | 00701    | Check    | 1        |     | Southside Lumber                    |                     | Yes   | No    | No   | 09/23/2021    | 529.65    |
| Pay  |       | 54188  | 54941    | 00308    | Check    | 1        |     | SW & WC Service Cooperative         |                     | Yes   | No    | No   | 09/23/2021    | 8,284.44  |
| Pay  |       | 54216  | 54942    | 4953     | Check    | 1        |     | Time USA LLC                        |                     | Yes   | No    | No   | 09/23/2021    | 202.95    |
| Pay  |       | 54215  | 54943    | 4947     | Check    | 1        |     | Townsend Press                      |                     | Yes   | No    | No   | 09/23/2021    | 116.49    |
| Pay  |       | 54207  | 54944    | 4242     | Check    | 1        |     | Turbo Turf, LLC                     |                     | Yes   | No    | No   | 09/23/2021    | 120.00    |
| Pay  |       | 54213  | 54945    | 4862     | Check    | 1        |     | Ultimate Ag LLC                     |                     | Yes   | No    | No   | 09/23/2021    | 1,100.00  |
| Pay  |       | 54189  | 54946    | 00666    | Check    | 1        |     | West Central Roofing Cont.          |                     | Yes   | No    | No   | 09/23/2021    | 8,599.91  |
| Pay  |       | 54192  | 54947    | 00844    | Check    | 1        |     | West Central Sanitation, Inc.       |                     | Yes   | No    | No   | 09/23/2021    | 846.85    |
| Pay  |       | 54201  | 54948    | 3297     | Check    | 1        |     | Wohlman, Julie                      |                     | Yes   | No    | No   | 09/23/2021    | 72.18     |
| Pay  |       | 54219  | 54949    | 3962     | Check    | 1        |     | Indianhead Foodservice Distributor  |                     | Yes   | No    | No   | 09/23/2021    | 8,100.27  |
| Pay  |       | 54229  | 54950    | 4240     | Check    | 1        |     | Hanson, Mary                        | Ind/Sole Proprietor | Yes   | No    | No   | 09/23/2021    | 110.00    |
| Pay  |       | 54230  | 54951    | 4954     | Check    | 1        |     | Sandgren, Karen                     |                     | Yes   | No    | No   | 09/23/2021    | 110.00    |
| Pay  |       | 54232  | 54952    | 3886     | Check    | 1        |     | Granite Falls Officials Association |                     | Yes   | No    | No   | 09/24/2021    | 240.00    |
| Pay  |       | 54233  | 54953    | 3130     | Check    | 1        |     | BCA                                 |                     | Yes   | No    | No   | 09/28/2021    | 15.00     |
| Pay  |       | 54234  | 54954    | 3886     | Check    | 1        |     | Granite Falls Officials Association |                     | Yes   | No    | No   | 09/28/2021    | 180.00    |
| Pay  |       | 54235  | 54955    | 1469     | Check    | 1        |     | Xcel Energy                         |                     | Yes   | No    | No   | 09/28/2021    | 149.77    |
| Pay  |       | 54250  | 54956    | 2359     | Check    | 1        |     | Amazon.com                          |                     | Yes   | No    | No   | 09/29/2021    | 6,269.47  |
| Pay  |       | 54253  | 54957    | 2928     | Check    | 1        |     | Borch's Sporting Goods, Inc         |                     | Yes   | No    | No   | 09/29/2021    | 8,536.00  |
| Pay  |       | 54267  | 54958    | 4956     | Check    | 1        |     | Camden Conference                   |                     | Yes   | No    | No   | 09/29/2021    | 500.00    |
| Pay  |       | 54263  | 54959    | 4751     | Check    | 1        |     | ChromebookParts.com                 |                     | Yes   | No    | No   | 09/29/2021    | 25.99     |
| Pay  |       | 54260  | 54960    | 4234     | Check    | 1        |     | Clean Site LLC                      |                     | Yes   | No    | No   | 09/29/2021    | 510.00    |

## Ind. School District #2180 Payment Reg by Bank and Check

| Bank | Batch | Pmt No | Check No | Pay Type | Grp Code | Rcd | Vendor                              | Tax Class | Print | Recon | Void | Pay/Void Date | Amount    |
|------|-------|--------|----------|----------|----------|-----|-------------------------------------|-----------|-------|-------|------|---------------|-----------|
| Pay  |       | 54265  | 54961    | Check    | 1 4814   |     | Condon, Hailey                      |           | Yes   | No    | No   | 09/29/2021    | 35.00     |
| Pay  |       | 54239  | 54962    | Check    | 1 00501  |     | Freely Electric, Inc.               |           | Yes   | No    | No   | 09/29/2021    | 270.59    |
| Pay  |       | 54245  | 54963    | Check    | 1 1922   |     | Frontier                            |           | Yes   | No    | No   | 09/29/2021    | 386.23    |
| Pay  |       | 54255  | 54964    | Check    | 1 3624   |     | Groth Music                         |           | Yes   | No    | No   | 09/29/2021    | 72.90     |
| Pay  |       | 54237  | 54965    | Check    | 1 00105  |     | Hillyard / Hutchinson               |           | Yes   | No    | No   | 09/29/2021    | 3,247.61  |
| Pay  |       | 54247  | 54966    | Check    | 1 2092   |     | Hinrichs, Sue                       |           | Yes   | No    | No   | 09/29/2021    | 97.00     |
| Pay  |       | 54258  | 54967    | Check    | 1 3962   |     | Indianhead Foodservice Distributor  |           | Yes   | No    | No   | 09/29/2021    | 993.06    |
| Pay  |       | 54254  | 54968    | Check    | 1 3311   |     | J.W. Pepper & Son, Inc.             |           | Yes   | No    | No   | 09/29/2021    | 600.41    |
| Pay  |       | 54259  | 54969    | Check    | 1 4080   |     | Lucas, Ashley                       |           | Yes   | No    | No   | 09/29/2021    | 120.00    |
| Pay  |       | 54248  | 54970    | Check    | 1 2126   |     | Menards - Willmar                   |           | Yes   | No    | No   | 09/29/2021    | 66.82     |
| Pay  |       | 54238  | 54971    | Check    | 1 00164  |     | Montevideo Public Schools           |           | Yes   | No    | No   | 09/29/2021    | 45.00     |
| Pay  |       | 54251  | 54972    | Check    | 1 2407   |     | MERVED                              |           | Yes   | No    | No   | 09/29/2021    | 7,500.00  |
| Pay  |       | 54244  | 54973    | Check    | 1 1750   |     | MSBA                                |           | Yes   | No    | No   | 09/29/2021    | 60.00     |
| Pay  |       | 54236  | 54974    | Check    | 1 00004  | RE  | NCS Pearson, Inc.                   |           | Yes   | No    | No   | 09/29/2021    | 281.90    |
| Pay  |       | 54243  | 54975    | Check    | 1 1530   |     | New London-Spicer School            |           | Yes   | No    | No   | 09/29/2021    | 90.00     |
| Pay  |       | 54246  | 54976    | Check    | 1 2021   |     | Pioneer Manufacturing Co.           |           | Yes   | No    | No   | 09/29/2021    | 638.10    |
| Pay  |       | 54242  | 54977    | Check    | 1 01797  |     | Purchase Power                      |           | Yes   | No    | No   | 09/29/2021    | 578.41    |
| Pay  |       | 54266  | 54978    | Check    | 1 4829   |     | Riverside Insights                  |           | Yes   | No    | No   | 09/29/2021    | 1,006.34  |
| Pay  |       | 54264  | 54979    | Check    | 1 4760   |     | Sawas Learning Company LLC          |           | Yes   | No    | No   | 09/29/2021    | 2,167.43  |
| Pay  |       | 54262  | 54980    | Check    | 1 4750   |     | Scholastic News                     |           | Yes   | No    | No   | 09/29/2021    | 1,029.47  |
| Pay  |       | 54249  | 54981    | Check    | 1 2194   |     | School Nurse Supply Inc.            |           | Yes   | No    | No   | 09/29/2021    | 76.04     |
| Pay  |       | 54256  | 54982    | Check    | 1 3737   |     | SNA                                 |           | Yes   | No    | No   | 09/29/2021    | 509.50    |
| Pay  |       | 54257  | 54983    | Check    | 1 3891   |     | SNDM                                |           | Yes   | No    | No   | 09/29/2021    | 100.00    |
| Pay  |       | 54268  | 54984    | Check    | 1 4957   |     | Stark, Sonja                        |           | Yes   | No    | No   | 09/29/2021    | 196.00    |
| Pay  |       | 54261  | 54985    | Check    | 1 4680   |     | Sweet Water Revival, Inc.           |           | Yes   | No    | No   | 09/29/2021    | 450.00    |
| Pay  |       | 54240  | 54986    | Check    | 1 00905  |     | Trulock, James                      |           | Yes   | No    | No   | 09/29/2021    | 24.50     |
| Pay  |       | 54252  | 54987    | Check    | 1 2923   |     | VISA - CABank                       |           | Yes   | No    | No   | 09/29/2021    | 1,358.90  |
| Pay  |       | 54241  | 54988    | Check    | 1 01768  |     | Yellow Medicine East Schools        |           | Yes   | No    | No   | 09/29/2021    | 75.00     |
| Pay  |       | 54289  | 54989    | Check    | 1 4760   |     | Sawas Learning Company LLC          |           | Yes   | No    | No   | 09/29/2021    | 34,111.27 |
| Pay  |       | 54291  | 54990    | Check    | 1 3886   |     | Granite Falls Officials Association |           | Yes   | No    | No   | 09/30/2021    | 240.00    |
| Pay  |       | 54293  | 54991    | Check    | 1 00878  |     | American Family -AFLAC              |           | Yes   | No    | No   | 09/30/2021    | 505.14    |
| Pay  |       | 54295  | 54992    | Check    | 1 1039   |     | Citizens Alliance Bank              |           | Yes   | No    | No   | 09/30/2021    | 485.00    |
| Pay  |       | 54300  | 54993    | Check    | 1 4802   |     | Colonial Life                       |           | Yes   | No    | No   | 09/30/2021    | 781.76    |
| Pay  |       | 54299  | 54994    | Check    | 1 4594   |     | Kensington Bank                     |           | Yes   | No    | No   | 09/30/2021    | 247.00    |
| Pay  |       | 54296  | 54995    | Check    | 1 3014   |     | LegalShield                         |           | Yes   | No    | No   | 09/30/2021    | 12.95     |
| Pay  |       | 54297  | 54996    | Check    | 1 4043   |     | MN Child Support Center             |           | Yes   | No    | No   | 09/30/2021    | 51.00     |
| Pay  |       | 54294  | 54997    | Check    | 1 00881  |     | NCPERS Group Life Ins.              |           | Yes   | No    | No   | 09/30/2021    | 48.00     |
| Pay  |       | 54298  | 54998    | Check    | 1 4575   |     | Old National Bank                   |           | Yes   | No    | No   | 09/30/2021    | 396.02    |

## Ind. School District #2180 Payment Reg by Bank and Check

| Bank          | Batch | Pmt No | Check No | Check No | Pay Type | Grp Code | Rcd   | Vendor                             | Tax Class | Print | Recon | Void | Pay/Void Date  | Amount       |
|---------------|-------|--------|----------|----------|----------|----------|-------|------------------------------------|-----------|-------|-------|------|----------------|--------------|
| Pay           |       | 54292  | 54999    |          | Check    | 1        | 00023 | UNUM Life Insurance Company        |           | Yes   | No    | No   | 09/30/2021     | 214.20       |
| SA            |       | 53441  | 21897    |          | Check    | 1        | 4693  | Driven Coffee                      |           | Yes   | No    | Yes  | 09/01/2021     | \$694,204.65 |
| SA            |       | 54052  | 21931    |          | Check    | 1        | 3780  | Cash                               |           | Yes   | No    | No   | 09/01/2021     | (37.56)      |
| SA            |       | 54054  | 21932    |          | Check    | 1        | 4282  | First Choice Food & Beverage       |           | Yes   | No    | No   | 09/01/2021     | 2,000.00     |
| SA            |       | 54051  | 21933    |          | Check    | 1        | 1104  | Jostens                            |           | Yes   | No    | No   | 09/01/2021     | 423.02       |
| SA            |       | 54050  | 21934    |          | Check    | 1        | 00863 | Monte Candy Company                |           | Yes   | No    | No   | 09/01/2021     | 30.00        |
| SA            |       | 54053  | 21935    |          | Check    | 1        | 4280  | Viking Coca-Cola                   |           | Yes   | No    | No   | 09/01/2021     | 907.50       |
| SA            |       | 54094  | 21936    |          | Check    | 1        | 3780  | Cash                               |           | Yes   | No    | No   | 09/09/2021     | 731.75       |
| SA            |       | 54097  | 21937    |          | Check    | 1        | 2923  | VISA - CABank                      |           | Yes   | No    | No   | 09/09/2021     | 1,500.00     |
| SA            |       | 54103  | 21938    |          | Check    | 1        | 4016  | Almich's Market                    |           | Yes   | No    | No   | 09/10/2021     | 387.15       |
| SA            |       | 54102  | 21939    |          | Check    | 1        | 1762  | Donners Crossroads Truckstop       |           | Yes   | No    | No   | 09/10/2021     | 141.74       |
| SA            |       | 54100  | 21940    |          | Check    | 1        | 00077 | Farmers Coop Oil Co.               |           | Yes   | No    | No   | 09/10/2021     | 140.95       |
| SA            |       | 54101  | 21941    |          | Check    | 1        | 00863 | Monte Candy Company                |           | Yes   | No    | No   | 09/10/2021     | 133.64       |
| SA            |       | 54105  | 21942    |          | Check    | 1        | 4642  | Outlaw Graphix                     |           | Yes   | No    | No   | 09/10/2021     | 353.00       |
| SA            |       | 54104  | 21943    |          | Check    | 1        | 4280  | Viking Coca-Cola                   |           | Yes   | No    | No   | 09/10/2021     | 1,196.58     |
| SA            |       | 54175  | 21944    |          | Check    | 1        | 00863 | Monte Candy Company                |           | Yes   | No    | No   | 09/17/2021     | 793.30       |
| SA            |       | 54180  | 21945    |          | Check    | 1        | 3780  | Cash                               |           | Yes   | No    | No   | 09/21/2021     | 586.00       |
| SA            |       | 54222  | 21946    |          | Check    | 1        | 3109  | Anderson's                         |           | Yes   | No    | No   | 09/23/2021     | 500.00       |
| SA            |       | 54226  | 21947    |          | Check    | 1        | 4259  | Bosch, Lindsey                     |           | Yes   | No    | No   | 09/23/2021     | 223.90       |
| SA            |       | 54228  | 21948    |          | Check    | 1        | 4282  | First Choice Food & Beverage       |           | Yes   | No    | No   | 09/23/2021     | 15.02        |
| SA            |       | 54221  | 21949    |          | Check    | 1        | 1268  | Jim's Clothing & Sporting Good     |           | Yes   | No    | No   | 09/23/2021     | 349.45       |
| SA            |       | 54220  | 21950    |          | Check    | 1        | 00863 | Monte Candy Company                |           | Yes   | No    | No   | 09/23/2021     | 220.00       |
| SA            |       | 54225  | 21951    |          | Check    | 1        | 4208  | Pat's Signs & Graphics             |           | Yes   | No    | No   | 09/23/2021     | 85.00        |
| SA            |       | 54223  | 21952    |          | Check    | 1        | 3139  | Rambow, Inc.                       |           | Yes   | No    | No   | 09/23/2021     | 230.00       |
| SA            |       | 54227  | 21953    |          | Check    | 1        | 4280  | Viking Coca-Cola                   |           | Yes   | No    | No   | 09/23/2021     | 1,257.00     |
| SA            |       | 54224  | 21954    |          | Check    | 1        | 3308  | WD Tours                           |           | Yes   | No    | No   | 09/23/2021     | 880.85       |
| SA            |       | 54231  | 21955    |          | Check    | 1        | 3087  | Ruiz, Juan                         |           | Yes   | No    | No   | 09/24/2021     | 9,075.00     |
| SA            |       | 54271  | 21956    |          | Check    | 1        | 2928  | Borch's Sporting Goods, Inc        |           | Yes   | No    | No   | 09/29/2021     | 250.00       |
| SA            |       | 54272  | 21957    |          | Check    | 1        | 3962  | Indianhead Foodservice Distributor |           | Yes   | No    | No   | 09/29/2021     | 447.00       |
| SA            |       | 54269  | 21958    |          | Check    | 1        | 00863 | Monte Candy Company                |           | Yes   | No    | No   | 09/29/2021     | 39.88        |
| SA            |       | 54270  | 21959    |          | Check    | 1        | 2923  | VISA - CABank                      |           | Yes   | No    | No   | 09/29/2021     | 334.00       |
| Bank Total:   |       |        |          |          |          |          |       |                                    |           |       |       |      | \$23,329.17    |              |
| Report Total: |       |        |          |          |          |          |       |                                    |           |       |       |      | \$2,993,620.34 |              |



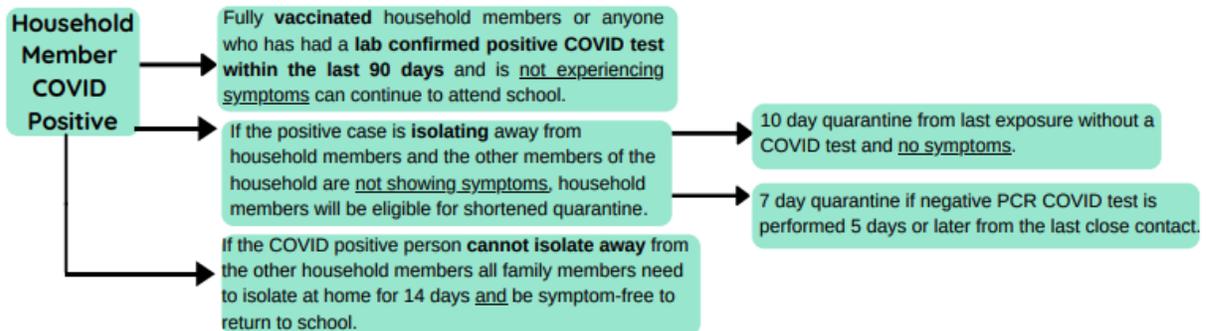
10/8/21

Dear Parent/Guardian,

MACCRAY has seen an increase in the number of positive COVID cases in the last couple of weeks. The majority of the spread has been between household members. A special school board meeting was called for this morning and the changes below were approved by the School Board, pertaining to the quarantine of household members. **These changes will take effect on Tuesday, October 12th.**

- If you have a COVID positive household member and Nurse Laura has given you a return on or before Tuesday, October 12th these changes do not pertain to your family.
- If you have a COVID positive household member and Nurse Laura has given you a return date after Tuesday, October 12th, Nurse Laura will be reaching out to your family in regards to these changes.

Below is a new addition to our decision tree, based upon this decision by the MACCRAY School Board. The decision tree on the school website is updated to reflect these changes. You may visit it by going to this link: <https://sites.google.com/maccray.k12.mn.us/maccraycovid-19/decision-tree>



Wishing you well,

Sherri Broderius, Superintendent  
Judd Wheatley, High School Principal  
Mitchell Kent, Elementary Principal  
Laura Dannen, School Nurse



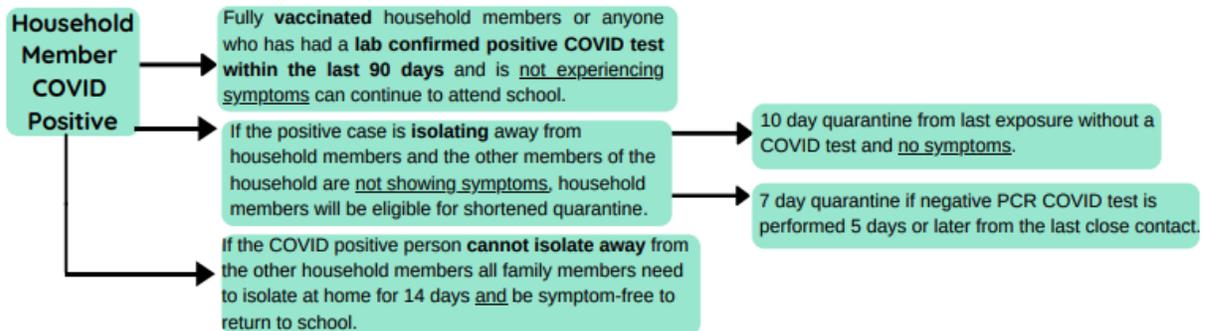
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Wishing you well,

Sherri Broderius, Superintendent  
Judd Wheatley, High School Principal  
Mitchell Kent, Elementary Principal  
Laura Dannen, School Nurse

MACCRAY Elementary School  
Board Report  
October 11, 2021

- Certified staff had their second reading curriculum virtual training on 9/27
- We have changed the name of our PST committee to the SAT (Student Assistance Team)
- With a high amount of staff absences, I want to thank all of our staff members for stepping up and helping where they can, even if it is a role they normally wouldn't fill. I have been very impressed with everyone's kindness during this stretch.
- Certified staff had an inservice on 9/27. We completed CPR certification, looked at student data with Karen Schulte, and had a final session with discussions regarding EL and Mindset.
- Non-Certified staff will complete CPR certification on 10/25
- Our second graders went to Sam's Pumpkin Patch on 9/24. It was a good way of giving the students some normalcy and having students from East/West get together.
- Walk to School Day was on Wednesday, 10/6. We had assistance from the Maynard and Raymond Fire Dept. and EMS, as well as the Chippewa and Kandiyohi Sheriff's Dept.
- Upcoming Events
  - Vision and Hearing Rescreening 10/12 and 10/13
  - Staff Meeting, 10/13
  - End of Quarter 1, 10/18
  - MEA Break, 10/21 and 10/22
  - Parent-Teacher Conferences, 10/25 and evening of 11/4
  - K/2 Poison Control Presentation, 10/29
  - Fall Parties, 10/29

Mitchell Kent  
Elementary School Principal



**Board Report**  
**MACCRAY High School**  
**October 11, 2021**

- **Student Support:**

- We had an OUTSTANDING Homecoming week, culminating in the football game and dance. The students were so appreciative, and it was wonderful to see them so happy.
- Multiple college reps have come in to visit.
- We have had multiple opportunities for students to start exploring careers through the Ridgewater College Career Day on September 24th, the SWWC Career Expo on Sept. 29, and the Tour of Manufacturing Event on October 7.
- FFA, BPE, and NHS are all kicking into gear.
- Fall Quarter Blitz will be 10/15. I'd like to recognize Sarah Macht for the tremendous amount of planning she is putting into organizing this event.

- **Staff Support:**

- Staff PLC's began September 22 with a discussion of how we, as a staff, "can always look to improve, not because we are doing anything wrong, but because of a desire to build a culture of wanting to do more." This goes along with my theme of: exploring how we assess student learning.
- September 27<sup>th</sup> was a teacher workshop day. We had a rotation of three presentations: CPR, English Language Learners, and Data evaluation. The feedback from staff was very good.
- Planning and prep for Parent Teacher Conferences is taking place.

- **Upcoming:**

- Monday (tonight) – Fall Band Concert 7:30
- 11<sup>th</sup> Grade ASVAB test and Senior Job Shadow Day will be October 20<sup>th</sup>.
- MEA Weekend – 10/21-10/24
- P/T Conferences will take place 10/25 and 11/4.
- Para workshop on October 25
- 8<sup>th</sup> Grade Courage Retreat (Bethany Church) – October 28th

Respectfully Submitted,

Judd K. Wheatley  
High School Principal

October 11, 2021

Superintendent Report to MACCRAY School Board

1. Update on future of MACCRAY East and West buildings:

WEST - I have been invited to meet on several occasions with the mayor of Maynard and Candice Jaenisch, Chippewa County Commissioner, in regard to possible future plans for use of the school building. We met for initial conversations and a tour of the building earlier in the school year. Subsequent to that meeting/tour Michelle May, County Treasurer and I, met with an architect who has been hired by the County. Then on October 5, Scott VH and I gave the County Commissioners a tour. All of the information the mayor has requested has been provided.

EAST - A meeting is tentatively planned for the upcoming week with the Raymond Mayor to discuss further any plans they may have for the East Elementary School.

Earlier this fall I met the custodian of St. John's Lutheran Church to get copies of the plan for the parking lot.

Scott and I are available anytime any entities have questions or need information about the buildings.

2. I will review the changes to the COVID plan that the board approved on Friday morning at 7 am. I feel it is critical to know that the COVID Advisory Team met for an hour on Wednesday, October 6, 2021, and through thoughtful, considerate and respectful dialogue created a plan based on an idea from Carmel Thein. It was a meeting full of ideas for reducing the spread of COVID and I want to acknowledge the work of that group to the community. It is through mutual respect for others and willingness to listen to one another and ask deep questions that we arrived at this decision that was shared with the board on Friday morning.

3. The construction of the building continues now with another facet of the structure that will make a big change to the landscape. That is the precast panels for the auditorium. Expect another report from Dan on Monday night with many more details of the project. Let's do the next tour in November. At that point we will hopefully be able to get into the interiors of all parts of the building including the auditorium. Dan will provide a lot of pictures at the meeting on Monday night of interiors at this point.

4. Teacher negotiations continue and Julie will provide a report on that at the meeting on Monday. Hopefully I will hear back from the teachers by then about whether we can have a final meeting next Wednesday, October 13, 2021.

5. Kim and I completed our ESSER III application prior to the deadline which was October 1. We have not heard about whether we will get the funding for the projects we requested. I was fortunate to be able to survey teachers, EL parents, have classroom discussions with random classrooms and will have special education data toward the end of the month. I hope to be able to gather data from regular education parents via conferences starting on Monday, October 25. Primarily, we have requested money for summer school support, Monday school (This was very successful last spring.), reduction of class size, mitigation efforts, transportation costs, outdoor play areas consisting of table and benches for study along with of course play equipment, music instruments and obstacle courses for music and PE respectively.

Submitted by:

Sherry Broderius

MACCRAY Superintendent

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 507

Orig. 1995

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

Rev. 2001~~21~~

## **507 CORPORAL PUNISHMENT**

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

### **I. PURPOSE**

The purpose of this policy is to describe limitations on corporal punishment of students.

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

No employee or agent of the school district or charter school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

### **III. EXCEPTIONS**

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

### **IV. VIOLATION**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

**Legal References:** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)  
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
[MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)  
[MSBA/MASA Model Policy 415 \(Mandated Reporting of Maltreatment of](#)

|

Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 515

Orig. 1995

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

Rev. ~~2013~~2021

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, ~~Minnesota~~ Statutes Chapter 13, and ~~Minnesota~~ Rules Parts 1205.0100-1205.2000.

### III. DEFINITIONS

#### A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for ~~authorized~~ ~~automated~~ recognition of an individual (e.g., fingerprints, retina and iris patterns, voice-prints, DNA sequence, facial characteristics, and handwriting).

#### C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, ~~videoconference~~, satellite, ~~i~~Internet, or other electronic ~~communication~~ ~~information~~

and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student ~~which that~~ would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

*[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be*

*limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board ~~which~~who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]*

E. Education Records

1. What constitutes “education records.” Education records means those records ~~which that are~~: (1) ~~are~~ directly related to a student; and (2) ~~are~~ maintained by the school district or by a party acting for the school district.
2. What does not constitute ~~an~~ education records. The term, “education records,” does not include:
  - a. Records of instructional personnel ~~which that are~~:
    - (1) ~~kept~~ in the sole possession of the maker of the record;
    - (2) ~~used only as a personal memory aid~~;
    - (3) ~~not~~ accessible or revealed to any other individual ~~except a~~ ~~temporary~~ -substitute teacher; and
    - (4) ~~destroyed~~ at the end of the school year.
  - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
    - (1) maintained separately from education records;
    - (2) maintained solely for law enforcement purposes; and
    - (3) disclosed only to law enforcement officials of the same jurisdiction.
  - c. Records relating to an individual, including a student, who is employed by the school district which:
    - (1) are made and maintained in the normal course of business;
    - (2) relate exclusively to the individual in that individual’s capacity as an employee; and

(3) are not available for use for any other purpose.

However, ~~these provisions shall not apply to~~ records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, ~~which~~that are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records created or received by the school district that only contain information about an individual after an individual he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education

data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; ~~or~~
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; ~~or~~
4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means [*designate title and actual name of individual*].

M. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district’s legal counsel is recommended.]*

O. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

#### IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

#### V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. ~~Disabled~~ Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality-privacy, notice, access, record keeping and accuracy of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;

- c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under ~~Minnesota Statutes Chapter~~ 256B or Minnesota Care under ~~Minnesota Statutes Chapter~~ 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school

district would otherwise use employees;

- b. is under the direct control of the school district with respect to the use and maintenance of education records; and
- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;

- 3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 U.S.C. § 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, §section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, §section 120A.22, §subdivision 7(c) or §section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records ~~which~~that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- 4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, ~~or the Commissioner of the State Department of Education or his or her representative~~, subject to the conditions relative to such disclosure provided under federal law;
- 5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance

at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to

personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the

school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage

to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under ~~Minnesota Statutes~~ §section 260B.171, ~~Ssubdivision~~ 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under ~~Minnesota Statutes~~ §section 260B.171, ~~Ssubdivision~~ 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly

vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;~~or~~

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements;~~;~~ or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and

authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

**VII. RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to

inform the parents and eligible students of:

- a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

***[Note: Federal law ~~now~~ allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. ~~which~~that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]***

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances,

if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to ~~Minnesota Statutes, §§sections~~ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under ~~Minnesota Statutes § 127A.852~~this provision is private data on individuals, but summary data may be published by the Department of Education, as defined in section 13.02, Subd. 12.

## IX. DISCLOSURE OF CONFIDENTIAL RECORDS

### A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

### B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to ~~Minnesota Statutes, Chapter: 260E § 626.556~~, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of ~~Minnesota Statutes, Chapter: 260E § 626.556, Subd. 11.~~

Regardless of whether a written report is made under ~~Minnesota Statutes, § 626.556 Chapter: 260E, Subd. 7~~, 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 occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

### C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or ~~which~~ are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district

employees, and/or attorney data as defined in Minnesota Statutes, §section 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, §section 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, electronic mail address (which

shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; ~~and~~
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
  3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse

to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisclosure Not Prohibited**

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully

issued subpoena.

*[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]*

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, ~~which~~that indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

***[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]***

4. The record of requests of disclosures may be inspected by:
- a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
- a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

- b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall

be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

### **B. Right to a Hearing**

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of ~~Minnesota Statutes Chapter~~ 14 relating to contested cases.

## **XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

## **XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

### **A. Where to File Complaints**

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the ~~Family Policy Compliance Office~~, U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

### **B. Content of Complaint**

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

## **XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

## **XIX. ANNUAL NOTIFICATION OF RIGHTS**

### **A. Contents of Notice**

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

**XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

**XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the

superintendent's office ~~of the superintendent.~~

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.393 (Attorneys)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (~~Sharing Disposition Order and Peace Officer Records~~ Receipt of Records; Sharing)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)  
Minn. Stat. Ch. 256L (MinnesotaCare)  
Minn. Stat. § 260B.171, ~~§~~subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
~~Minn. Stat. § Ch. 260E-626.556 (Reporting of Maltreatment of Minors)~~  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)  
25 U.S.C. § 5304 (Definitions – Tribal Organization)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)  
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
~~*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)~~

**Cross References:** MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 520 (Student Surveys)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 722 (Public Data Requests)  
MSBA/MASA Model Policy 906 (Community Notification of Predatory

Offenders)

MSBA ~~Service Manual, Chapter 13,~~ School Law Bulletin “T” (School Records – Privacy – Access to Data)

## **PUBLIC NOTICE**

Independent School District No. gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
  - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 20 U.S.C. § 7917, part of the federal ~~No-Child-Left-Behind~~ Every Student Succeeds Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* *[and data regarding a student's history of violent behavior,]* and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

*[optional]*

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

*[optional]*

- h. That copies of the school district's policy regarding the protection and privacy of school records are located at \_\_\_\_\_ *[insert location]*.

[optional]

2. Independent School District No. \_\_\_\_\_ has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
  - a. It classifies records as public, private, or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. \_\_\_\_\_ gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

***[Note: The definition of directory information is found on page 515-2 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]***

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
  - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
  - (2) HOME ADDRESS;**
  - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**

- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.**

**IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT'S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY**

**RECRUITING OFFICERS AND POST-SECONDARY  
EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**

- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

***Notice: Refusal to release the above information to military recruiting officers and post- secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.***

INDEPENDENT SCHOOL DISTRICT NO. \_\_\_\_\_  
\_\_\_\_\_, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair

**[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]**

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act  
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Superintendent of school district or chief administrative officer of school)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

- \_\_\_\_\_ Juvenile delinquency investigation/prosecution
- \_\_\_\_\_ Child protection assessment/investigation
- \_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

**REASON FOR REQUEST:** (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE TO REQUEST:**

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

**INFORMATION REQUESTED:** (mark all that apply) **RESPONSE PROVIDED:** (yes / no) Indicate whether you have data that document the student's:

|       |  |       |
|-------|--|-------|
| _____ | Use of a controlled substance, alcohol, or tobacco                           | _____ |
| _____ | Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 | _____ |
| _____ | Possession or use of weapons or look-alike weapons                           | _____ |
| _____ | Theft  | _____ |
| _____ | Vandalism and damage to property   | _____ |

**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

\_\_\_\_\_  
Signature/Title

***[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]***

**Ind. School District #2180  
Exp Summary - Fd, Pro Series  
Period Ending September 30, 2021**

Sequence: Fd, Pro

|             |                                    | <b>22ORIG</b>        |                   |                     |                    |                     |                      |            |  |  |  |
|-------------|------------------------------------|----------------------|-------------------|---------------------|--------------------|---------------------|----------------------|------------|--|--|--|
| Description |                                    | Annual Budget        | Period 202203     | Year To Date        | % YTD Encumbrances | % YTD + Enc         | Remaining Balance    |            |  |  |  |
| 01          | General                            |                      |                   |                     |                    |                     |                      |            |  |  |  |
|             | 000 Administration                 | 676,152.00           | 31,122.53         | 109,952.17          | 16%                | 36,660.39           | 529,539.44           | 22%        |  |  |  |
|             | 100 District Support Services      | 295,037.00           | 10,042.26         | 43,319.41           | 15%                | 32,999.22           | 218,718.37           | 26%        |  |  |  |
|             | 200 Elem & Secondary Regular Instr | 3,829,637.00         | 183,157.05        | 220,101.02          | 6%                 | 262,895.17          | 3,346,640.81         | 13%        |  |  |  |
|             | 300 Vocational Education Instr     | 224,379.00           | 7,563.88          | 7,563.88            | 3%                 | 20,649.31           | 196,165.81           | 13%        |  |  |  |
|             | 400 Special Education Instr        | 1,672,398.00         | 71,629.36         | 80,739.98           | 5%                 | 106,199.52          | 1,485,458.50         | 11%        |  |  |  |
|             | 600 Instructional Support Services | 579,317.00           | 13,154.05         | 36,837.59           | 6%                 | 119,604.90          | 422,874.51           | 27%        |  |  |  |
|             | 700 Pupil Support Services         | 1,063,606.00         | 12,211.20         | 25,430.27           | 2%                 | 92,712.17           | 945,463.56           | 11%        |  |  |  |
|             | 800 Sites & Buildings              | 813,732.00           | 25,527.96         | 79,447.89           | 10%                | 86,473.78           | 647,810.33           | 20%        |  |  |  |
|             | 900 Fiscal & Other Fixed Costs     | 103,020.00           | 0.00              | 98,667.53           | 96%                | 0.00                | 4,352.47             | 96%        |  |  |  |
| 01          | General                            | 9,257,278.00         | 354,408.29        | 702,059.74          | 8%                 | 758,194.46          | 7,797,023.80         | 16%        |  |  |  |
| 02          | Food Service                       |                      |                   |                     |                    |                     |                      |            |  |  |  |
|             | 700 Pupil Support Services         | 479,400.00           | 26,506.75         | 75,238.79           | 16%                | 41,890.44           | 362,270.77           | 24%        |  |  |  |
| 02          | Food Service                       | 479,400.00           | 26,506.75         | 75,238.79           | 16%                | 41,890.44           | 362,270.77           | 24%        |  |  |  |
| 04          | Community Service                  |                      |                   |                     |                    |                     |                      |            |  |  |  |
|             | 500 Community Ed & Services        | 581,742.00           | 19,300.51         | 45,251.32           | 8%                 | 34,165.58           | 502,325.10           | 14%        |  |  |  |
| 04          | Community Service                  | 581,742.00           | 19,300.51         | 45,251.32           | 8%                 | 34,165.58           | 502,325.10           | 14%        |  |  |  |
| 05          | Capital Outlay                     |                      |                   |                     |                    |                     |                      |            |  |  |  |
|             | 000 Administration                 | 0.00                 | 37,500.00         | 37,500.00           | 0%                 | 4,863.60            | (42,363.60)          | 0%         |  |  |  |
|             | 200 Elem & Secondary Regular Instr | 20,000.00            | 0.00              | 0.00                | 0%                 | 46,531.19           | (26,531.19)          | 233%       |  |  |  |
|             | 600 Instructional Support Services | 15,000.00            | 0.00              | 0.00                | 0%                 | 1,579.00            | 13,421.00            | 11%        |  |  |  |
|             | 800 Sites & Buildings              | 215,278.00           | 417.89            | 88,776.07           | 41%                | 104,669.79          | 21,832.14            | 90%        |  |  |  |
| 05          | Capital Outlay                     | 250,278.00           | 37,917.89         | 126,276.07          | 50%                | 157,643.58          | (33,641.65)          | 113%       |  |  |  |
| 07          | Debt Redemption                    |                      |                   |                     |                    |                     |                      |            |  |  |  |
|             | 900 Fiscal & Other Fixed Costs     | 2,644,813.00         | 0.00              | 552,406.25          | 21%                | 0.00                | 2,092,406.75         | 21%        |  |  |  |
| 07          | Debt Redemption                    | 2,644,813.00         | 0.00              | 552,406.25          | 21%                | 0.00                | 2,092,406.75         | 21%        |  |  |  |
| 21          | Student Activity                   |                      |                   |                     |                    |                     |                      |            |  |  |  |
|             | 200 Elem & Secondary Regular Instr | 0.00                 | 4,024.71          | 6,145.71            | 0%                 | 22,518.32           | (28,664.03)          | 0%         |  |  |  |
| 21          | Student Activity                   | 0.00                 | 4,024.71          | 6,145.71            | 0%                 | 22,518.32           | (28,664.03)          | 0%         |  |  |  |
|             | <b>Report Totals:</b>              | <b>13,213,511.00</b> | <b>442,158.15</b> | <b>1,507,377.88</b> | <b>11%</b>         | <b>1,014,412.38</b> | <b>10,691,720.74</b> | <b>19%</b> |  |  |  |