

**MACCRAY ISD 2180  
Clara City, MN 56222  
High School Cafeteria  
Monday, June 8, 2020  
6:00 pm  
Live Streamed on MACCRAY Media Youtube**

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
  - 5.2 Approve payment of bills and financial report.
  - 5.3 Accept Retirement – D. Holien
  - 5.4 Approve Teacher Contract – M. Erickson
- 6.0 Communication Report
  - 6.1 Administrative Reports
    - 6.1.1 Denise Smith, Community Education
    - 6.1.2 Jim Trulock, Activities Director
    - 6.1.3 Judd Wheatley, Elementary Principal
    - 6.1.4 Melissa Sparks, High School Principal
    - 6.1.5 Sherri Broderius, Superintendent
  - 6.2 Committee Reports – POC = Carmel Thein and Julie Alsum
- 7.0 Discussion items – No action required
- 8.0 Business items – Action Required
  - 8.1 Motion to approve the FY2021 Budget.
  - 8.2 Motion to approve 2020-21 Membership in MSHSL.
  - 8.3 Motion to allow Raymond Rockets to use Baseball Field provided they have a Preparedness Plan in place.
  - 8.4 Resolution to join MIST.
  - 8.5 Motion to approve first and final reading of Policy 515 – Protection and Privacy of Pupil Records.
- 9.0 Upcoming Meetings
  - 9.1 Special Board Meeting, Monday, July 6, 6pm, HS Media Center: Agenda: Approve the Design Development of the Building Project.
  - 9.2 Regular Meeting, Monday, July 13, 6pm, HS Media Center
- 10.0 Adjournment

**Minutes of the Board of Education  
Independent School District #2180  
Regular Meeting #11  
Monday, May 11, 2020 6:00 PM  
Covid – 19**

**Electronic via Zoom/Live Streaming on MACCRAY Media**

Members Present: Tate Mueller, Julie Alsum, Scott Ruitter, Lane Schwitters, Debi Brandt, Carmel Thein.  
Others Present: Sherri Broderius, Superintendent; Melissa Sparks, HS Principal, Judd Wheatley, Elem.  
Principal, Kim Sandry, Business Manager.

Chair Lane Schwitters called the meeting to order at 6:00 pm.  
Pledge of Allegiance

Motion by Ruitter, second by Alsum, to approve the agenda as presented.  
Roll Call Vote: Motion carried by unanimous vote.

Public comment: None.

Approval of Consent Agenda:

Motion by Mueller, second by Brandt, to approve the consent agenda.  
Roll Call Vote: Motion carried by unanimous vote.

Adoption of Minutes

Approve payment of bills and financial report.

Approve Contract with teacher – E. Torkelson

Approve Contract with teacher – C. Werner

Approve Contract with Teacher – H. Spicer

Approve Liaison Interpreter – S. Eieta

Approve resignation of school nurse -M. Wamstad

Approve Contract with teacher – J. Hedtke

Communications Reports:

Mrs. Smith: No report.

Mr. Trulock: Reported on Winter Activities.

Mr. Wheatley, Mrs. Sparks: Distance Learning Survey.

Mrs. Broderius: Covid-19 update on planning for summer and fall.

Ms. Julie Alsum: Clean Energy Resource Teams – Grant to use Clean Energy and CTE on renewable energy.

Committee Report: POC (Building Committee) – Carmel Thein.

Business Items:

Motion by Ruitter, second by Mueller, to approve the FY2020 Revised Budget.

Roll Call Vote:

Alsum: Yes

Brandt: Yes

Mueller: Yes

Ruiter: Yes  
Schwitters: Yes  
Thein: Yes

Motion carried by unanimous vote.

Motion by Thein, second by Ruiter, to approve the Covid-19 Distance Learning Grading Guidelines.

Roll Call Vote:

Alsum: Yes  
Brandt: Yes  
Mueller: Yes  
Ruiter: Yes  
Schwitters: Yes  
Thein: Yes

Motion carried by unanimous vote.

Motion by Alsum, second by Brandt, to approve the first and final reading of Policy 721-Uniform Grand Guidance Policy Regarding Federal Revenue Sources.

Roll Call Vote:

Alsum: Yes  
Brandt: Yes  
Mueller: Yes  
Ruiter: Yes  
Schwitters: Yes  
Thein: Yes

Motion carried by unanimous vote.

Meetings and Workshops:

Regular Board Meeting, Monday, June 8, HS Media Center, 6pm

Adjournment of Meeting

Motion by Ruiter, second by Alsum, for adjournment.

Roll Call Vote: Motion carried by unanimous vote. Meeting adjourned at 7:16 pm.

Respectfully submitted,  
Carmel Thein, Clerk  
Kim Sandry, Business Manager

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

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	BND2		51413	5002	Check	1	4559	ICS Consulting, Inc	Yes	No	No	USD	05/28/2020	94,461.00
Bank Total: <span style="border: 1px solid black; padding: 2px;">\$94,461.00</span>														
2180	Pay		51269		Wire	1	00867	PERA	No	No	No	USD	05/01/2020	13,301.97
2180	Pay		51270		Wire	1	00868	MN Teachers Retirement Assoc.	No	No	No	USD	05/01/2020	25,101.23
2180	Pay		51271		Wire	1	2181	Educators Benefit Consultants, LLC	No	No	No	USD	05/01/2020	12,318.08
2180	Pay		51272		Wire	1	2385	MN Department of Revenue	No	No	No	USD	05/01/2020	9,261.74
2180	Pay		51273		Wire	1	2875	Internal Revenue Service	No	No	No	USD	05/01/2020	60,417.22
2180	Pay		51285		Wire	1	3881	Vanco, Inc	No	No	No	USD	05/06/2020	3.22
2180	Pay		51370		Wire	1	00867	PERA	No	No	No	USD	05/15/2020	13,191.60
2180	Pay		51371		Wire	1	00868	MN Teachers Retirement Assoc.	No	No	No	USD	05/15/2020	25,339.43
2180	Pay		51372		Wire	1	2181	Educators Benefit Consultants, LLC	No	No	No	USD	05/15/2020	12,318.08
2180	Pay		51373		Wire	1	2385	MN Department of Revenue	No	No	No	USD	05/15/2020	8,424.90
2180	Pay		51374		Wire	1	2875	Internal Revenue Service	No	No	No	USD	05/15/2020	55,951.15
2180	Pay		51415		Wire	1	00867	PERA	No	No	No	USD	05/29/2020	12,621.72
2180	Pay		51416		Wire	1	00868	MN Teachers Retirement Assoc.	No	No	No	USD	05/29/2020	27,297.13
2180	Pay		51417		Wire	1	2181	Educators Benefit Consultants, LLC	No	No	No	USD	05/29/2020	12,317.84
2180	Pay		51418		Wire	1	2385	MN Department of Revenue	No	No	No	USD	05/29/2020	8,785.04
2180	Pay		51419		Wire	1	2875	Internal Revenue Service	No	No	No	USD	05/29/2020	58,735.30
2180	Pay		51275	52524	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	05/01/2020	952.69
2180	Pay		51278	52525	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	05/01/2020	310.00
2180	Pay		51279	52526	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	05/01/2020	2,348.73
2180	Pay		51284	52527	Check	1	4594	Kensington Bank	Yes	No	No	USD	05/01/2020	191.67
2180	Pay		51281	52528	Check	1	3402	Lake Region Bank	Yes	No	No	USD	05/01/2020	289.58
2180	Pay		51280	52529	Check	1	3014	LegalShield	Yes	No	No	USD	05/01/2020	12.95
2180	Pay		51276	52530	Check	1	00880	MACCRAY Education Association	Yes	No	No	USD	05/01/2020	3,226.51
2180	Pay		51277	52531	Check	1	00881	NCBERS Group Life Ins.	Yes	No	No	USD	05/01/2020	61.67
2180	Pay		51283	52532	Check	1	4575	Old National Bank	Yes	No	No	USD	05/01/2020	396.02
2180	Pay		51282	52533	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	05/01/2020	10.00
2180	Pay		51274	52534	Check	1	00023	UNIUM Life Insurance Company	Yes	No	No	USD	05/01/2020	260.75
2180	Pay		51301	52535	Check	1	4016	Almich's Market	Yes	No	No	USD	05/07/2020	5.44
2180	Pay		51292	52536	Check	1	1817	Bennett Office Technologies	Yes	No	No	USD	05/07/2020	1,640.39
2180	Pay		51302	52537	Check	1	4187	Beyerl, Jan	Yes	No	No	USD	05/07/2020	15.00
2180	Pay		51287	52538	Check	1	00299	Countryside Public Health Serv	Yes	No	No	USD	05/07/2020	472.00
2180	Pay		51290	52539	Check	1	1427	Dean Foods North Central, Inc.	Yes	No	No	USD	05/07/2020	1,406.50
2180	Pay		51304	52540	Check	1	4414	Diamond Doctor, Inc.	Yes	No	No	USD	05/07/2020	1,764.50
2180	Pay		51297	52541	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	05/07/2020	207.00
2180	Pay		51293	52542	Check	1	2181	Educators Benefit Consultants, LLC	Yes	No	No	USD	05/07/2020	110.99
2180	Pay		51288	52543	Check	1	00366	Harter, Lynn	Yes	No	No	USD	05/07/2020	15.00

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	Pay		51286	52544	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	05/07/2020	501.12
2180	Pay		51300	52545	Check	1	3962	Indianhead Foodservice Distributor	Yes	No	No	USD	05/07/2020	351.29
2180	Pay		51303	52546	Check	1	4326	Kennedy & Graven, Chartered	Yes	No	No	USD	05/07/2020	67.50
2180	Pay		51308	52547	Check	1	4723	Krueger, Mary	Yes	No	No	USD	05/07/2020	15.00
2180	Pay		51306	52548	Check	1	4626	Kubota Leasing	Yes	No	No	USD	05/07/2020	583.78
2180	Pay		51309	52549	Check	1	4724	Muehlbauer, Mary	Yes	No	No	USD	05/07/2020	30.00
2180	Pay		51305	52550	Check	1	4553	Nordic Solar HoldCo Phase 2, LLC	Yes	No	No	USD	05/07/2020	7,897.93
2180	Pay		51294	52551	Check	1	2284	Northern Business Products	Yes	No	No	USD	05/07/2020	436.97
2180	Pay		51298	52552	Check	1	2992	Pitney Bowes Global Financial Services	Yes	No	No	USD	05/07/2020	216.18
2180	Pay		51310	52553	Check	1	4725	Rieger, Laine	Yes	No	No	USD	05/07/2020	15.00
2180	Pay		51295	52554	Check	1	2347	Rochester Telecom Systems	Yes	No	No	USD	05/07/2020	115.17
2180	Pay		51296	52555	Check	1	2943	Sweep Hardware	Yes	No	No	USD	05/07/2020	618.79
2180	Pay		51289	52556	Check	1	00734	Tostenson, Inc.	Yes	No	No	USD	05/07/2020	245.17
2180	Pay		51299	52557	Check	1	3554	TRIO Supply Co	Yes	No	No	USD	05/07/2020	100.88
2180	Pay		51307	52558	Check	1	4649	Westbrook, Renae	Yes	No	No	USD	05/07/2020	30.39
2180	Pay		51291	52559	Check	1	1469	Xcel Energy	Yes	No	No	USD	05/07/2020	14.34
2180	Pay		51334	52560	Check	1	2852	Alexandria Technical & Comm College	Yes	No	No	USD	05/14/2020	1,904.94
2180	Pay		51346	52561	Check	1	4346	Alice Training Institute LLC	Yes	No	No	USD	05/14/2020	2,190.00
2180	Pay		51332	52562	Check	1	2450	Brothers Fire Protection Co.	Yes	No	No	USD	05/14/2020	5,527.63
2180	Pay		51328	52563	Check	1	01432	Chappell Central, Inc.	Yes	No	No	USD	05/14/2020	3,216.44
2180	Pay		51312	52564	Check	1	00044	City of Clara City	Yes	No	No	USD	05/14/2020	534.60
2180	Pay		51317	52565	Check	1	00246	City of Raymond	Yes	No	No	USD	05/14/2020	67.62
2180	Pay		51313	52566	Check	1	00046	Clara City Herald	Yes	No	No	USD	05/14/2020	482.65
2180	Pay		51318	52567	Check	1	00251	Clara City Implement	Yes	No	No	USD	05/14/2020	53.54
2180	Pay		51314	52568	Check	1	00048	Clara City Telephone Company	Yes	No	No	USD	05/14/2020	681.81
2180	Pay		51320	52569	Check	1	00299	Countryside Public Health Serv	Yes	No	No	USD	05/14/2020	944.00
2180	Pay		51343	52570	Check	1	4143	Donner, Tom	Yes	No	No	USD	05/14/2020	1,305.00
2180	Pay		51330	52571	Check	1	1762	Donners Crossroads Truckstop	Yes	No	No	USD	05/14/2020	42.76
2180	Pay		51322	52572	Check	1	00379	Donners Service Station	Yes	No	No	USD	05/14/2020	93.05
2180	Pay		51336	52573	Check	1	3592	Dooley's Natural Gas	Yes	No	No	USD	05/14/2020	5,718.48
2180	Pay		51345	52574	Check	1	4194	Drex-mart	Yes	No	No	USD	05/14/2020	45.30
2180	Pay		51315	52575	Check	1	00077	Farmers Coop Oil Co.	Yes	No	No	USD	05/14/2020	724.09
2180	Pay		51348	52576	Check	1	4727	Fuls, Adela	Yes	No	No	USD	05/14/2020	95.00
2180	Pay		51333	52577	Check	1	2541	Haug-Kubota LLC	Yes	No	No	USD	05/14/2020	1,211.19
2180	Pay		51316	52578	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	05/14/2020	189.27
2180	Pay		51340	52579	Check	1	3962	Indianhead Foodservice Distributor	Yes	No	No	USD	05/14/2020	358.28
2180	Pay		51327	52580	Check	1	00862	John's Radiator	Yes	No	No	USD	05/14/2020	53.35
2180	Pay		51337	52581	Check	1	3605	Klosterboer, Kristin	Yes	No	No	USD	05/14/2020	62.80
2180	Pay		51341	52582	Check	1	4080	Lucas, Ashley	Yes	No	No	USD	05/14/2020	100.00

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	Pay		51349	52583	Check	1	4728	MACCRAY Adv Biology	Yes	No	No	USD	05/14/2020	1,757.00
2180	Pay		51350	52584	Check	1	4729	MACCRAY Physical Science	Yes	No	No	USD	05/14/2020	1,368.00
2180	Pay		51319	52585	Check	1	00267	MARC	Yes	No	No	USD	05/14/2020	380.32
2180	Pay		51325	52586	Check	1	00761	Merle's Repair	Yes	No	No	USD	05/14/2020	24.90
2180	Pay		51329	52587	Check	1	01758	Mitying Electric & Refrig., Inc	Yes	No	No	USD	05/14/2020	680.16
2180	Pay		51347	52588	Check	1	4410	MN PEIP	Yes	No	No	USD	05/14/2020	68,820.34
2180	Pay		51338	52589	Check	1	3957	Nelson Family Construction LLC	Yes	No	No	USD	05/14/2020	1,300.00
2180	Pay		51339	52590	Check	1	3961	New Dominion School	Yes	No	No	USD	05/14/2020	5,449.18
2180	Pay		51331	52591	Check	1	1936	Palmer Bus Service, Inc	Yes	No	No	USD	05/14/2020	69,081.04
2180	Pay		51335	52592	Check	1	2992	Pitney Bowes Global Financial Services	Yes	No	No	USD	05/14/2020	216.18
2180	Pay		51324	52593	Check	1	00701	Southside Lumber	Yes	No	No	USD	05/14/2020	234.70
2180	Pay		51344	52594	Check	1	4153	Speiser, Nate	Yes	No	No	USD	05/14/2020	1,305.00
2180	Pay		51321	52595	Check	1	00308	SW & WC Service Cooperative	Yes	No	No	USD	05/14/2020	7,914.00
2180	Pay		51342	52596	Check	1	4096	US Post Office	Yes	No	No	USD	05/14/2020	266.00
2180	Pay		51323	52597	Check	1	00666	West Central Roofing Cont.	Yes	No	No	USD	05/14/2020	3,972.61
2180	Pay		51326	52598	Check	1	00844	West Central Sanitation, Inc.	Yes	No	No	USD	05/14/2020	803.88
2180	Pay		51376	52599	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	05/15/2020	926.02
2180	Pay		51379	52600	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	05/15/2020	310.00
2180	Pay		51380	52601	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	05/15/2020	2,348.73
2180	Pay		51385	52602	Check	1	4594	Kensington Bank	Yes	No	No	USD	05/15/2020	191.67
2180	Pay		51382	52603	Check	1	3402	Lake Region Bank	Yes	No	No	USD	05/15/2020	289.58
2180	Pay		51381	52604	Check	1	3014	LegalShield	Yes	No	No	USD	05/15/2020	12.95
2180	Pay		51377	52605	Check	1	00880	MACCRAY Education Association	Yes	No	No	USD	05/15/2020	3,226.51
2180	Pay		51378	52606	Check	1	00881	NCPERS Group Life Ins.	Yes	No	No	USD	05/15/2020	56.00
2180	Pay		51384	52607	Check	1	4575	Old National Bank	Yes	No	No	USD	05/15/2020	396.02
2180	Pay		51383	52608	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	05/15/2020	10.00
2180	Pay		51375	52609	Check	1	00023	UNUM Life Insurance Company	Yes	No	No	USD	05/15/2020	271.75
2180	Pay		51393	52610	Check	1	3962	Indianhead Foodservice Distributor	Yes	No	No	USD	05/21/2020	497.95
2180	Pay		51394	52611	Check	1	4723	Krueger, Mary	Yes	No	No	USD	05/21/2020	7.80
2180	Pay		51390	52612	Check	1	2103	MidAmerica Books	Yes	No	No	USD	05/21/2020	208.45
2180	Pay		51391	52613	Check	1	2391	RCW Public Schools	Yes	No	No	USD	05/21/2020	3,793.57
2180	Pay		51392	52614	Check	1	2972	Stacy's Nursery	Yes	No	No	USD	05/21/2020	112.50
2180	Pay		51389	52615	Check	1	00666	West Central Roofing Cont.	Yes	No	No	USD	05/21/2020	2,215.56
2180	Pay		51395	52616	Check	1	3707	Willmar Bus Service	Yes	No	No	USD	05/21/2020	950.00
2180	Pay		51404	52617	Check	1	2359	Amazon.com	Yes	No	No	USD	05/28/2020	377.96
2180	Pay		51399	52618	Check	1	00138	City of Maynard	Yes	No	No	USD	05/28/2020	161.52
2180	Pay		51407	52619	Check	1	4179	Connecting Point Computer Center	Yes	No	No	USD	05/28/2020	215.00
2180	Pay		51402	52620	Check	1	1922	Frontier	Yes	No	No	USD	05/28/2020	376.01
2180	Pay		51409	52621	Check	1	4559	ICS Consulting, Inc	Yes	No	Yes	USD	05/28/2020	0.00

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

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	Pay		51408	52622	Check	1	4232	MACCRAY FFA	Yes	No	No	USD	05/28/2020	110.00
2180	Pay		51403	52623	Check	1	2126	Menards - Willmar	Yes	No	No	USD	05/28/2020	285.86
2180	Pay		51401	52624	Check	1	01797	Purchase Power	Yes	No	No	USD	05/28/2020	1,108.50
2180	Pay		51406	52625	Check	1	3745	Taylor Publishing Co	Yes	No	No	USD	05/28/2020	1,800.00
2180	Pay		51400	52626	Check	1	00905	Trulock, James	Yes	No	No	USD	05/28/2020	342.87
2180	Pay		51405	52627	Check	1	2923	VISA - CABank	Yes	No	No	USD	05/28/2020	2,688.58
2180	Pay		51414	52628	Check	1	1469	Xcel Energy	Yes	No	No	USD	05/28/2020	14.72
2180	Pay		51421	52629	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	05/29/2020	910.91
2180	Pay		51424	52630	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	05/29/2020	310.00
2180	Pay		51425	52631	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	05/29/2020	2,348.73
2180	Pay		51430	52632	Check	1	4594	Kensington Bank	Yes	No	No	USD	05/29/2020	191.67
2180	Pay		51427	52633	Check	1	3402	Lake Region Bank	Yes	No	No	USD	05/29/2020	289.58
2180	Pay		51426	52634	Check	1	3014	LegalShield	Yes	No	No	USD	05/29/2020	12.95
2180	Pay		51422	52635	Check	1	00880	MACCRAY Education Association	Yes	No	No	USD	05/29/2020	3,220.37
2180	Pay		51423	52636	Check	1	00881	NCPERS Group Life Ins.	Yes	No	No	USD	05/29/2020	56.00
2180	Pay		51429	52637	Check	1	4575	Old National Bank	Yes	No	No	USD	05/29/2020	396.02
2180	Pay		51428	52638	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	05/29/2020	10.00
2180	Pay		51420	52639	Check	1	00023	UNUM Life Insurance Company	Yes	No	No	USD	05/29/2020	260.75
Bank Total: <span style="border: 1px solid black; padding: 2px;">\$600,810.72</span>														
2180	SA		51311	21761	Check	1	2943	Sweep Hardware	Yes	No	No	USD	05/07/2020	17.48
2180	SA		51355	21762	Check	1	3853	Fred C. Gloeckner & Co., Inc.	Yes	No	No	USD	05/14/2020	375.72
2180	SA		51353	21763	Check	1	3039	MACCRAY After Prom	Yes	No	No	USD	05/14/2020	999.64
2180	SA		51359	21764	Check	1	4159	MACCRAY Band	Yes	No	No	USD	05/14/2020	999.64
2180	SA		51354	21765	Check	1	3796	MACCRAY Boys Basketball	Yes	No	No	USD	05/14/2020	1,999.28
2180	SA		51366	21766	Check	1	4550	MACCRAY BPA	Yes	No	No	USD	05/14/2020	999.64
2180	SA		51356	21767	Check	1	3908	MACCRAY Community Ed.	Yes	No	No	USD	05/14/2020	999.64
2180	SA		51357	21768	Check	1	3929	MACCRAY Dance Line	Yes	No	No	USD	05/14/2020	1,499.46
2180	SA		51358	21769	Check	1	3993	MACCRAY Football	Yes	No	No	USD	05/14/2020	499.82
2180	SA		51362	21770	Check	1	4230	MACCRAY Golf	Yes	No	No	USD	05/14/2020	499.82
2180	SA		51367	21771	Check	1	4551	MACCRAY NHS	Yes	No	No	USD	05/14/2020	999.64
2180	SA		51360	21772	Check	1	4202	MACCRAY PBIS	Yes	No	No	USD	05/14/2020	499.82
2180	SA		51364	21773	Check	1	4310	MACCRAY Prom	Yes	No	No	USD	05/14/2020	499.82
2180	SA		51352	21774	Check	1	3018	MACCRAY Softball	Yes	No	No	USD	05/14/2020	499.82
2180	SA		51363	21775	Check	1	4309	MACCRAY Spanish	Yes	No	No	USD	05/14/2020	1,499.46
2180	SA		51351	21776	Check	1	2548	Meca Sportswear	Yes	No	Yes	USD	05/14/2020	0.00
2180	SA		51361	21777	Check	1	4208	Pat's Signs & Graphics	Yes	No	Yes	USD	05/14/2020	0.00
2180	SA		51365	21778	Check	1	4463	Post, Lucas	Yes	No	No	USD	05/14/2020	189.97
2180	SA		51368	21779	Check	1	2548	Meca Sportswear	Yes	No	No	USD	05/14/2020	557.40

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

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
2180	SA		51369	21780	Check	1 4208		Pat's Signs & Graphics	Yes	No	No	USD	05/14/2020	475.00
2180	SA		51396	21781	Check	1 3707		Willmar Bus Service	Yes	No	No	USD	05/21/2020	350.00
2180	SA		51412	21782	Check	1 4414		Diamond Doctor, Inc.	Yes	No	No	USD	05/28/2020	2,250.00
2180	SA		51411	21783	Check	1 4208		Pat's Signs & Graphics	Yes	No	No	USD	05/28/2020	143.00
2180	SA		51410	21784	Check	1 00507		West Central Trophies	Yes	No	No	USD	05/28/2020	10.00

Bank Total: \$16,864.07

Report Total: \$712,135.79

MACCRAY Schools Enrollment 19-20

	<b>June 18-19</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>EOY</b>
Pre-K	92	73	71	72	74	77	77	77	75	75	75
K	60	69	69	69	69	66	66	65	65	65	62
1	75	59	59	58	58	58	58	58	58	58	58
2	69	72	72	72	73	72	72	72	70	69	69
3	45	69	70	70	68	66	66	67	67	66	66
4	56	46	46	46	44	44	44	44	44	44	44
5	56	57	57	56	56	54	54	54	54	55	55
6	58	56	56	56	56	54	54	54	54	55	55
K-6 Subtotal	419	428	429	427	424	414	414	414	412	412	409
7	511	501	500	499	498	491	491	491	487	487	484
8	64	58	59	60	59	58	58	57	57	57	57
9	59	63	62	62	60	61	62	62	61	61	61
10	60	57	56	57	58	58	59	59	59	57	56
11	49	60	59	59	57	56	55	56	56	55	55
12	37	49	49	49	48	48	48	48	47	46	45
12	29	39	38	37	36	36	36	36	36	36	36
Subtotal	298	326	323	324	318	317	318	318	316	312	310
K-12 Total	717	754	752	751	742	731	732	732	728	724	719
P-12 Total	809	827	823	823	816	808	809	809	803	799	794

**Ind. School District #2180**  
**Exp Summary - Fd, Pro Series**  
**Period Ending May 31, 2020**

Sequence: Fd, Pro

		20RVSD		Year To Date		% YTD		% YTD		Remaining	
Description		Annual Budget	Period 202011	Year To Date	% YTD	Encumbrances	+ Enc			Balance	
01	General										
	000 Administration	645,090.00	65,526.80	640,274.22	99%	(10.12)	99%			4,825.90	
	100 District Support Services	293,451.00	9,078.25	264,760.85	90%	1,670.58	91%			27,019.57	
	200 Elem & Secondary Regular Instr	3,959,762.00	316,778.82	3,210,462.70	81%	18,216.37	82%			731,082.93	
	300 Vocational Education Instr	152,500.00	14,513.45	110,186.09	72%	199.80	72%			42,114.11	
	400 Special Education Instr	1,625,022.00	130,797.78	1,269,315.52	78%	3,827.90	78%			351,878.58	
	600 Instructional Support Services	524,306.00	29,473.55	468,639.25	89%	6,528.75	91%			49,138.00	
	700 Pupil Support Services	926,693.00	87,400.09	792,436.09	86%	105.00	86%			134,151.91	
	800 Sites & Buildings	699,380.00	49,554.08	651,950.32	93%	9,111.05	95%			38,318.63	
	900 Fiscal & Other Fixed Costs	95,361.00	0.00	95,310.99	100%	0.00	100%			50.01	
01	General	8,921,565.00	703,122.82	7,503,336.03	84%	39,649.33	85%			1,378,579.64	
02	Food Service										
	700 Pupil Support Services	461,913.00	29,162.06	458,983.00	99%	652.13	100%			2,277.87	
02	Food Service	461,913.00	29,162.06	458,983.00	99%	652.13	100%			2,277.87	
04	Community Service										
	500 Community Ed & Services	446,020.00	38,376.51	390,810.07	88%	1,568.29	88%			53,641.64	
04	Community Service	446,020.00	38,376.51	390,810.07	88%	1,568.29	88%			53,641.64	
05	Capital Outlay										
	200 Elem & Secondary Regular Instr	18,760.00	7,713.28	18,785.59	100%	0.00	100%			(25.59)	
	600 Instructional Support Services	12,000.00	0.00	12,026.00	100%	0.00	100%			(26.00)	
	800 Sites & Buildings	357,699.00	12,375.24	364,124.96	102%	6,235.63	104%			(12,661.59)	
05	Capital Outlay	388,459.00	20,088.52	394,936.55	102%	6,235.63	103%			(12,713.18)	
07	Debt Redemption										
	900 Fiscal & Other Fixed Costs	602,575.00	0.00	602,575.00	100%	0.00	100%			0.00	
07	Debt Redemption	602,575.00	0.00	602,575.00	100%	0.00	100%			0.00	
21	Student Activity										
	200 Elem & Secondary Regular Instr	127,540.00	14,111.07	137,839.95	108%	4,494.69	112%			(14,794.64)	
21	Student Activity	127,540.00	14,111.07	137,839.95	108%	4,494.69	112%			(14,794.64)	
<b>Report Totals:</b>		10,948,072.00	804,860.98	9,488,480.60	87%	52,600.07	87%			1,406,991.33	

## INVESTMENTS OUTSTANDING

June 30, 2019

### MSDMAX Fund – MSDLAF

MSDMAX Fund Balance as of June 30, 2019	\$2,231.77
Interest - July 31, 2019	\$4.29
Interest – Aug. 31, 2019	\$4.15
Interest – Sept. 30, 2019	\$3.90
Interest – Oct. 31, 2019	\$3.79
Interest – Nov. 30, 2019	\$3.19
Interest – Dec. 31, 2019	\$3.19
Interest – Jan. 31, 2020	\$3.28
Interest – Feb. 29, 2020	\$2.89
Interest – Mar. 30, 2020	\$2.49
Interest – Apr. 30, 2020	\$1.76
Interest – May 31, 2020	\$1.04
<b>BALANCE</b>	<b><u>\$2,265.74</u></b>

### LIQUID ASSET FUND

Money Market Balance as of June 30, 2019	\$1,520.25
Interest – July 31, 2019	\$2.80
Interest – Aug. 31, 2019	\$2.70
Interest – Sept. 30, 2019	\$2.53
Interest – Oct. 31, 2019	\$2.45
Interest – Nov. 30, 2019	\$2.06
Interest – Dec. 31, 2019	\$2.05
Interest – Jan. 31, 2020	\$2.11
Interest – Feb. 29, 2020	\$1.84
Interest -Mar. 30, 2020	\$1.56
Interest – Apr. 30, 2020	\$1.06
Interest – May 30, 2020	\$.57
<b>BALANCE</b>	<b><u>\$1,541.98</u></b>

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

Balance on June 30, 2019	\$45,674.52
Interest – July 31, 2019	\$39.23
Interest – Aug. 31, 2019	\$35.69
Interest – Sept. 30, 2019	\$36.91
Interest – Oct. 31, 2019	\$36.94
Interest – Nov. 30, 2019	\$34.59
Interest – Dec. 31, 2019	\$38.19
Interest -Jan. 31, 2020	\$37.03
Interest – Feb. 29, 2020	\$33.47
Interest – Mar. 30, 2020	\$25.87
Interest – Apr. 30, 2020	\$12.47
Interest – May 31, 2020	\$12.06
<b>BALANCE</b>	<b><u>\$46,016.97</u></b>

### Citizens Alliance Bank Special Money Market Savings

Balance as of June 30, 2019	\$2,298,647.16
Interest – July 31, 2019 (Transfer \$400,000 in)	\$2,225.26
Interest – Aug. 31, 2019	\$1775.92
Interest – Sept. 30, 2019	\$1836.32
Interest – Oct. 31, 2019 (Transfer \$500,000 in)	\$1739.94
Interest – Nov. 30, 2019 (Transfer \$500,000 out)	\$1659.85
Interest – Dec. 31, 2019	\$1543.12

Interest – Jan. 31, 2020 (Transfer \$300,000 out)	\$1404.93
Interest – Feb. 29, 2020 (Transfer \$400,000 out)	\$1187.87
Interest – Mar. 30, 2020 (Transfer \$300,000 in)	\$840.14
Interest – Apr. 30, 2020	\$570.29
Interest – May 31, 2020 (Transfer \$900,000 in)	\$659.00
<b>BALANCE</b>	<b><u>\$3,214,089.89</u></b>

## **June 2020 Activities Director Report**

- 1. MSHSL “Why We Play” Presentation and videos.**
- 2. I attend weekly MSHSL “Zoom” meetings. I will summarize some of the more important decisions happening at this time. It sometimes changes daily.**
- 3. Summer coaching waiver changed from June 1st to June 15 until August 7th. They implemented a shorter no contact period over the July 4th holiday. Instead of the normal week they require no contact, this summer they are only requiring no contact for July 3, 4 & 5.**
- 4. Summer school facility use plan.**

## **March 2020 Activities Director Report**

- 5. All winter activities have concluded their seasons.**
- 6. MACCRAY had 32 students attend the state BPA competition in Minneapolis this past Thursday, Friday and Saturday.**
- 7. The Spring Play will be this Friday and Saturday, March 13 & 14th in the HS gym beginning at 7:30. Please come and show your support for their hard work and preparation.**
- 8. The music dept. will be attending the following events:**
  - a. Large Group Subsection on 3/9 @ KMS**
  - b. JH Solo/Ensemble on 3/12 @ SMSU**
  - c. Solo/Ensemble Subsection on 3/28 @ Benson**
- 9. We had two BBB players reach the 1,000 point mark this season. Congratulations to Brady Kienitz and Blake Wadsworth.**

## Activity Coaches & Supervisors - Spring 2020

Baseball -	Nate Hebrink Tyler Wrede Trent Carlson To be decided	Varsity JV JH JH
Track -	Rick Meyer Arron Enger	Asst. JH
Softball -	Nancy Thoma Brian Brandt - (undecided) To be decided	Varsity JV JH (if needed)
Golf – B/G	Mitchell Kent Jason Prekker	Head Asst./JH
Boys Tennis -	Andrew DuHoux	Varsity
Spring Play -	Aubrey Ross	
Weight Room Coach -	Cole Christopher	

## **February 2020 Activities Director Report**

### **1. Winter Tournament Dates**

- a. 1 Act Play was in Dawson on January 25th. They performed well but tied for 5th.**
- b. Dance Section was in Montevideo this past Saturday, February 8**
- c. Wrestling Team Section will be Tuesday, February 11 and if they continue on, Friday, February 14 @ Minnewaska. Individuals will be Saturday, February 22 @ Long Prairie Grey Eagle.**
- d. Girls Basketball Sub-Section and Sections will be February 20, 22, 24, 28 & March 6.**
- e. Boys Basketball Subsection and Section will be February 27, 29, March 5, 7 & 12.**
- f. BPA State Tournament is March 5-7. 34 out of 39 qualified for the State Competition and 32 have committed to attending. (Congratulations to Mrs. Pieper and and her students)**
- g. Knowledge Bowl Sub-Regions will be on February 21 @ Ridgewater in Willmar.**

### **2. Spring Sports Start Dates:**

- a. Track - March 9**
- b. Softball - March 9**
- c. Baseball - March 16**
- d. Golf - March 16**
- e. Boy's Tennis - March 23**

### **3. Please see the attached page with winter participation numbers.**

### **2019-20 Winter Athletic Participation**

Dance	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	2	4	4	4	3	4	Total = 21 incl mgr
Boys BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	13	14	3	8	7	3	Total = 48 incl mgr
Girls BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	8	10	6	7	3	3	Total = 37 incl 2 mgrs
Wrestling	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	1	0	2	2	0	0	Total = 5 (1 still on roster)

In Grades 7-12, there are 111 of 325 students out for a winter sport (34%).

#### WINTER ATHLETIC PARTICIPATION, By Grade

<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>
7th - 24/60 - 40%	7th - 31/63 - 49%	7th - 10/56 - Incomplete
8th - 28/62 - 45%	8th - 15/59 - 25%	8th - 27/64 - Incomplete
9th - 15/57 - 26%	9th - 21/60 - 35%	9th - 21/55 - 38%
10th - 21/59 - 36%	10th - 19/50 - 38%	10th - 18/43 - 42%
11th - 13/49 - 27%	11th - 9/37 - 24%	11th - 11/35 - 31%
12th - 10/38 - 26%	12th - 9/29 - 31%	12th - 9/44 - 20%

### **2019-20 Winter Activity Participation**

BPA		<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>		
		6	8	14	11	Total = 39	
Knowledge Bowl		<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>		
		4	0	6	3	Total = 13	
Math League		<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>		
		3	7	4	2	Total = 16	
One Act	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	4	2	5	2	1	4	Total = 18 cast/crew

## **January 2020 Activities Director Report**

- 1. 7th & 8th grade girls basketball started practice on Thursday, January 2nd. The 8th grade girls were all invited to practice with the Varsity for the first half of the season. Many did attend.**
- 2. The JH BBB season ended before Christmas break. The 8th grade boys have all been invited to extend their season and play the remaining games of our C-squad schedule. We did not have enough C-squad players to have C games the first half of the season.**
- 3. Please approve the hiring of Mitch Kent as our 7th grade girls coach. He's working with Dana Johnson who is continuing to coach the 8th grade team.**
- 4. Also, please accept the change of our Spelling Bee coach. Josie Donner was approved at the November meeting, but Meghan Sunderland will be running the Spelling Bee this year in Josie's place.**
- 5. Cameron Macht has been working hard on recruiting students for Knowledge Bowl. He has adjusted practice times allowing students involved in a sport to attend Knowledge Bowl practices.**
- 6. Bryce Olson has about 15 students attending the Math League events at ACGC.**
- 7. Aubrey Ross is currently working with students preparing for the "One Act Play". It will be presented to the public on Thursday, January 23rd at 7:00.**
- 8. Rhonda Pieper is helping roughly 40 BPA students prepare for the Regional Conference at MN West in Granite Falls on January 17th.**
- 9. Winter activities participation numbers will be included in February's report.**

## **November 2019 Activities Director Report**

- 1. Need a Governing Board Rep for the MSHSL.**
- 2. Thanks for the approval of the winter coaches and activities supervisors.**
- 3. Fall sports seasons have concluded.**
- 4. Winter Sports Start Dates:**
  - a. Dance Team - October 21, 2019**
  - b. 7th & 8th BBB - October 29, 2019**
  - c. 9-12 GBB - November 11, 2019**
  - d. 9-12 BBB - November 18, 2019**
  - e. Wrestling - November 18, 2019**
- 5. The Musical is this week so please try and get to one of their performances. They will be performing “Disney's High School Musical” on November 15th @ 7:00, 16th @ 7:00 and the 17th @ 2:00.**



## **September & October 2019 Activities Director Report**

- 1. Fall sports participation numbers. (See page 2)**
- 2. Please approve the hiring of the Musical Directors, Aubrey Ross & Joel Gronseth.**
- 3. Here are the dates of the upcoming tournaments.**
  - **Volleyball North vs South Game: MACCRAY won the North and will play at Minneota, Monday, October 14. (tonight)**
  - **Girls Tennis: Oct. 4 - MACCRAY was defeated in the first round by Osakis.  
Oct. 9 - Individual Tourn. @ Courts Plus, Fargo, ND-no one advanced**
  - **Football:                   Tuesday, Oct. 22 @ High Seed  
                                  Saturday, Oct. 26 @ High Seed  
                                  Friday, Nov. 1, Section Finals @ SMSU**
  - Volleyball:                Oct. 25 @ High Seed  
                                  Oct. 29 & 31 @ SMSU  
                                  Nov. 2, Section Finals @ SMSU**
  - Cross Country:        Oct. 24 @ Section meet in Madison**
- 4. Musical practices are taking place at this time. They will be performing “Disney's High School Musical” on November 15, 16 &17.**

## Please approve the following supervisor position

<b>Pep Band -</b>	Joel Gronseth
<b>Yearbook -</b>	Rhonda Pieper
<b>National Honor Society -</b>	Laura Bristle

### 1. 2018 Fall Participation

#### Football

7th - 14  
8th - 16  
9th - 2  
10th - 12  
11th - 11  
12th - 4

**TOTAL - 59**

#### Girls Tennis

7th - 0  
8th - 3  
9th - 3  
10th - 0  
11th - 5  
12th - 7

**TOTAL - 18**

#### Volleyball

7th - 11  
8th - 12  
9th - 8  
10th - 11  
11th - 4  
12th - 5

**TOTAL - 51**

#### Cross Country

##### MACCRAY Runners

7th - 2  
8th - 0  
9th - 3  
10th - 0  
11th - 0  
12th - 0

**TOTAL - 5**

**133 out of 323 (41%) students in grades 7-12 are participating in fall sports.**

**Participation by grade:**

<b>7th - 27/59</b>	<b>- 46%</b>
<b>8th - 31/62</b>	<b>- 50%</b>
<b>9th - 16/56</b>	<b>- 29%</b>
<b>10th - 23/59</b>	<b>- 39%</b>
<b>11th - 20/49</b>	<b>- 41%</b>
<b>12th - 16/38</b>	<b>- 42%</b>

## **August 2019 Activities Director Report**

- 1. Scott had the three handicap parking spots painted on the asphalt straight out from the event entrance. They are all van accessible.**
- 2. The East and Softball Field tiling project has been completed. Now the turf repair work begins.**
- 3. The remainder of the Fall coaching positions have been filled. Thanks for approving the J.H. football and volleyball coaches as well as the concessions supervisor.**
- 4. All Fall athletic practices began today, August 12, 2019.**
- 5. As an FYI, the Football Booster Club paid to have a tank system added to the irrigation system in Maynard. This allows mosquito spray, fertilizer and weed spray to be applied through the system to the football field.**
- 6. The Football Booster Club would like to pay to have an irrigation system installed on the practice field in Clara City but it can't be done until the track and practice field area get replaced/repared.**
- 7. MSHSL "Why We Play" presentation & video. - Please read the handout ahead of time.**

# Fall 2019 MACCRAY Coaches - updated 08/08/19

## Football

Rick Meyer	Head Varsity
Nate Bourne	Asst. Varsity
Cole Christopher	Asst. Varsity
Trent Carlson	Junior High
Justin Tongen	Junior High

## Boys & Girls Cross Country

Deb Hoberg	Head Varsity - RCW
Brittany Cook	Asst. - MACCRAY

## Volleyball

Terese Bourne	Head Varsity
Abbey Thissen	B Squad
Brenda Schwitters	C Squad
Brittany Koenen	8th Grade
Erin Liebl	7th Grade

## Girls Tennis

Trisha Baldwin	Head Varsity
Lindsey Bosch	Asst./JH

Weight Room Cole Christopher

## **Please approve these volunteers for the respective sports:**

Aleah Schwitters - Volleyball Volunteer  
Ashley Dirksen - Volleyball Volunteer  
Sydney Schwitters - Volleyball Volunteer  
Tory Brouwer - Volleyball Volunteer  
Olivia Ruiters - Volleyball Volunteer  
Piper Asche - Volleyball Volunteer  
Danni Burns - Volleyball Volunteer  
Ashley Trulock - Tennis Volunteer  
Annie Sandry - Tennis Volunteer  
Riley Essendrup - Tennis Volunteer  
Tyler Anderson - Football Volunteer  
Ben Burner - Football Volunteer  
Josh Cavaness - Football Volunteer

Activity Concessions Supervisor/Worker - Mary Marcus

**July 2019 Activities Director Report**  
**(Sherri will report.)**

1. I am closing the Circle Drive/Office entrance this year. Almost (if not all) schools have only one entrance.
  - a. There are almost no paying customers that enter this gate.
  - b. It is labor intensive having to prepare and count an extra cash box for each event.
  - c. Oftentimes it is difficult to find a 2nd ticket taker and they are rarely able to get here on time.
  - d. We will be putting up three handicap parking spots in the main lot like many other schools have such as KMS and Montevideo.
2. Discuss SB field tiling project.
3. Discuss the letter being sent to a parent that did not follow school policy when approaching our coaches at a game. When confronting our coaches after a game, this parent was very disrespectful as well as used foul language.
4. I am recommending no activity fee increases for this year.
5. Thanks for approving the Fall coaches. (list attached)

# Fall 2019 MACCRAY Coaches - updated 07/02/19

## Football

Rick Meyer	Head Varsity
Nate Bourne	Asst. Varsity
Cole Christopher	Asst. Varsity
??????	Junior High
??????	Junior High

## Boys & Girls Cross Country

Deb Hoberg	Head Varsity - RCW
Brittany Cook	Asst. - MACCRAY

## Volleyball

Terese Bourne	Head Varsity
Abbey Thissen	B Squad
Brenda Schwitters	C Squad
??????	8th Grade
??????	7th Grade

## Girls Tennis

Trisha Baldwin	Head Varsity
Lindsey Bosch	Asst./JH

**Please approve these volunteers for the respective sports:**

Aleah Schwitters - Volleyball Volunteer  
Ashley Dirksen - Volleyball Volunteer  
Sydney Schwitters - Volleyball Volunteer  
Tory Brouwer - Volleyball Volunteer  
Olivia Ruiter - Volleyball Volunteer  
Piper Asche - Volleyball Volunteer  
Danni Burns - Volleyball Volunteer  
Ashley Trulock - Tennis Volunteer  
Annie Sandry - Tennis Volunteer  
Riley Essendrup - Tennis Volunteer  
Tyler Anderson - Football Volunteer

## **May/June 2019 Activities Director Report**

- 1. All Spring activities have concluded. SB went 2-2 in the section Tournament. Track had 13 girls and 5 boys qualify and compete in the section meet in Luverne but no one qualified for state. Golf had one, Kyle Stranberg qualify and compete in the section meet.**
- 2. Spring sports participation numbers:**
  - a. Track - JH Boys - (3), JH Girls - (5), 9-12 Boys - (7), 9-12 Girls (14).**
  - b. Softball - JH - (13), 9-12 - (16)**
  - c. Baseball - JH - (21), 9-12 - (22)**
  - d. Golf - JH Boys - (2), JH Girls - (6), 9-12 Boys - (8), 9-12 Girls -(4)**
  - e. Boys Tennis - JH - (5), 9-12 - (7)**
- 3. Explain the court ruling allowing boys to join Dance.**
- 4. Discuss the concerns about restrooms and changing facilities at East and West if the “Single Campus” is approved. (Minneota, Canby, Westbrook/Walnut Grove, Ortonville, MCC)**

## April 2019 Activities Director Report

1. Thanks for approving Emily Boerboom as the JH SB coach.
2. Thanks for approving Ashley Trulock as a volunteer for Boys Tennis.
3. We had some choir students compete in Solo Ensemble sub-sections in Benson on March 30th. Congratulations to the following students for receiving superior ratings: Jessica Wellnitz, Brogan Harguth, Allison Shubert and Emmy Arndt. We also had some band students compete so congratulations to the following students: Katelyn Tuve received a superior, Elese Andol and Nathan Hinrichs each received an excellent rating. The following ensemble groups performed and all received excellent ratings: Trio: Rose Nett, Lindsey Barton, Katlyn Aviles, Duet: Izzie Plagge and Brogan Harguth, and duet Katelyn Tuve and Tracy Huettl.
4. MACCRAY Band competed in the Large Group sub-sections in KMS on March 11th. They did not play for a rating but played for judges for comments and advice.
5. The new sections assignments came out on Thursday, April 4th. If you are interested in seeing them, go to [mshsl.org](http://mshsl.org), over on the right you'll see a column with 2019-20, 2020-21 section assignments which will give you the sections placement for each sport season.
6. All Spring sports have started practice and will hopefully begin with competitions this week.
7. We are going to start advertising for a HS wrestling coach so MACCRAY can have their own coach within Quad County Wrestling and hopefully help promote the sport to all K-12 students at MACCRAY.

### **March 2019 Activities Director Report**

1. Winter sports teams, Knowledge Bowl, Math League & Pep Band - all teams have concluded their seasons.
2. Quad County Wrestling had one individual make it to state this year. Ayden Friese - he went 1 & 2
3. Activity numbers:
  - a. Pep Band - 43
  - b. Knowledge Bowl - 13 (9th - 1, 10th - 4, 11th - 1, 12th - 7)
  - c. Math League - 9 (9th - 0, 10th - 4, 11th - 2, 12th - 3)
  - d. BPA - 36 (9th - 4, 10th - 12, 11th -11, 12th - 9)
  - e. One Act Play (Winter) - 12 (8th - 4, 9th - 5, 11th - 1, 12th - 2)
  - f. Spring Play - 15
4. The Spring Play will be Friday, March 15, & Saturday, March 16, at 7:30 in MACCRAY's Auditorium (AKA gym). Please come support their preparation.
5. BPA had 31 members compete at the State Competition in Minneapolis on Thursday and Friday last week. **(Kate Hultgren, Gracie Slagter and Ole Sandry all qualified for Nationals)**
6. Large Group Sub-Sections are March 11th @ KMS. The band will be attending but not the choir this year.
7. Solo Ensemble Sub-Sections are March 30 @ Benson. The choir will send 4-5 members and the band will send a few students as well. (12-15)
8. So far, our Spring participation numbers are up from last year.
9. Please approve the Spring 2019 Coaches & Activity Supervisors - list attached.
10. NOCSAE (National Operating Committee on Standards of Athletic Equipment) is requiring all levels of FB helmets to be reconditioned every other year.
11. Information on how the MSHSL figures a schools classification.

Every two years the MSHSL reclassifies teams into new competitive sections. Every school in the MSHSL reports their enrollments to the MDE on October 1st of that year. The MDE releases those enrollments in early February and the MSHSL uses the following formula for figuring out each school's classification enrollment.

MDE October 1 Enrollment in grades 9-12, (grade 12 is the outgoing seniors).

Then subtract 40% of the Free/Reduced students in grades 9-12.

This equals our enrollment for the next two years classification.

For 2019-20 & 2020-21 our enrollment is 133.

This year, 9-man football was figured by our 7-10 enrollment which moved us to 11 man even though the 150 and below has been 9-man in the past.

## Activity Coaches & Supervisors - Spring 2019

Baseball -	Nate Hebrink Tyler Wrede Trent Carlson	Varsity JV JH
Track -	Rick Meyer Arron Enger	Asst. JH
Softball -	Nancy Thoma Brian Brandt To be decided	Varsity JV JH (if needed)
Golf – B/G	Mitchell Kent Jason Prekker	Head Asst./JH
Boys Tennis -	Trisha Suchanek	Varsity
Spring Play -	Aubrey Ross	
Weight Room Coach	Cole Christopher	

## **February 2019 Activities Director Report**

### **1. Winter Tournament Dates:**

- a. 1 Act Play was in Montevideo on - Jan. 26
- b. Dance was in Montevideo on - Feb. 9
- c. Team Wrestling - Feb. 12 @ high seed.  
Feb. 15 @ Benson
- d. Individual Wrestling - Feb. 23 @  
Minnewaska.
- e. Girls Basketball - Feb. 21, 23, 26, Mar. 1, 8
- f. Boys Basketball - Feb. 28, March 2, 7, 9,14
- g. BPA state tournament - March 7-9.  
(Congratulations to Mrs. Pieper and her  
students. 33 students qualified at the  
Regional competition at Minnesota West)
- h. Knowledge Bowl Sub-Regions at  
Ridgewater - Feb. 22

### **2. Spring Sports Start up dates:**

- a. Track - March 11
- b. Softball - March 11
- c. Baseball - March 18, Throwing Mar. 11th
- d. Golf - March 18
- e. Boys Tennis - March 25

### **3. Explain how the MSHSL figures a schools classification.**

## **January 2019 Activities Director Report**

- 1. 7th & 8th grade girls basketball started practice on Wednesday, Jan. 2nd.**
- 2. There are or have been many other activities going on such as Knowledge Bowl, Math League, the Musical, One Act, BPA, etc. Participation numbers will be given at a future meeting.**
- 3. Please approve the hiring of Les Feia and Mitch Kent as JH GBB Coaches.**
- 4. Winter sports participation numbers are attached.**

## 2018-19 Winter Athletic Participation

Dance	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	7	5	5	3	4	1	TOTAL = 25
Boys BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	13	3	9	10	2	3	TOTAL = 40
Girls BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	11	6	6	6	2	5	TOTAL = 36
Wrestling -	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	0	1	1	0	1	0	TOTAL = 3

In Grades 7-12 there are 104 of 298 students out for a winter sport.

### 2018-19 Winter Participation by grade:

7th - 31/63 - 49%  
8th - 15/59 - 25%  
9th - 21/60 - 35%  
10th - 19/50 - 38%  
11th - 9/37 - 24%  
12th - 9/29 - 31%

### 2017-18 Winter Participation by grade:

7th - 10/56 - Incomplete  
8th - 27/64 - Incomplete  
9th - 21/55 - 38%  
10th - 18/43 - 42%  
11th - 11/35 - 31%  
12th - 9/44 - 20%

## **November 2018 Activities Director Report**

1. **Winter Sports Start Dates:**
  - a. **Dance - October 22**
  - b. **7th/8th Boys Basketball - October 31**
  - c. **9-12 Girls Basketball - November 12**
  - d. **9-12 Boys Basketball - November 19**
  - e. **7-12 Wrestling - November 19**
2. **Fall Sports Wrap-Up - All Fall seasons are complete. I'm in the process of having exit interviews with each coach about their season.**
3. **There are thirteen 7th grade boys out for J.H. boys basketball and five 8th grade boys. We are moving a few 7th graders up to play with the 8th grade boys which will increase their playing time and make the numbers more equal.**
4. **The Musical staff and students have been working hard and will be performing "Once on This Island" on November 16, 17 & 18.**
5. **Thanks for the approval of the winter coaches and supervisors.**
6. **While I was on leave, Mr Dammann completed the "Athletic Data Report" for the MDE.**
7. **Mrs. Smith and I are going to continue promoting and offering an elementary wrestling program hoping to increase our HS numbers in the future. Our previous superintendent sold all three of our mats, so I will ask YME if they will loan us a mat again this season. All three of our communities and MACCRAY once had a very strong wrestling tradition and support and need to consider purchasing our own mat so we can continue to grow the sport here at MACCRAY.**

**Winter 2018-19 MACCRAY Coaches/Supervisors**

**updated 11/01/18**

**Boys Basketball**

Lucas Post	Head Varsity
Riley Aeikens	JV
Trent Carlson	C
Les Feia	J.H.
Mitch Kent	J.H.

**Girls Basketball**

Shaun Condon	Head Varsity
Bryce Olson	JV
Dana Johnson	C
Les Feia	JH
Mitch Kent	JH

**Dance**

Janie Albertson	Head Varsity
Nicole McDaniel	Asst./JH

**Please approve these volunteers for the respective sports:**

Kourtney Hammerschmidt - Dance Volunteer  
Alexis Wolf - Dance Volunteer

<b>Prom -</b>	Brittany Cook
<b>Pep Band -</b>	Joel Gronseth
<b>Knowledge Bowl-</b>	Cameron Macht
<b>Yearbook -</b>	Rhonda Pieper
<b>Math League -</b>	Bryce Olson
<b>BPA -</b>	Rhonda Pieper
<b>One Act Play -</b>	Aubrey Ross
<b>Spelling Bee -</b>	Josie Donner
<b>National Honor Society -</b>	Laura Bristle

**September & October 2018 Activities Director Report**

**Fall sports participation numbers. (See page 2)**

**We put the rugs under the water fountains again. Two people fell down at the first VB game.**

**Explain BB & SB scoreboard estimated expense. Coke will give \$8,000.**

**Please approve the Rockets request to change the foul line fences at our varsity field in Raymond.**

**The tennis court project is complete other than court signs & numbers.**

**Please approve the hiring of the Musical Directors, Aubrey Ross & Joel Gronseth.**

**Here are the dates of the upcoming tournaments.**

- **Volleyball North vs South Game: Has not been determined yet but there is a chance MACCRAY could host it on October 15 @ 7:00**
- **Girls Tennis: Oct. 3 - MACCRAY was defeated in the first round by Minnewaska.  
Oct. 10 & 16 - Individual Tourn. @ Courts Plus, Fargo, ND**
- **Football:                   Tuesday, Oct. 23 @ High Seed  
                                  Saturday, Oct. 27 @ High Seed  
                                  Thursday, Nov. 1, Section Finals @ SMSU**

**Volleyball:                Oct. 22 & 26 @ High Seed  
                                  Oct. 30, Nov. 1, 3 @ SMSU**

**Cross Country:        Oct. 25 @ Luverne**

**8. Musical practices are taking place at this time. They will be performing “Once on This Island” on November 16, 17 & 18.**

**9. Mr. Dammann attended the MSHSL Fall Area Meeting - 9/13/18 in Marshall.**

**2018 Fall Participation**

**Football**

**7th - 15**

**8th - 8**

**9th - 14**

**Girls Tennis 7th - 2**

**8th - 3**

**9th - 0**

	10th - 11		10th - 4
	11th - 4		11th - 5
	12th - 7		12th - 3
	<b>TOTAL - 59</b>		<b>TOTAL - 17</b>
Volleyball	7th - 15	Cross Country	7th - 1
	8th - 14		8th - 1
	9th - 12		9th - 0
	10th - 6		10th - 0
	11th - 5		11th - 0
	12th - 2		12th - 1
	<b>TOTAL - 54</b>		<b>TOTAL - 3</b>

**133 out of 304 (44%) students in grades 7-12 are participating in fall sports.**

**Participation by grade:**

7th	- 33/65	- 51%
8th	- 26/59	- 44%
9th	- 26/60	- 43%
10th	- 21/52	- 40%
11th	- 14/39	- 36%
12th	- 13/29	- 45%

## **August 2018 Activities Director Report**

**1. Fall practices are beginning on Monday, August 13th. (Today)**

2. Thank you for the approval of the Fall coaches.
3. The Football Booster Club would like the boards approval to have a spray system & tank installed that works with the irrigation system to disperse mosquito spray, fertilizer and weed spray on the field. The Football Club will pay the \$1,300 for the project.
4. The tennis court project should be completed this week. Montevideo Schools are allowing us to practice on their courts this week.
5. Please approve the hiring of Mary Marcus as the activity concessions supervisor.

## **Fall 2018 MACCRAY Coaches - updated 08/09/18**

### **Football**

Rick Meyer

Head Varsity

Nate Bourne	Asst Varsity
Cole Christopher	Asst./JV
Tyler Anderson	Asst./JV
Jeremy Schafer	J.H.
Trent Carlson	J.H.

### **Boys & Girls Cross Country**

Deb Hoberg	Head Varsity - RCW
Brittany Cook	Asst. - MACCRAY

### **Volleyball**

Terese Bourne	Head Varsity
Abbey Thissen	B Squad
Brenda Schwitters	C Squad
Brittany Koenen	8th grade
Carly Wrede	7th grade

### **Girls Tennis**

Trisha Baldwin	Head Varsity
Lindsey Bosch	Asst./JH

**Please approve these volunteers for the respective sports:**

Brock Madsen - Football Volunteer  
Aleah Schwitters - Volleyball Volunteer  
Ashley Dirksen - Volleyball Volunteer  
Sydney Schwitters - Volleyball Volunteer  
Tory Brouwer - Volleyball Volunteer  
Olivia Ruitter - Volleyball Volunteer  
Ashley Trulock - Tennis Volunteer  
Annie Sandry - Tennis Volunteer

**July 2018 Activities Director Report**

- 1. Tennis Court construction has begun. If weather cooperates, could be done as early as August 18th. I have made arrangements with Montevideo to use their courts for practice during the pre-season. The Clara City Council approved the Bid from Duininck Inc.**
- 2. Please approve the changes to the “Activity Handbook”: all changes either have a “strikethrough” or are highlighted in yellow. Notice the changes in fees and admission costs.**
- 3. Congratulations to the Boys Tennis Team for receiving the “Silver” award for academic excellence from the Minnesota State High School Coaches Association. (GPA of 3.5-3.749)**
- 4. MACCRAY will play 11 man football beginning in 2019. We will be in the Southwest District in the West Sub-District. We will play Canby, Dawson/Boyd, LQPV, Lakeview, Minneota, YME, RTR and have one crossover game vs the East Division playing Wabasso. (We did not opt up but is the result of our increased enrollment in the high school)**
- 5. The MSHSL has added “Restricted Arc” underneath the basketball hoops to minimize contact. It is not required in JH. They have already been painted on the floors at East and the HS.**
- 6. The MSHSL is allowing 2 year trial for schools with wrestling to move from 14 weight classes down to 12 if they choose. This is only during the regular season. If they do choose to do this, they would not wrestle 106 and 195.**

**May 2018 Activities Director Report**

1. Starting a lettering policy for Knowledge Bowl - Cameron Macht
2. Solo & Ensemble - Sub Section Contest - 11 students participated with most receiving "Excellent" or "Superior" ratings.
3. Band Large Group Competition - this is the first time we've participated under Mr. Groseth's tenure. Received an "Excellent" rating.
4. BPA qualified 5 individuals for the National Convention by placing top 5 in the state meet. They are: Riley Cronen, Brett Harguth, Sam Hilbrands, Kate Hultgren & Jacob Zuidema.
5. Baseball Stadium work has been completed.
6. We are going to go ahead with a Daktronics scoreboard at the FB field.
7. Lucas Post was offered the Head Boys Basketball position and accepted.
8. Riley Aeikens was offered the Assistant Boys Basketball position and accepted.
9. Spring sports participation numbers:
  - a. Track - JH Boys - (3), JH Girls - (6), 9-12 Boys - (2), 9-12 Girls (11).
  - b. Softball - JH - (12), 9-12 - (18)
  - c. Baseball - JH - (6), 9-12 - (20)
  - d. Golf - JH Boys - (9), JH Girls - (2), 9-12 Boys - (4), 9-12 Girls -(4)
  - e. Boys Tennis - JH - (6), 9-12 - (5)
10. Please approve the motion to approve the "AGREEMENT FOR THE LEASE & USE OF THE BASEBALL FIELD" in Raymond.
11. Please approve the motion to approve the "IMPROVEMENT and SHARING OF TENNIS FACILITY AGREEMENT" with the City of Clara City.

### **March 2018 Activities Directors Report**

- 1. Winter sports teams - All teams have concluded their seasons.**
- 2. Quad County Wrestling had two individuals make it to state this year.  
Bryce Schmidt & Ayden Friese**
- 3. Congratulations to Knowledge Bowl Coach Cameron Macht and his team for making it to the Regional Meet at Ridgewater this Friday.  
The team consists of Mason Ashburn, Jager Benson, Andrew Miller and Jacob Zuidema.**
- 4. Congratulations to Olivia Ruiten, Sydney Schwitters & Ellie Thein on being selected as "Academic All State" players by the MGBCA.**
- 5. I contacted 15 schools to see how many offer "family passes" to athletic events. TMB, RTR, YME, RCW, BOLD, D/B, CMCS, Minneota & Canby do not. KMS-\$100, Montevideo-\$175, Willmar-\$250, Lakeview-\$195 & LQPV-\$150 all do offer some type of "family pass" with varying requirements/stipulations. ACGC offered a nightly deal this year as trial but will be raising their prices this year-yet to be determined.**
- 6. Football Scoreboard update. - Estimates from Spectrum & Daktronics.**
- 7. Activity numbers:**
  - a. Pep Band - 40**
  - b. Knowledge Bowl - 13**
  - c. Math League - 9**
  - d. BPA - 28**
  - e. One Act Play (Winter) - 13**
  - f. Spring Play - 25**
  - g. Musical - 52**
- 8. Tennis Court Update - I will hand out a packet of information.**
- 9. Please approve the spring 2018 coaches & activity supervisors - list attached.**
- 10. Give Spring Play dates.**

## Activity Coaches & Supervisors - Spring 2018

Baseball -	Nate Hebrink Tyler Wrede Trent Carlson	Varsity JV JH (if needed)
Track -	Rick Meyer Arron Enger	Asst. Asst.
Softball -	Nancy Thoma Brian Brandt Brooke Minkel	Varsity JV JH (if needed)
Golf – B/G	Mitchell Kent Jason Prekker	Head Asst./JH
Boys Tennis -	Trisha Baldwin	Varsity
Spring Play -	Aubrey Ross	

**2. Winter Tournament Dates:**

- i. 1 Act Play was in Montevideo on - Jan. 27**
- j. Dance was in Montevideo on - Feb. 10**
- k. Team Wrestling - Feb. 13 & 16 @ BBE**
- l. Individual Wrestling - Feb. 24, changed to a one day tournament in Minnewaska.**
- m. Girls Basketball - Feb. 22, 24, 27, Mar. 3, 9**
- n. Boys Basketball - March 1, 3, 8, 10,15**

**2. Spring Sports Start up dates:**

- f. Track - March 12**
- g. Softball - March 12**
- h. Baseball - March 19**
- i. Golf - March 19**
- j. Boys Tennis - March 26**

**3. J.H. GBB finished up today.**

**4. WEST FB scoreboard cannot be repaired so I and Scott V. are currently working on some quotes.**

**5. Congratulations to the Volleyball team in being recognized for their academic excellence from the MSHSCA. Academic Gold Award.**

5. 7th & 8th grade girls basketball started practice on Wednesday, Jan. 3rd. There are six 7th grade girls on the team and ten total 8th graders. Five of them have been moved to C team but will some will play in the 8th grade tournaments.
6. There are or have been many other activities going on such as knowledge bowl, math league, the musical, one act, BPA, etc. Participation numbers will be given at a future meeting.
7. Baseball stadium update.
8. Tennis Court update.
9. Family Passes for athletic events?
10. West FB scoreboard damaged.
11. Please approve the hiring of Les Feia as JH GBB Coach.
12. Acknowledge MSHSL Academic Silver Award-Tennis.
13. Activity Entrance signs have arrived and will be installed in the near future. Andy Bristle made them.

## 1. Winter Athletic Participation

Dance	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	5	9	3	6	2	0	TOTAL = 25
Boys BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	5	12	12	4	4	5	TOTAL = 42
Girls BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	TBD	5 ??	6	7	5	3	TOTAL = 26
Wrestling -	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	0	1	0	1	0	1	TOTAL = 3

In Grades 7-12 there are 96 of 297 students out for winter sport activities. This is not counting 7th grade girls basketball and some of the 8th grade girls basketball which starts in January. Without those numbers, we still have about 32% participation in athletics.

### 2016-17 Winter Participation by grade:

7th - 15/59 - Incomplete  
8th - 22/52 - 42%  
9th - 23/46 - 50%  
10th - 15/38 - 40%  
11th - 11/49 - 23%  
12th - 7/46 - 15%

### 2017-18 Winter Participation by grade:

7th - 10/56 - Incomplete  
8th - 27/64 - Incomplete  
9th - 21/55 - 38%  
10th - 18/43 - 42%  
11th - 11/35 - 31%  
12th - 9/44 - 20%

Thank you for approving the 2017-18 Activities/Coaches/Supervisors.

2017-2018

Activities Coaches/Supervisors

<b>Prom -</b>	Brittany Cook
<b>Marching Band -</b>	Joel Gronseth
<b>Pep Band -</b>	Joel Gronseth
<b>Knowledge Bowl-</b>	Cameron Macht
<b>Yearbook -</b>	Ashlyn Moen
<b>Math League -</b>	Bryce Olson
<b>BPA -</b>	Rhonda Pieper (80%) Anna Walters (20%)
<b>One Act Play -</b>	Aubrey Ross
<b>Spelling Bee -</b>	Jennifer Vermaat
<b>National Honor Society -</b>	Anna Walters

## **November 2017 Activities Directors Report**

8. **Winter Sports Start Dates:**
  - a. **Dance - October 23**
  - b. **7th/8th Boys Basketball - October 31**
  - c. **9-12 Girls Basketball - November 13**
  - d. **9-12 Boys Basketball - November 20**
  - e. **7-12 Wrestling - November 20**
  
9. **Fall Sports Wrap-Up - I am in the process of setting up appointments with the coaches to check their equipment storage, go over inventory and set up evaluations.**
  
10. **Please approve the hiring of Bryce Olson as the girls basketball B-squad coach, Dana Johnson as the girls basketball C-squad coach, Tessa Landis as a volunteer dance coach, Joel Gronseth as Musical Orchestra Director and Aubrey Ross as Musical Director. Thank you.**
  
11. **I plan on visiting both elementary schools to promote having our own elementary wrestling program ran through community education. Mrs. Smith has a camp set up in December. The Quad County coaches have agreed to loan us a mat for this year to help out.**
  
12. **The dance team has 27 girls out and struggling with practice space when the East gym is used for basketball. There are days they need to split up between the cafeteria at East and the HS.**
  
13. **There are four 7th grade boys out for J.H. boys basketball and twelve 8th grade boys. We combined the four 7th graders and four 8th grade boys so we have two junior high teams of eight which will increase their playing time.**
  
14. **We've met with two engineers from Rodeberg & Berryman to discuss details about repairing or replacing the tennis courts and the potential cost involved. According to the engineers, they are too far damaged to repair. It would be extremely expensive and only help for 1-3 years. I'm just trying to be proactive and have as much information as possible if we get to the point that we can move forward with replacing them.**
  
15. **Lastly, Congratulations to Sydney Schwitters, who was selected as an All-State Honorable Mention player at a banquet at the St. Paul RiverCentre last Wednesday night. In Class A, there are only 15 All-State selections and only 8 Honorable Mention selections so this is quite an honor.**

## Activity Coaches & Supervisors - Winter 2017-18

<b>Boys Basketball -</b>	Tyler Anderson	Varsity
	Lucas Post	B-Squad
	Trent Carlson	9 <sup>th</sup>
	Les Feia	8 <sup>th</sup>
	Mitchell Kent	7 <sup>th</sup>
<b>Girls Basketball -</b>	Shaun Condon	Varsity
	Bryce Olson	B-Squad
	Dana Johnson	9 <sup>th</sup>
	Les Feia	8 <sup>th</sup>
	Mitchell Kent	7 <sup>th</sup>
<b>Wrestling -</b>	MACCRAY is not providing a coach this season.	
<b>Dance Line -</b>	Janie Albertson	Varsity
	Nicole McDaniel	Asst.
	Alexis Wolf	Volunteer
	Kourtney Hammerschmidt	Volunteer
	Tessa Landis	Volunteer
<b>Musical -</b>	Joel Gronseth	Musical Orchestra Director
	Aubrey Ross	Musical Director

## October 2017 Activities Directors Report

- **Volleyball North vs South Game:**  
**MACCRAY @ Tracy-Milroy Balaton, October 16 @ 7:00**
  
- **Fall sports section tournament dates:**
  - Girls Tennis -      Oct. 9 & 11 -      Team @ Sartell**  
**Oct. 16-17 -      Individual @ Sartell**
  
  - Football -              Oct. 24, 28**  
**Nov. 2                      @ SMSU**
  
  - Volleyball -            Oct., 23, 27, 31**  
**Nov. 2, 4                    @ SMSU**
  
  - Cross Country -      Oct. 26                      @ Madison**
  
- **Musical practices are taking place at this time. They will be performing “Annie” on November 17, 18 & 19.**
  
- **I attended the MSHSL Fall Area Meeting - 9/14/17 in Marshall**
  
- **Top 5 MSHSL tournaments - Revenue over Direct Expenses the past two years:**

	<u>2015-2016</u>	<u>2016-2017</u>
1. Hockey	\$1,161,696	\$1,108,030
2. Football	\$331,853	\$1,052,004
3. Boys Basketball.	\$301,662	\$319,514
4. Wrestling	\$266,992	\$245,831
5. Dance	\$26,724	\$157,733
  
- **Please approve the winter coaches list. - attached**
- **Tennis Court condition and update.**
- **Baseball Field Update.**

## **September 2017 Activities Directors Report**

2. Fall varsity sport practices started on Monday, August 14. Junior High practice started the 1st day of school.

3. Fall Participation

Football	7th - 10	Girls Tennis	7th - 2
	8th - 14		8th - 0
	9th - 13		9th - 2
	10th - 3		10th - 5
	11th - 6		11th - 4
	12th - 5		12th - 2
	<b>TOTAL - 51</b>		<b>TOTAL - 15</b>
Volleyball	7th - 14	Cross Country	7th - 1
	8th - 17		8th - 0
	9th - 10		9th - 0
	10th - 5		10th - 1
	11th - 2		11th - 2
	12th - 4		12th - 0
	<b>TOTAL - 52</b>		<b>TOTAL - 4</b>

**122 out of 297(41%) students in grades 7-12 are participating in fall sports.**

**Participation by grade:**

<b>7th - 27/56</b>	<b>- 48%</b>
<b>8th - 31/64</b>	<b>- 48%</b>
<b>9th - 25/55</b>	<b>- 45%</b>
<b>10th - 14/43</b>	<b>- 33%</b>
<b>11th - 14/35</b>	<b>- 40%</b>
<b>12th - 11/44</b>	<b>- 25%</b>

3. Our tennis numbers have improved and we need to keep in mind that if our courts do not get repaired, we may not be able to host any home matches in the future.

4. Thanks for approving Lindsey Bosch as our assistant tennis coach.

5. Mr. Koslofsky and I had discussed putting some entrance signs outside by the girls locker room so visitors know where to enter. I will try to have them put up before the winter sports season.

6. I am attending a new AD's conference in St. Louis Park on Sunday & Monday, September 10th & 11th.

## **August 2017 Activities Directors Report**

- 1. Fall practices beginning on Monday, August 14th.**
- 2. Thank you for the approval of the Fall coaches.**
- 3. The irrigation system at WEST is complete and seems to be working well. We are getting an estimate of an attachment that we could put fertilizer and mosquito spray through the system when needed. The FB team still need to go over and pick up some rocks from the trenching and we will need to add some additional dirt but this may have to wait until after the season.**
- 4. The practice field needs some dirt to mound it or we need to have it re-shaped before we can put an irrigation system on that field. Depending on our golf tournaments future success, it could be as early as 3 years.**
- 5. The tennis team will be working on filling the cracks on the courts this week. As Mr. Dammann stated in last September's report, they are in very poor condition and I don't know how much longer we will be able to play on them because of the increased risk of injury.**
- 6. Please review and approve the "Student/Parent Activities Handbook". I have made two adjustments:**
  - Attendance change (pg. 9)**
  - Senior Citizens/Grandparent change (pg. 10)**

## **July 2017 Activities Directors Report**

- 1. The West FB field irrigation system was installed last Thursday & Friday. Scott VanHeuveln has been monitoring its progress and giving me updates. You can see photo's of the process on the "MACCRAY Football Golf" facebook page.**
- 2. Continuing to work on filling some fall of 2017 coaching positions.**
- 3. Comparing the "Student Handbook" with the "Activities Handbook" to ensure consistency. Considering a couple changes to be presented at the August board meeting.**
- 4. Mike Dammann has continued to help me with training and information and been very helpful with answering my questions.**
- 5. Evaluating our facilities. The poor condition of the tennis courts are a major concern for our future seasons.**

## **June 2017 Athletic Directors Report**

- 1. All spring sports teams are finished with their seasons.**
- 2. Senior Brady Madsen qualified for the state golf meet (5th year in a row). He will compete in the state meet on June 13 & 14 at Pebble Creek Golf Club in Becker - Tee Time TBD.**
- 3. Junior Ellie Thein qualified for the state track meet (2nd year in a row). She will compete in the state meet on June 9 & 10 at Hamline University - Time TBD.**
- 4. The irrigation system will be installed at the West football field immediately after July 4. Turbo Turf out of Willmar is the installer.**

## **May 2017 Athletic Directors Report**

### **1. Section tournament start dates:**

**Boys Tennis - Team - May 22, Individual - May 25**

**Softball - Section - May 23**

**Track - Sub-Section - May 25, Section - June 1**

**Golf - Subsection - May 24, Section - May 31**

**Baseball - Section - May 27**

- 2. The MACCRAY Football Booster club is asking for school board approval giving us permission to have a sprinkling system installed at the MACCRAY Football Field at West Elementary. The Football Booster Club will pay for the installation (Approximately \$17,700). District 2180 would take care of all future maintenance/winterization of the system. We would also request that a sign (paid for by the booster club) be put up next to the system recognizing that the booster club paid for this project.**

## **April 2017 Athletic Directors Report**

- 1. All spring sports have started practice and are competing.**
- 2. Spring 2017 Participation - On Google Sheets**
- 3. MACCRAY Athletic Hall of Fame - See Application, Constitution, and Bylaws**
- 4. Coaches Needed for 2017-2018**
  - Fall 2017**
    - 7th Football**
    - 8th Football**
    - Asst. Girls Tennis**
  - Winter 2017-2018**
    - Head Girls Basketball**
    - “B” or “C” Boys Basketball**
  - Spring 2018**
    - Head Golf**

## March 2017 Athletic Directors Report

### 1. 2017-2018, 2018-2019 MSHSL Activity Classifications

#### How does the MSHSL figure the number of students per school?

Every two years the MSHSL reclassifies teams into new competitive sections. Every school in the MSHSL reports new enrollments to the Minnesota Department of Education on October 1st. The MDE releases these enrollments in early February and the MSHSL uses this formula for figuring out each school's enrollment:

**MDE October 1 Enrollment (Grades 9-12)**

**- 40% of a school's Free/Reduced students**

**= MSHSL school enrollment for the two year period.**

**The MSHSL adjusted enrollment is 123. When you see a higher enrollment number that is due to the fact that we are in a co-op in those activities.**

### 17-18,18-19 MSHSL Activity Classification - MACCRAY

Activity	Enrollment	17-18 Projected	
		Class	Class Range
Baseball	123	A	1-201
Basketball, Boys	123	A	1-203
Basketball, Girls	123	A	1-201
B/G Cross			
Country	188	A	1-545
Dance, Girls	123	A	1-432
Football	123	9 Man	1-150
B/G Golf	123	A	1-224
Music	123	A	1-545
One Act Play	123	A	1-545
Softball, Girls	123	A	1-209

<b>B/G Tennis</b>	<b>188</b>	<b>A</b>	<b>1-738</b>
<b>Track &amp; Field</b>	<b>188</b>	<b>A</b>	<b>1-545</b>
<b>Visual Arts</b>	<b>123</b>	<b>A</b>	<b>1-545</b>
<b>Volleyball, Girls</b>	<b>123</b>	<b>A</b>	<b>1-244</b>
<b>Wrestling</b>	<b>314</b>	<b>A</b>	<b>1-337</b>

- 2. Winter Sports Teams - All teams have been eliminated from MSHSL tournaments**
- 3. MSHSL Baseball - New Rule - Pitch Counts - might need to hire a person to be the official pitch counter.**
- 4. Track & Softball started their season - March 13**

## February 2017 Athletic Directors Report

1. Jam the Gym - Friday, Jan. 13 - Girls and Boys varsity vs. RTR.  
Sponsored by S.A.L.T.

K-12 MACCRAY students were allowed in at no cost.

East K-6 - 42

West K-6 - 75

HS 7-12 - 109

**TOTAL MACCRAY STUDENTS 226**

2. Student Activities Survey - Copy and paste to see the results -  
[file:///C:/Users/dammannm.MACCRAY/Downloads/Activity%20Survey%202017%20\(1\).pdf](file:///C:/Users/dammannm.MACCRAY/Downloads/Activity%20Survey%202017%20(1).pdf)

3. Please approve these spring 2017 coaches

## 2017 - SPRING

Baseball -	Nate Hebrink	Varsity
	Matt Koenen	JV
	Tyler Wrede	JH
	XXXXXXXXXX	JH
Track -	Rick Meyer	Asst.
	Justin Franke	Asst.
Softball -	Nancy Thoma	Varsity
	Brian Brandt	JV
	Shelby Monahan	JH
	XXXXXXXXXX	JH

Golf – B/G

Adam Jensen  
Mitchell Kent  
XXXXXXXXXX

Head  
Asst.  
Jr. High

Boys Tennis -

Charise Aeikens

Varsity

**4. Winter Tournament Dates:**

**1 Act Play @ Montevideo - Jan. 28**

**Dance @ Montevideo - Feb. 11**

**Team Wrestling - Feb. 16 & 18**

**Individual Wrestling - Feb. 24 & 25 @ Redwood Falls**

**Girls Basketball - Feb. 23, 25, 28, March 3, 10**

**Boys Basketball - March 2, 4, 9, 11, 16**

**5. Spring Sports Start up dates:**

**Track - March 13**

**Softball - March 13**

**Baseball - March 20**

**Golf - March 20**

**Boys Tennis - March 27**

### **January 2017 Athletic Directors Report**

- 14. Activities survey is just about complete and should be able to be distributed in 1-2 weeks.**
  
- 15. 7th grade girls basketball started practice on Tuesday, Jan. 3 - there are 12 7th grade girls on the team.**

## December 2016 Athletic Directors Report

### 2. Winter Participation

Dance	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	3	3	5	3	0	0	TOTAL = 14
Boys BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	12	13	8	7	6	7	TOTAL = 53
Girls BB	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	TBD	6	9	5	4	0	TOTAL = 24
Wrestling -	<u>7th</u>	<u>8th</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>	
	0	0	1	0	1	0	TOTAL = 2

In Grades 7-12 there are 93 of 290 students out for winter sport activities. This is not counting 7th grade girls basketball which starts in January.

#### Winter Participation by grade:

7th - 15/59 - Incomplete  
8th - 22/52 - 42%  
9th - 23/46 - 50%  
10th - 15/38 - 40%  
11th - 11/49 - 23%  
12th - 7/46 - 15%

#### Fall Participation by grade:

7th - 27/59 - 46%  
8th - 29/52 - 56%  
9th - 12/46 - 26%  
10th - 16/38 - 43%  
11th - 12/49 - 25%  
12th - 17/46 - 37%

### 2. Extra-Curricular Academic Eligibility Handbook

We would like the school board to approve the revised

**extra-curricular academic eligibility policy. Please see the policy.**

## **November 2016 Athletic Directors Report**

### **Winter Sports Start Dates**

**Dance - Oct. 24**

**7th/8th Boys Basketball - Nov. 1**

**9-12 Girl's Basketball - Nov. 14**

**9-12 Boy's Basketball - Nov. 21**

**7-12 Wrestling - Nov. 21**

### **2. Fall Sports Wrap-Up**

**I am in the process of doing coach evaluations**

**3. Please approve Les Feia as a junior high boys basketball coach.**

**4. Minnesota Athletic Participation - Top 10 in Nation (See Chart Below)**

**5. S.A.L.T. has been busy preparing for the winter sports season**

## **October 2016 Athletic Directors Report**

### **1. Fall sports section tournament dates:**

Girls Tennis -      Oct. 10 & 12 -              Team  
                                 Oct. 17-18 -              Individual

Football -              Oct. 25, 29,  
                                 Nov. 5

Volleyball - Oct., 24, 28,  
                                 Nov. 1, 3, 5

Cross Country -      Oct. 27 @ Luverne

### **2. MSHSL Fall Area Meeting - 9/15/16 in Marshall**

**MSHSL Sales Tax Exemption ended in June of 2015. This means that there will be no money in the MSHSL Foundation for 16-17. Call Legislators to repeal sales tax on MSHSL tickets.**

**MSHSL Catastrophic Insurance - This covers students in grades 7-12 that play either varsity, JV, "B" or Sophomore - This does not cover 9th, "C" or junior high sports**

### **Top 5 MSHSL tournaments - Revenue over Direct Expenses 2015-2016**

<b>1. Hockey</b>	<b>\$1,161,988</b>
<b>2. Football</b>	<b>\$ 332,145</b>
<b>3. Boys Basketball.</b>	<b>\$ 301,953</b>

<b>4. Wrestling</b>	<b>\$ 269,004</b>
<b>5. Dance</b>	<b>\$ 110,797</b>

**3. Any feedback on the idea of allowing only one sport per season per Student?**

**4. High School Sports Participation Nationwide increases for 27th Consecutive Year.**

- **7,868,900 participants in 15-16**
- **An increase of 61,853 from the previous year**

## TEN MOST POPULAR **BOYS** PROGRAMS

### Schools

1. Basketball.....	18,288
2. Track and Field – Outdoor .....	16,547
3. Baseball .....	15,956
4. Cross Country.....	14,920
5. Football – 11-Player.....	14,047
6. Golf.....	13,503
7. Soccer .....	12,054
8. Wrestling.....	10,685
9. Tennis .....	9,723
10. Swimming and Diving.....	7,220

### Participants

1. Football – 11-Player .....	1,083,308
2. Track and Field – Outdoor .....	591,133
3. Basketball .....	546,428
4. Baseball.....	488,815
5. Soccer.....	440,322
6. Cross Country .....	257,691
7. Wrestling .....	250,653
8. Tennis.....	157,201
9. Golf .....	146,677
10. Swimming and Diving.....	133,470

## TEN MOST POPULAR **GIRLS** PROGRAMS

### Schools

1. Basketball.....	17,890
2. Track and Field – Outdoor .....	16,508
3. Volleyball .....	15,755
4. Softball – Fast Pitch .....	15,304
5. Cross Country.....	14,698
6. Soccer .....	11,676
7. Tennis .....	10,122
8. Golf.....	10,046
9. Swimming and Diving.....	7,559
10. Competitive Spirit Squads.....	5,432

### Participants

1. Track and Field – Outdoor .....	485,969
2. Volleyball .....	436,309
3. Basketball .....	429,380
4. Soccer.....	381,529
5. Softball – Fast Pitch.....	366,685
6. Cross Country .....	222,516
7. Tennis.....	183,800
8. Swimming and Diving.....	166,747
9. Competitive Spirit Squads .....	125,531
10. Lacrosse.....	88,050

5. Please approve the winter coaching list that I have attached

## **WINTER – 16-17**

<b>Boys Basketball -</b>	<b>Tyler Anderson</b>	<b>Varsity</b>
	<b>Adam Jensen</b>	<b>“B”</b>
	<b>Lucas Post</b>	<b>9<sup>th</sup></b>
	<b>XXXXXX</b>	<b>8<sup>th</sup></b>
	<b>Mitchell Kent</b>	<b>7<sup>th</sup></b>

<b>Girls Basketball -</b>	<b>Mike Dammann</b>	<b>Varsity</b>
	<b>Matt Koenen</b>	<b>“B”</b>
	<b>Bryce Olson</b>	<b>9<sup>th</sup></b>
	<b>XXXXXXXX</b>	<b>8<sup>th</sup></b>
	<b>Mitchell Kent</b>	<b>7<sup>th</sup></b>

<b>Wrestling -</b>	<b>Justin Franke</b>	<b>Asst.</b>
--------------------	----------------------	--------------

<b>Dance Line -</b>	<b>Janine Albertson</b>	<b>Varsity</b>
	<b>Steph Ohden</b>	<b>Asst.</b>
	<b>Alexis Wolf</b>	<b>Volunteer</b>
	<b>Kourntey Hammerschmidt</b>	<b>Volunteer</b>

**Policy for playing one sport**  
**Catastrophic insurance**

## September 2016 Athletic Directors Report

4. Fall sport practices started on Monday, August 15

5. Fall Participation

Football	7th - 12	Girls Tennis	7th - 1
	8th - 14		8th - 3
	9th - 3		9th - 0
	10th - 7		10th - 4
	11th - 5		11th - 2
	12th - 13		12th - 1
	<b>TOTAL - 54</b>		<b>TOTAL - 11</b>
Volleyball	7th - 14	Cross Country	7th - 0
	8th - 12		8th - 0
	9th - 9		9th - 0
	10th - 3		10th - 2
	11th - 4		11th - 0
	12th - 2		12th - 1
	<b>TOTAL - 44</b>		<b>TOTAL - 3</b>

**112 out of 290(39%) students in grades 7-12 are participating in fall sports.**

**Participation by grade:**

7th - 27/59	- 46%
8th - 29/52	- 56%
9th - 12/46	- 26%
10th - 16/38	- 43%
11th - 12/49	- 25%
12th - 17/46	- 37%

3. I have concerns about our tennis courts - The condition of the courts is getting to the point where we might not be able to play on them for concern of injury.

4. Wednesday, Oct. 19 - Football @ Hillcrest Lutheran

5. Football District change for 2017 & 2018 - We will be in District 9 South (this is a change - we are currently in District 9 West). Within the District 9 South we will be in the West Sub-District (Conference). The 10 teams in our West Sub-District with their MSHSL adjusted enrollments are: MACCRAY(120), RCW(133), RTR(135), RRC(120), WWG(104), Fulda(109), MLA(149), HLO(117), HBC(81), Edgerton/Ellsworth(142)

6. I think we need to make a school policy concerning students that want to play multiple sports in the same season. I am not in favor of students being allowed to participate in more than one sport per season.



***MACCRAY Community Ed & Rec***  
***Denise Smith, Director***

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### ***June 2020 School Board Report***

- ❖ Cancelled summer rec and June basketball and dance camps due to MDH guidelines.
- ❖ May have night traveling baseball teams playing in the Willmar league starting on July 6th if MDH allows it. All teams will have to abide by state and school guidelines for this.
- ❖ Hoping to have a 7<sup>th</sup> – 12<sup>th</sup> grade fitness/weightlifting program yet this summer while adhering to safety guidelines.
- ❖ Cancelled and/or rescheduled adult and youth classes from March – May. Some rescheduled for August/September.
- ❖ Student Age Care finished on Thursday, May 28<sup>th</sup>. We averaged 6 to 7 kids per day. I would like to recognize the following people for staffing it. They provided amazing care and made the program run smoothly.
  - \* Ramee Jorschumb
  - \* Michelle Marcus
  - \* Kathy Minke
  - \* Marsha Plante
  - \* Ellen Sorgatz
  - \* Julie Wandersee



**MACCRAY High School Board Report**  
**Submitted by: Melissa Sparks**  
**June 2020**

Congratulations Class of 2020! Special thank you those who helped with the graduation ceremony:

- Class officers: Kate Hultgren, Abigail Pleper, Jaimi Heida, Annie Dykema
- School Counselor Laura Bristle, Class Advisor Brittany Cook
- Office staff: Sue Goeman, Kathi Beseman, Edith Tensen
- Photography: Clara City Herald: Sam and Billie Jo, Dawn Johnson
- Music instructors: Joel Gronseth, Aubrey Ross, and Dean Gylten
- Tech: Diane Holien, Jesse Westbrook, John Donner, Steve and Andy from KDMA, Josie Donner, Meghan Sunderland, LeAnn Atchison, Leah Johnson, Brian Harguth, Tom Johnson, Vic Sparks, Gabe Sparks, and Todd Sadowsky.
- Stage: Tim Thein and Thein Moving
- Set up and take down: Scott VanHeuveln, Noel Emke, Larry Cavaness, and Chris Marcus
- Decorations (borrowed from): Eden's Green Nursery
- Presentation of Diplomas: Sherri Broderius, Lane Schwitters, Scott Ruitter
- Parking assistants: Jim Trulock, Deb and Gary Nelson

Distance Learning:

- Teachers and paras did an outstanding job of reaching out and assisting students up through the last day of school on May 28th.

Preparation for the 2020-2021 School Year Continues

- Laura Bristle is finalizing the master schedule and meeting with seniors and their parents via Zoom.
- Teachers will be offered the opportunity to write curriculums to enhance current classes/ develop new classes.
- We still have one special education position to fill at the high school level.

I would like to recognize this year's retirees and thank them for their hard work and dedication:

- Al Reszel, Special Education
- Diane McGee, Social Studies/Spanish
- Diane Holien, Media Specialist

June 8, 2020

Superintendent Report to MACCRAY School Board

1. Legislative Report - Details to come on Monday
2. Back to School 20/21 School Year -  
MDE is recommending that all schools be ready for the following three methods of educational delivery in the fall.
  - Distance Learning
  - Hybrid
  - Back to school as normal with social distancing, masks, continuous cleaning and wellness surveys( I will share more in detail on Monday night.)
3. CARES Act Money - Temporarily on hold due to conflicting ideas with US Department of Education Betsy DeVos wanting to share public school CARES dollars with private schools. Otherwise, MACCRAY is poised to commit via the streamlined application form available through MDE. MACCRAY dollars would be just over \$101,000 and allocated to be used for 1. Technology 2. Summer School 3. Mental Health services. All three would be excellent expenditures for our students.
4. Building Project - Carmel and Julie will have a detailed report. My latest meeting was solely spent on the kitchen. (Almost three hours on Thursday.) I'll share at the meeting on Monday some details in addition to what Carmel and Julie report. Then we meet on July 6 at 6 pm to approve the Design and Development so far.
5. The budget Kim is presenting tonight took a lot of angst on our part. It is difficult to know in these times whether to estimate high or low on many components Kim works in daily in predicting the upcoming financial school year. With the state finances as they are, we are fortunate to have the reserves we do, thanks to conservative spending over the years and close watchful eyes on the budget. We are not looking to make cuts right now but will be ever vigilant over the next year as we watch the state's financial situation and our enrollment numbers.



## 2020-2021 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

**RESOLVED**, that the Governing Board of School District Number 2180, County of Chippewa, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):

**MACCRAY High School**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

- Renew its membership in the Minnesota State High School League; and,  
**OR;**  
 Make new application for membership in the Minnesota State High School League;  
School Enrollment (9-12): **Click or tap here to enter text.**
- Participate in the approved interschool activities sponsored by said League and its various subdivisions.

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

***Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed: \_\_\_\_\_  
(Superintendent or Head of School)

Date: 6/8/2020

Date: 6/8/2020

District Office address, City, Zip: **ISD 2180, 711 Wolverines Drive, PO Box 690, Clara City, MN 56222**

School Superintendent's Phone: **320-847-2154**

School Superintendent's Email: **broderiuss@maccray.k12.mn.us**

## 2020-2021 RESOLUTION FOR MEMBERSHIP

The following is taken from the MSHSL Constitution:

### 208.00 LOCAL CONTROL

#### 208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

#### 208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

#### 208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Name of School: **ISD 2180 MACCRAY Schools**

### 208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Designated School Board Member: \_\_\_\_\_

Email Address: \_\_\_\_\_

Designated School Representative: **Jim Trulock**

Email Address: **trulockj@maccray.k12.mn.us**

### 208.02 ACTIVITY REPRESENTATIVES

Boys Sports: **Jim Trulock**

IS

Girls Sports: **Jim Trulock**

Speech: **Jim Trulock**

Music: **Jim Trulock**

\*Mailing Representative: **Jim Trulock**

\*The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings and email messages.

**Please complete and submit this form with your school's 2020-2021 Resolution for Membership to [mshsl\\_info@mshsl.org](mailto:mshsl_info@mshsl.org) If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.**

Submit this form to [mshsl\\_info@mshsl.org](mailto:mshsl_info@mshsl.org)  
2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262 | [www.mshsl.org](http://www.mshsl.org)

Please return the signed Resolution for Membership to \_\_\_\_\_  
2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262 | [www.mshsl.org](http://www.mshsl.org)

<b>Bond Building Account</b>		<b>Balance</b>	
Feb. 2020	Beginning Deposit		\$ 40,433,366.60
	Deposits	\$ 17,070.73	\$ 40,450,437.33
Mar-20	Deposits	\$ 127,015.64	\$ 40,577,452.97
	Withdrawals	\$ (539,281.39)	\$ 40,038,171.58
Apr-20	Deposits	\$ 80,723.65	\$ 40,118,895.23
	Withdrawals	\$ (204,511.01)	\$ 39,914,384.22
May-20	Deposits	\$ 901,656.08	\$ 40,816,040.30
	Withdrawals	\$ (724,901.83)	\$ 40,091,138.47

**APPENDIX B**

**Form Resolution for Membership in MIST (New Members)**

**RESOLUTION FOR MEMBERSHIP**

**IN THE MINNESOTA INSURANCE SCHOLASTIC TRUST**

WHEREAS, the School Board (the "Board") of School District \_\_\_\_\_ (the "District") has the authority to participate with other units of government for the purpose of jointly providing casualty, property and other protections through self-insurance and purchased insurance;

WHEREAS, pursuant to this authority, the Board has received and reviewed an agreement for the District's participation in a self-funded insurance and excess insurance casualty and property pool known as the Minnesota Insurance Scholastic Trust ("MIST"); and

WHEREAS, certain formats and procedures have evolved for the prompt and efficient operation and administration of MIST;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED that:

1. The Board approves the District's membership in MIST and adopts MIST's Intergovernmental Agreement as presented and intends to be bound thereto.

2. The Board hereby authorizes and directs its Chair and Clerk to execute a signature page of the MIST's Intergovernmental Agreement as presented, and any amendments thereto, on behalf of the District in the form as attached hereto as Exhibit A.

Board Member \_\_\_\_\_ moved and Board Member \_\_\_\_\_ seconded  
the adoption of the foregoing Resolution.

Ayes \_\_\_\_\_

\_\_\_\_\_

Nayes \_\_\_\_\_

\_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The foregoing Resolution was duly presented at a regularly scheduled public meeting of this School  
District and acted upon at said meeting.

\_\_\_\_\_

(Print full legal name of school district)

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

School Board Chair

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

School Board Clerk

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

**APPENDIX C**  
**Membership and Indemnity Agreement**

1. Whereas, \_\_\_\_\_ (Member) has agreed to be and has been accepted as a member of the Minnesota Insurance Scholastic Trust (“MIST”);

2. Whereas, \_\_\_\_\_ (Member) has agreed to be bound by all of the provisions of Minnesota Rules parts 2785.0100 to 2785.1600 of the Minnesota Statutes and all Rules promulgated thereunder.

3. Whereas, that \_\_\_\_\_ (Member) has agreed to be bound by the Intergovernmental Agreement and all amendments thereto of MIST.

4. Whereas, that \_\_\_\_\_ (Member) has agreed to be jointly and severally liable for all claims and expenses of all the members of MIST arising in any fund year in which [NAME OF MEMBER] is a member of MIST. Provided that if \_\_\_\_\_ (Member) is not a member for the full year, it shall be only liable for a pro rata share of that liability.

5. Whereas, that \_\_\_\_\_ (Member) has agreed that the Board of Directors or the Minnesota Commissioner of commerce may order that an assessment be levied against the MEMBERS, if necessary to maintain the Account’s sound financial condition.

IN WITNESS WHEREOF, the \_\_\_\_\_ (Member) and MIST have caused this indemnity agreement to be executed by its authorized officers:

**Minnesota Insurance Scholastic Trust (“MIST”)**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

\_\_\_\_\_ (Member)

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

9103620v6



## 2020-2021 Original Budget

	Revised Budget <u>2019-2020</u>	Original Budget <u>2020-2021</u>	<u>Difference</u>
<b><u>Revenues</u></b>			
General Fund	9,216,313	9,380,042	163,729
Food Service	419,625	377,800	(41,825)
Community Service	224,738	253,360	28,622
Capital Outlay (LTFM)	473,385	456,257	(17,128)
Debt Redemption	632,350	2,536,766	1,904,416
<b>Totals</b>	<b>10,966,411</b>	<b>13,004,225</b>	<b>2,037,814</b>
<b><u>Expenditures</u></b>	Revised Budget <u>2019-2020</u>	Original Budget <u>2020-2021</u>	<u>Difference</u>
General Fund	8,921,565	9,189,571	268,006
Food Service	461,913	499,585	37,672
Community Service	446,020	550,483	104,463
Capital Outlay Includes (H & S)	388,459	361,151	(27,308)
Debt Redemption	602,575	2,205,070	1,602,495
<b>Totals</b>	<b>10,820,532</b>	<b>12,805,860</b>	<b>1,985,328</b>
FY2021 Original Budget	<u>Revenues</u>	<u>Expenditures</u>	<u>Difference</u>
General Fund	9,380,042	9,189,571	190,471
Food Service	377,800	499,585	(121,785)
Community Service	253,360	550,483	(297,123)
Capital Outlay Includes (H&S)	456,257	361,151	95,106
Debt Redemption	2,536,766	2,205,070	331,696
<b>Totals</b>	<b>13,004,225</b>	<b>12,805,860</b>	<b>198,365</b>

**APPENDIX B**

**Form Resolution for Membership in MIST (New Members)**

**RESOLUTION FOR MEMBERSHIP**

**IN THE MINNESOTA INSURANCE SCHOLASTIC TRUST**

WHEREAS, the School Board (the "Board") of School District 2180 - MACCRAY Schools (the "District") has the authority to participate with other units of government for the purpose of jointly providing casualty, property and other protections through self-insurance and purchased insurance;

WHEREAS, pursuant to this authority, the Board has received and reviewed an agreement for the District's participation in a self-funded insurance and excess insurance casualty and property pool known as the Minnesota Insurance Scholastic Trust ("MIST"); and

WHEREAS, certain formats and procedures have evolved for the prompt and efficient operation and administration of MIST;

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED that:

1. The Board approves the District's membership in MIST and adopts MIST's Intergovernmental Agreement as presented and intends to be bound thereto.
2. The Board hereby authorizes and directs its Chair and Clerk to execute a signature page of the MIST's Intergovernmental Agreement as presented, and any amendments thereto, on behalf of the District in the form as attached hereto as Exhibit A.

Board Member \_\_\_\_\_ moved and Board Member \_\_\_\_\_ seconded  
the adoption of the foregoing Resolution.

Ayes \_\_\_\_\_

\_\_\_\_\_

Nayes \_\_\_\_\_

\_\_\_\_\_

Absent \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The foregoing Resolution was duly presented at a regularly scheduled public meeting of this School District and acted upon at said meeting.

\_\_\_\_\_  
(Print full legal name of school district)

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

School Board Chair

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

School Board Clerk

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



**APPENDIX C**  
**Membership and Indemnity Agreement**

1. Whereas, ISD 2180 (Member) has agreed to be and has been accepted as a member of the Minnesota Insurance Scholastic Trust (“MIST”);

2. Whereas, ISD 2180 (Member) has agreed to be bound by all of the provisions of Minnesota Rules parts 2785.0100 to 2785.1600 of the Minnesota Statutes and all Rules promulgated thereunder.

3. Whereas, that ISD 2180 (Member) has agreed to be bound by the Intergovernmental Agreement and all amendments thereto of MIST.

4. Whereas, that ISD 2180 (Member) has agreed to be jointly and severally liable for all claims and expenses of all the members of MIST arising in any fund year in which [NAME OF MEMBER] is a member of MIST. Provided that if ISD 2180 (Member) is not a member for the full year, it shall be only liable for a pro rata share of that liability.

5. Whereas, that ISD 2180 (Member) has agreed that the Board of Directors or the Minnesota Commissioner of commerce may order that an assessment be levied against the MEMBERS, if necessary to maintain the Account’s sound financial condition.

IN WITNESS WHEREOF, the ISD 2180 (Member) and MIST have caused this indemnity agreement to be executed by its authorized officers:

**Minnesota Insurance Scholastic Trust (“MIST”)**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

ISD 2180 (Member)

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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



## PUBLIC NOTICE

Independent School District No. 2180 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 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act 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

- 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
  - h. That copies of the school district’s policy regarding the protection and privacy of school records are located [www.maccray.k12.mn.us](http://www.maccray.k12.mn.us) “Policies”
2. Independent School District No. 2180 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. 2180 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.

- 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. 2180 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, BUILDING PRINCIPAL, BY SEPTEMBER 1 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.]*

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

MSBA/MASA Model Policy 515

Orig. 1995

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

Rev. 2013

## **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, Minn. Stat. Ch. 13, and Minn. 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 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, satellite, internet or other electronic communication 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 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 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: (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 record. The term, “education records,” does not include:
  - a. Records of instructional personnel which:
    - (1) are in the sole possession of the maker of the record; and
    - (2) are not accessible or revealed to any other individual except a substitute teacher; and
    - (3) are 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.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which 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 that only contain information about an individual 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.

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 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.
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 direct 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 *Building Principals, Melissa Sparks and Judd Wheatley*.

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.

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 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

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality 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 Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 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 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 Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which 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 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 Minn. Stat. § 260B.171, Subd. 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 Minn. Stat. § 260B.171, Subd. 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.
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.
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 Minn. Stat. §§ 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.

**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 Minn. Stat. § 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 Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, 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 Minn. Stat. § 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, Minn. Stat. § 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, 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.
- C. A parent or eligible student has the right to refuse the release of the name, address, 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, 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 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 Minn. Stat. Ch. 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 *Superintendent Sherri Broderius*.
- 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, 400 Maryland Avenue S.W., Washington, D.C. 20202.

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 office of the superintendent.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
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)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 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)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
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 906 (Community Notification of Predatory Offenders)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)



Teacher Contract

The School Board of Independent School District 2180 of the State of Minnesota, Clara City, Minnesota, enters into this agreement, pursuant to M.S. 125.12 as amended, with Megan Erickson a legally qualified and licensed teacher who agrees to teach in the public schools of said district as Music Teacher for the school year 2020-2021.

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

- 1. Basic Services: Said teacher shall faithfully perform the services prescribed by the school board or its designated representative...
2. Duration: This contract is subject to the provision of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota...
3. Duty Year: The teacher's duty year and vacation days shall be as adopted by the school board...
4. Additional Services: The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments...
5. Reference: This contract shall be subject to the agreement between the school district and the exclusive representative if any...
6. Special Provision: (Insert here any other contractual provisions).

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Table with 2 columns: Additional Service, Additional Compensation. Row 1: 1. \_\_\_\_\_ \$ \_\_\_\_\_ Row 2: 2. \_\_\_\_\_ \$ \_\_\_\_\_

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

\$ 43,000 For Basic Services: BA
\$ For Additional Services as set forth in paragraph 6
\$ 43,000 Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the terms of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have subscribed my signature this 5th day of June, 2020

Teacher: Megan Erickson

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

Independent School District No. 2180

Clerk: \_\_\_\_\_

Chairperson: \_\_\_\_\_