

**MACCRAY ISD 2180**  
**Clara City, MN 56222**  
**High School Media Center**  
**Holiday Inn Downtown Lobby (200 W. 1<sup>st</sup> St., Duluth, MN)**  
**Tuesday, Nov. 12, 2019**  
**6:00 pm**

TENTATIVE AGENDA

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Approval of the Agenda/Additions/Deletions
- 4.0 Public Comment
- 5.0 Consent Agenda – Action Required
  - 5.1 Adoption of Minutes
  - 5.2 Approve payment of bills and financial report.
  - 5.3 Approve the Winter coaches as presented.
  - 5.4 Approve the Paraprofessional Employment Agreement with K. Miller.
  - 5.5 Approve the Paraprofessional Employment Agreement with A. Bergstrom.
  - 5.6 Approve Medical Leave for A. Unke.
  - 5.7 Approve the resignation of H. Rethlake.
  - 5.8 Approve the Dishwasher Employment Agreement with M. Fairchild.
  - 5.9 Approve the Retirement of Teacher – A. Reszel.
- 6.0 Business Items
  - 6.1 Motion to approve continuance of 4 Day School Week for July 1, 2020-June 30, 2023.
  - 6.2 Motion to approve the Resolution Canvassing Returns of Vote of School District Special Election.
  - 6.3 Motion to approve the second and final reading of Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEP’s From School Grounds.
  - 6.4 Motion to approve the first and final reading of Policy 802 – Disposition of Obsolete Equipment and Material.
  - 6.5 Motion to approve the second and final reading of Policy 516 – Student Medication.
  - 6.6 Motion to name \_\_\_\_\_ to MSHSL Governing Board.
- 7.0 Communication Reports
  - 7.1 Administration Report
    - 7.1.1 Denise Smith, Community Education (none)
    - 7.1.2 Jim Trulock, Activities Director
    - 7.1.3 Judd Wheatley, Elementary Principal
    - 7.1.4 Melissa Sparks, High School Principal
    - 7.1.5 Sherri Broderius, Superintendent
- 8.0 Upcoming Meetings
  - 8.1 Truth in Taxation Meeting, Monday, Dec. 9, HS Media Center, 6pm
  - 8.2 Regular Board Meeting, Monday, Dec. 9, HS Media Center following TNT meeting.
  - 8.3 Regular Board Meeting, Monday, Jan. 13, HS Media Center, 6pm.
- 9.0 Adjournment

**Minutes of the Board of Education  
Independent School District #2180  
Regular Meeting #4  
Monday, Oct. 14, 2019, 6:00 PM  
High School Media Center**

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

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

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

Public comment: None.

Approval of Consent Agenda:

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

Adoption of Minutes

Approve payment of bills and financial report.

Approve A. Ross and J. Gronseth as Musical Directors

Communications Reports:

Mrs. Smith: No report.

Mr. Trulock: No report.

Mr. Wheatley: Safe Routes to School update, Conferences, Pact for Families meeting, Ag Day.

Mrs. Sparks: No report.

Ms. Broderius: Foster Care agreement, enrollment, migrant/immigrant status.

Committee Report: Lane reported on the LCTN governing meeting.

Discussion Items:

Business Items:

Motion by Alsum, second by Ruiter, to approve the Truth in Taxation Public Meeting on Monday, Dec. 9, 2019 at 6PM in the HS Media Center. Motion carried by unanimous vote.

Motion by Brandt, second by Alsum, to approve the second and final reading of Policy 414 – Mandated Reporting. Motion carried by unanimous vote.

Motion by Alsum, second by Ruiter, to approve the second and final reading of Policy 419 – Tobacco-Free Environment. Motion carried by unanimous vote.

Motion by Ruitter, second by Mueller, to approve the first reading of Policy 532-Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds. Motion carried by unanimous vote.

Motion by Mueller, second by Ruitter, to approve the first reading of Policy 516-Student Medication. Motion carried by unanimous vote.

Motion by Mueller, second by Alsum, to approve the Tiny House/Fish House Class agreement with ISD 2190. Motion carried by unanimous vote.

Meetings and Workshops:

Regular Board Meeting, Tuesday, Nov. 12, HS Media Center, 6pm.

Truth-in-Taxation Meeting, Monday, Dec. 9, HS Media Center, 6pm.

Regular Board Meeting, Monday, Dec. 9, HS Media Center, following TNT meeting.

Regular Board Meeting, Monday, Jan. 13, HS Media Center, 6pm.

Adjournment of Meeting

Motion by Alsum, second by Ruitter, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 6:41 pm.

Respectfully submitted,  
Julie Alsum, Clerk  
Kim Sandry, Business Manager

[Type text]

## 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		49998		Wire	1 00867		PERA	No	No	No	USD	10/16/2019	13,149.94
2180	Pay		49999		Wire	1 00868		MN Teachers Retirement Assoc.	No	No	No	USD	10/16/2019	25,689.62
2180	Pay		50000		Wire	1 2181		Educators Benefit Consultants, LLC	No	No	No	USD	10/16/2019	12,180.08
2180	Pay		50001		Wire	1 2385		MN Department of Revenue	No	No	No	USD	10/16/2019	8,621.22
2180	Pay		50002		Wire	1 2875		Internal Revenue Service	No	No	No	USD	10/16/2019	57,030.21
2180	Pay		50031		Wire	1 3881		Vanco, Inc	No	No	No	USD	10/23/2019	1.75
2180	Pay		50032		Wire	1 3881		Vanco, Inc	No	No	No	USD	10/24/2019	15.40
2180	Pay		50033		Wire	1 3881		Vanco, Inc	No	No	No	USD	10/24/2019	18.90
2180	Pay		49901	51400	Check	1 4646		Rosen, Laura	Yes	No	No	USD	10/03/2019	100.00
2180	Pay		49900	51401	Check	1 3425		Wesely, Robert	Yes	No	No	USD	10/03/2019	100.00
2180	Pay		49904	51404	Check	1 2923		VISA - CABank	Yes	No	No	USD	10/03/2019	2,502.58
2180	Pay		49905	51405	Check	1 3231		Post Master	Yes	No	No	USD	10/07/2019	55.00
2180	Pay		49906	51406	Check	1 3099		Trish's Katering	Yes	No	No	USD	10/08/2019	667.80
2180	Pay		49909	51407	Check	1 4465		Arvidson, Michael	Yes	No	No	USD	10/10/2019	100.00
2180	Pay		49908	51408	Check	1 3805		Belseh, Bruce	Yes	No	No	USD	10/10/2019	100.00
2180	Pay		49911	51409	Check	1 4468		Freudenberg, Jered	Yes	No	No	USD	10/10/2019	100.00
2180	Pay		49912	51410	Check	1 4647		Hoff, Jason	Yes	No	No	USD	10/10/2019	100.00
2180	Pay		49910	51411	Check	1 4467		Ost, Brad	Yes	No	No	USD	10/10/2019	100.00
2180	Pay		49914	51412	Check	1 1469		Xcel Energy	Yes	No	No	USD	10/11/2019	19.55
2180	Pay		49974	51413	Check	1 4346		Alice Training Institute LLC	Yes	No	No	USD	10/11/2019	90.00
2180	Pay		49966	51414	Check	1 4016		Almich's Market	Yes	No	No	USD	10/11/2019	138.57
2180	Pay		49940	51415	Check	1 1536	RE	Audio Enhancement	Yes	No	No	USD	10/11/2019	76.00
2180	Pay		49942	51416	Check	1 1817		Bennett Office Technologies	Yes	No	No	USD	10/11/2019	3,931.07
2180	Pay		49950	51417	Check	1 2434		Beyond Play, LLC	Yes	No	No	USD	10/11/2019	134.15
2180	Pay		49956	51418	Check	1 3053		BOLD Public Schools	Yes	No	No	USD	10/11/2019	60.00
2180	Pay		49953	51419	Check	1 2928		Borch's Sporting Goods, Inc	Yes	No	No	USD	10/11/2019	60.00
2180	Pay		49973	51420	Check	1 4329		Broderius, Sherri	Yes	No	No	USD	10/11/2019	73.08
2180	Pay		49951	51421	Check	1 2450		Brothers Fire Protection Co.	Yes	No	No	USD	10/11/2019	907.00
2180	Pay		49937	51422	Check	1 01863	RE	Central Counties Cooperative	Yes	No	No	USD	10/11/2019	364.80
2180	Pay		49915	51423	Check	1 00044		City of Clara City	Yes	No	No	USD	10/11/2019	9,352.78
2180	Pay		49923	51424	Check	1 00246		City of Raymond	Yes	No	No	USD	10/11/2019	245.02
2180	Pay		49916	51425	Check	1 00046		Clara City Herald	Yes	No	No	USD	10/11/2019	868.96
2180	Pay		49924	51426	Check	1 00251		Clara City Implement	Yes	No	No	USD	10/11/2019	115.89
2180	Pay		49917	51427	Check	1 00048		Clara City Telephone Company	Yes	No	No	USD	10/11/2019	691.06
2180	Pay		49970	51428	Check	1 4234		Clean Site LLC	Yes	No	No	USD	10/11/2019	1,095.00
2180	Pay		49960	51429	Check	1 3618		CMSCA	Yes	No	No	USD	10/11/2019	50.00
2180	Pay		49918	51430	Check	1 00056		Dave's Plumbing Repair	Yes	No	No	USD	10/11/2019	829.00
2180	Pay		49938	51431	Check	1 1427		Dean Foods North Central, Inc.	Yes	No	No	USD	10/11/2019	2,345.69
2180	Pay		49919	51432	Check	1 00059		DEMCO, Inc.	Yes	No	No	USD	10/11/2019	39.59

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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		49941	51433	Check	1	1762	Donners Crossroads Truckstop	Yes	No	No	USD	10/11/2019	210.00
2180	Pay		49926	51434	Check	1	00379	Donners Service Station	Yes	No	No	USD	10/11/2019	290.75
2180	Pay		49959	51435	Check	1	3592	Dooley's Natural Gas	Yes	No	No	USD	10/11/2019	2,020.09
2180	Pay		49968	51436	Check	1	4194	Drex-mart	Yes	No	No	USD	10/11/2019	281.92
2180	Pay		49945	51437	Check	1	2181	Educators Benefit Consultants, LLC	Yes	No	No	USD	10/11/2019	109.13
2180	Pay		49920	51438	Check	1	00077	Farmers Coop Oil Co.	Yes	No	No	USD	10/11/2019	104.09
2180	Pay		49972	51439	Check	1	4282	First Choice Food & Beverage	Yes	No	No	USD	10/11/2019	435.74
2180	Pay		49928	51440	Check	1	00501	Freely Electric, Inc.	Yes	No	No	USD	10/11/2019	769.72
2180	Pay		49943	51441	Check	1	1922	Frontier	Yes	No	No	USD	10/11/2019	380.07
2180	Pay		49978	51442	Check	1	4604	Grinager, Amanda	Yes	No	No	USD	10/11/2019	755.08
2180	Pay		49946	51443	Check	1	2249	Gustafson, Beth	Yes	No	No	USD	10/11/2019	146.16
2180	Pay		49921	51444	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	10/11/2019	1,125.45
2180	Pay		49980	51445	Check	1	4624	Image Printing & Graphics	Yes	No	No	USD	10/11/2019	802.78
2180	Pay		49964	51446	Check	1	3962	Indianhead Foodservice Distributor	Yes	No	No	USD	10/11/2019	7,128.58
2180	Pay		49979	51447	Check	1	4605	Jans, Magdalena	Yes	No	No	USD	10/11/2019	658.00
2180	Pay		49981	51448	Check	1	4648	LevelSmart, LLC	Yes	No	No	USD	10/11/2019	1,727.00
2180	Pay		49967	51449	Check	1	4170	Marco Technologies, LCC	Yes	No	No	USD	10/11/2019	150.00
2180	Pay		49952	51450	Check	1	2877	Matheson Tri Gas	Yes	No	No	USD	10/11/2019	3,768.48
2180	Pay		49969	51451	Check	1	4233	MCGraw-Hill Education	Yes	No	No	USD	10/11/2019	653.28
2180	Pay		49975	51452	Check	1	4356	Mendoza, Luisa	Yes	No	No	USD	10/11/2019	32.48
2180	Pay		49933	51453	Check	1	00761	Merle's Repair	Yes	No	No	USD	10/11/2019	76.35
2180	Pay		49976	51454	Check	1	4540	Meyer, Melissa	Yes	No	No	USD	10/11/2019	60.90
2180	Pay		49957	51455	Check	1	3277	Minneota School	Yes	No	No	USD	10/11/2019	75.00
2180	Pay		49963	51456	Check	1	3892	MnSTA Treasurer	Yes	No	No	USD	10/11/2019	225.00
2180	Pay		49922	51457	Check	1	00164	Montevideo Public Schools	Yes	No	No	USD	10/11/2019	45.00
2180	Pay		49949	51458	Check	1	2407	MRVED	Yes	No	No	USD	10/11/2019	6,690.00
2180	Pay		49977	51459	Check	1	4553	Nordic Solar HoldCo Phase 2, LLC	Yes	No	No	USD	10/11/2019	10,019.11
2180	Pay		49947	51460	Check	1	2284	Northern Business Products	Yes	No	No	USD	10/11/2019	78.45
2180	Pay		49934	51461	Check	1	00763	Pan-O-Gold Baking Company	Yes	No	No	USD	10/11/2019	326.95
2180	Pay		49929	51462	Check	1	00650	Prinsburg Farmers Coop	Yes	No	No	USD	10/11/2019	82.45
2180	Pay		49936	51463	Check	1	01797	Purchase Power	Yes	No	No	USD	10/11/2019	100.00
2180	Pay		49961	51464	Check	1	3832	Region 6A MSHSL	Yes	No	No	USD	10/11/2019	240.00
2180	Pay		49948	51465	Check	1	2347	Rochester Telecom Systems	Yes	No	No	USD	10/11/2019	176.02
2180	Pay		49962	51466	Check	1	3845	Ross, Aubrey	Yes	No	No	USD	10/11/2019	81.78
2180	Pay		49944	51467	Check	1	2042	Schwegman's Cleaners	Yes	No	No	USD	10/11/2019	9.50
2180	Pay		49931	51468	Check	1	00701	Southside Lumber	Yes	No	No	USD	10/11/2019	222.38
2180	Pay		49955	51469	Check	1	2972	Stacy's Nursery	Yes	No	No	USD	10/11/2019	100.00
2180	Pay		49925	51470	Check	1	00308	SW & WC Service Cooperative	Yes	No	No	USD	10/11/2019	45,856.67
2180	Pay		49954	51471	Check	1	2943	Sweep Hardware	Yes	No	No	USD	10/11/2019	876.21

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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		49965	51472	Check	1	4013	Teaching Strategies	Yes	No	No	USD	10/11/2019	876.00
2180	Pay		49927	51473	Check	1	00457	Torkelson's Lock Service	Yes	No	No	USD	10/11/2019	60.00
2180	Pay		49932	51474	Check	1	00734	Tostenson, Inc.	Yes	No	No	USD	10/11/2019	824.79
2180	Pay		49958	51475	Check	1	3554	TRIO Supply Co	Yes	No	No	USD	10/11/2019	958.18
2180	Pay		49930	51476	Check	1	00666	West Central Roofing Cont.	Yes	No	No	USD	10/11/2019	417.22
2180	Pay		49935	51477	Check	1	00844	West Central Sanitation, Inc.	Yes	No	No	USD	10/11/2019	810.80
2180	Pay		49983	51478	Check	1	4650	Westbrook, Jesse	Yes	No	No	USD	10/11/2019	78.30
2180	Pay		49982	51479	Check	1	4649	Westbrook, Renae	Yes	No	No	USD	10/11/2019	13.54
2180	Pay		49971	51480	Check	1	4245	Wheatley, Judd	Yes	No	No	USD	10/11/2019	234.73
2180	Pay		49939	51481	Check	1	1469	Xcel Energy	Yes	No	No	USD	10/11/2019	877.64
2180	Pay		49992	51482	Check	1	1427	Dean Foods North Central, Inc.	Yes	No	No	USD	10/11/2019	275.03
2180	Pay		49995	51483	Check	1	4410	MN PEIP	Yes	No	No	USD	10/15/2019	71,566.40
2180	Pay		49994	51484	Check	1	3554	TRIO Supply Co	Yes	No	No	USD	10/15/2019	175.01
2180	Pay		49993	51485	Check	1	00277	Whitney Music	Yes	No	No	USD	10/15/2019	619.37
2180	Pay		49996	51486	Check	1	4626	Kubota Leasing	Yes	No	No	USD	10/15/2019	519.25
2180	Pay		49997	51487	Check	1	3130	BCA	Yes	No	No	USD	10/16/2019	15.00
2180	Pay		50004	51488	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	10/16/2019	937.50
2180	Pay		50007	51489	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	10/16/2019	260.00
2180	Pay		50008	51490	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	10/16/2019	2,281.13
2180	Pay		50013	51491	Check	1	4594	Kensington Bank	Yes	No	No	USD	10/16/2019	191.67
2180	Pay		50010	51492	Check	1	3402	Lake Region Bank	Yes	No	No	USD	10/16/2019	283.33
2180	Pay		50009	51493	Check	1	3014	LegalShield	Yes	No	No	USD	10/16/2019	12.95
2180	Pay		50005	51494	Check	1	00880	MACCRAY Education Association	Yes	No	No	USD	10/16/2019	3,226.51
2180	Pay		50006	51495	Check	1	00881	NCPERS Group Life Ins.	Yes	No	No	USD	10/16/2019	68.00
2180	Pay		50012	51496	Check	1	4575	Old National Bank	Yes	No	No	USD	10/16/2019	391.67
2180	Pay		50011	51497	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	10/16/2019	10.00
2180	Pay		50003	51498	Check	1	00023	UNJUM Life Insurance Company	Yes	No	No	USD	10/16/2019	281.69
2180	Pay		50014	51499	Check	1	2726	Raymond Rockets Baseball	Yes	No	No	USD	10/21/2019	2,000.00
2180	Pay		50015	51500	Check	1	4653	Michael Jeseritz	Yes	No	No	USD	10/21/2019	492.00
2180	Pay		50025	51501	Check	1	4655	Brouwer, Rosella	Yes	No	No	USD	10/22/2019	70.00
2180	Pay		50018	51502	Check	1	01432	Chappell Central, Inc.	Yes	No	No	USD	10/22/2019	2,088.32
2180	Pay		50017	51503	Check	1	01122	Don & Corrie's Repair	Yes	No	No	USD	10/22/2019	303.50
2180	Pay		50023	51504	Check	1	4517	Driessen Water Inc.	Yes	No	No	USD	10/22/2019	101.15
2180	Pay		50021	51505	Check	1	2912	EMC Insurance Companies	Yes	No	No	USD	10/22/2019	361.00
2180	Pay		50016	51506	Check	1	00501	Freely Electric, Inc.	Yes	No	No	USD	10/22/2019	432.68
2180	Pay		50022	51507	Check	1	4326	Kennedy & Graven, Chartered	Yes	No	No	USD	10/22/2019	909.00
2180	Pay		50020	51508	Check	1	1908	MN Dept of Labor and Industry	Yes	No	No	USD	10/22/2019	160.00
2180	Pay		50019	51509	Check	1	01797	Purchase Power	Yes	No	No	USD	10/22/2019	555.08
2180	Pay		50024	51510	Check	1	4654	Tebben, Delores	Yes	No	No	USD	10/22/2019	70.00

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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		50027	51511	Check	1	3945	Firefly Computers	Yes	No	No	USD	10/23/2019	254.93
2180	Pay		50028	51512	Check	1	4656	Lakeland Broadcasting Inc	Yes	No	No	USD	10/23/2019	1,050.00
2180	Pay		50026	51513	Check	1	00763	Pan-O-Gold Baking Company	Yes	No	No	USD	10/23/2019	49.25
2180	Pay		50095	51514	Check	1	4652	3P Learning Inc.	Yes	No	No	USD	10/31/2019	2,600.00
2180	Pay		50056	51515	Check	1	2359	Amazon.com	Yes	No	No	USD	10/31/2019	2,834.08
2180	Pay		50094	51516	Check	1	4651	Ballard & Tighe Publishers	Yes	No	No	USD	10/31/2019	5,129.90
2180	Pay		50063	51517	Check	1	2928	Borch's Sporting Goods, Inc	Yes	No	No	USD	10/31/2019	60.00
2180	Pay		50055	51518	Check	1	2345	Brandt, Debi	Yes	No	No	USD	10/31/2019	480.00
2180	Pay		50057	51519	Check	1	2450	Brothers Fire Protection Co.	Yes	No	No	USD	10/31/2019	1,283.42
2180	Pay		50049	51520	Check	1	1680	BSN Sports	Yes	No	No	USD	10/31/2019	326.97
2180	Pay		50089	51521	Check	1	4613	Captive Media + Consulting	Yes	No	No	USD	10/31/2019	3,500.00
2180	Pay		50043	51522	Check	1	01432	Chappell Central, Inc.	Yes	No	No	USD	10/31/2019	17,420.36
2180	Pay		50034	51523	Check	1	00044	City of Clara City	Yes	No	No	USD	10/31/2019	341.88
2180	Pay		50036	51524	Check	1	00138	City of Maynard	Yes	No	No	USD	10/31/2019	464.22
2180	Pay		50097	51525	Check	1	4659	Crow Nest Tree Service	Yes	No	No	USD	10/31/2019	1,520.00
2180	Pay		50047	51526	Check	1	1427	Dean Foods North Central, Inc.	Yes	No	No	USD	10/31/2019	1,376.27
2180	Pay		50086	51527	Check	1	4503	Device Repair - Marshall	Yes	No	No	USD	10/31/2019	435.00
2180	Pay		50062	51528	Check	1	2894	Ecolab Food Safety Specialties	Yes	No	No	USD	10/31/2019	60.19
2180	Pay		50038	51529	Check	1	00179	Ecolab Pest Elimination Division	Yes	No	No	USD	10/31/2019	317.33
2180	Pay		50058	51530	Check	1	2650	Election System & Software	Yes	No	No	USD	10/31/2019	1,076.03
2180	Pay		50077	51531	Check	1	3945	Firefly Computers	Yes	No	No	USD	10/31/2019	244.75
2180	Pay		50061	51532	Check	1	2881	Frikke, Allison	Yes	No	No	USD	10/31/2019	81.20
2180	Pay		50051	51533	Check	1	1922	Frontier	Yes	No	No	USD	10/31/2019	380.63
2180	Pay		50067	51534	Check	1	3280	Guertin, Dave	Yes	No	No	USD	10/31/2019	200.00
2180	Pay		50071	51535	Check	1	3582	Guertin, Josh	Yes	No	No	USD	10/31/2019	100.00
2180	Pay		50035	51536	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	10/31/2019	1,977.46
2180	Pay		50074	51537	Check	1	3818	Hoernemann, Paul	Yes	No	No	USD	10/31/2019	300.00
2180	Pay		50084	51538	Check	1	4488	Hultgren, Jaime	Yes	No	No	USD	10/31/2019	452.98
2180	Pay		50090	51539	Check	1	4624	Image Printing & Graphics	Yes	No	No	USD	10/31/2019	572.68
2180	Pay		50079	51540	Check	1	3962	Indianhead Foodservice Distributor	Yes	No	No	USD	10/31/2019	15,759.68
2180	Pay		50069	51541	Check	1	3311	J.W. Pepper & Son, Inc.	Yes	No	No	USD	10/31/2019	65.99
2180	Pay		50083	51542	Check	1	4460	Jeffers Foundation	Yes	No	No	USD	10/31/2019	38.91
2180	Pay		50046	51543	Check	1	1268	Jim's Clothing & Sporting Good	Yes	No	No	USD	10/31/2019	120.00
2180	Pay		50072	51544	Check	1	3605	Klosterboer, Kristin	Yes	No	No	USD	10/31/2019	34.41
2180	Pay		50091	51545	Check	1	4625	Krizan, Christine	Yes	No	No	USD	10/31/2019	127.91
2180	Pay		50092	51546	Check	1	4626	Kubota Leasing	Yes	No	No	USD	10/31/2019	571.18
2180	Pay		50050	51547	Check	1	1684	MACCRAY Activity Account	Yes	No	No	USD	10/31/2019	25.00
2180	Pay		50080	51548	Check	1	3997	MACCRAY Class of 2020	Yes	No	No	USD	10/31/2019	30.00
2180	Pay		50078	51549	Check	1	3960	MACCRAY Class of 2021	Yes	No	No	USD	10/31/2019	610.00

## 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		50081	51550	Check	1	4042	MACCRAY Class of 2022	Yes	No	No	USD	10/31/2019	870.00
2180	Pay		50082	51551	Check	1	4271	MACCRAY Class of 2023	Yes	No	No	USD	10/31/2019	570.00
2180	Pay		50085	51552	Check	1	4495	MACCRAY Class of 2024	Yes	No	No	USD	10/31/2019	600.00
2180	Pay		50065	51553	Check	1	3006	MACCRAY Lunch	Yes	No	No	USD	10/31/2019	325.00
2180	Pay		50098	51554	Check	1	4660	MACCRAY Tech Fees	Yes	No	No	USD	10/31/2019	80.00
2180	Pay		50060	51555	Check	1	2877	Matheson Tri Gas	Yes	No	No	USD	10/31/2019	472.98
2180	Pay		50053	51556	Check	1	2126	Menards - Willmar	Yes	No	No	USD	10/31/2019	47.34
2180	Pay		50070	51557	Check	1	3478	Miller, Blair	Yes	No	No	USD	10/31/2019	100.00
2180	Pay		50087	51558	Check	1	4505	Minnesota West	Yes	No	No	USD	10/31/2019	194.88
2180	Pay		50096	51559	Check	1	4657	Newsela	Yes	No	No	USD	10/31/2019	4,500.00
2180	Pay		50037	51560	Check	1	00178	Nicklasson Athletic Co.	Yes	No	No	USD	10/31/2019	1,380.60
2180	Pay		50052	51561	Check	1	1936	Palmer Bus Service, Inc	Yes	No	No	USD	10/31/2019	84,101.50
2180	Pay		50041	51562	Check	1	00763	Pan-O-Gold Baking Company	Yes	No	No	USD	10/31/2019	44.60
2180	Pay		50073	51563	Check	1	3614	Petrich, Steve	Yes	No	No	USD	10/31/2019	100.00
2180	Pay		50064	51564	Check	1	2992	Pitney Bowes Global Financial Services	Yes	No	No	USD	10/31/2019	371.40
2180	Pay		50042	51565	Check	1	00936	Popplers Music Inc.	Yes	No	No	USD	10/31/2019	174.93
2180	Pay		50044	51566	Check	1	01797	Purchase Power	Yes	No	No	USD	10/31/2019	100.00
2180	Pay		50045	51567	Check	1	01912	Scan Air Filter, Inc.	Yes	No	No	USD	10/31/2019	973.80
2180	Pay		50066	51568	Check	1	3276	Scripps National Spelling Bee	Yes	No	No	USD	10/31/2019	247.50
2180	Pay		50040	51569	Check	1	00723	Service Lighting Company, Inc.	Yes	No	No	USD	10/31/2019	1,838.68
2180	Pay		50059	51570	Check	1	2766	Shackelford, Rick	Yes	No	No	USD	10/31/2019	100.00
2180	Pay		50075	51571	Check	1	3839	Sheet Music Plus	Yes	No	No	USD	10/31/2019	483.45
2180	Pay		50076	51572	Check	1	3891	SNDM	Yes	No	No	USD	10/31/2019	100.00
2180	Pay		50093	51573	Check	1	4640	Stanton's Sheet Music	Yes	No	No	USD	10/31/2019	146.55
2180	Pay		50088	51574	Check	1	4509	Suchanek, Trisha	Yes	No	No	USD	10/31/2019	19.25
2180	Pay		50054	51575	Check	1	2299	Teacher Direct	Yes	No	No	USD	10/31/2019	14.33
2180	Pay		50039	51576	Check	1	00277	Whitney Music	Yes	No	No	USD	10/31/2019	51.09
2180	Pay		50068	51577	Check	1	3297	Wohlman, Julie	Yes	No	No	USD	10/31/2019	345.32
2180	Pay		50048	51578	Check	1	1469	Xcel Energy	Yes	No	No	USD	10/31/2019	17.82
Bank Total: <span style="border: 1px solid black; padding: 2px;">\$483,462.35</span>														
2180	SA		49907	21618	Check	1	3308	WD Tours	Yes	No	No	USD	10/08/2019	7,200.00
2180	SA		49913	21619	Check	1	3433	Steven's Shutter Shoppe, Inc.	Yes	No	No	USD	10/10/2019	29.00
2180	SA		49990	21620	Check	1	4016	Almich's Market	Yes	No	No	USD	10/11/2019	17.49
2180	SA		49986	21621	Check	1	1762	Donners Crossroads Truckstop	Yes	No	No	USD	10/11/2019	925.50
2180	SA		49991	21622	Check	1	4343	Flowers from the Heart	Yes	No	No	USD	10/11/2019	119.00
2180	SA		49989	21623	Check	1	3962	Indianhead Foodservice Distributor	Yes	No	No	USD	10/11/2019	87.68
2180	SA		49985	21624	Check	1	1268	Jim's Clothing & Sporting Good	Yes	No	No	USD	10/11/2019	200.00
2180	SA		49984	21625	Check	1	00998	R & R Bakery	Yes	No	No	USD	10/11/2019	7.39

**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		49987	21626	Check	1	3139	Rambow, Inc.	Yes	No	No	USD	10/11/2019	179.00
2180	SA		49988	21627	Check	1	3806	Subway	Yes	No	No	USD	10/11/2019	174.00
2180	SA		50030	21628	Check	1	4282	First Choice Food & Beverage	Yes	No	No	USD	10/23/2019	352.33
2180	SA		50029	21629	Check	1	4280	Viking Coca-Cola	Yes	No	No	USD	10/23/2019	527.75
2180	SA		50100	21630	Check	1	2359	Amazon.com	Yes	No	No	USD	10/31/2019	474.18
2180	SA		50101	21631	Check	1	4531	Carlson, Trent	Yes	No	No	USD	10/31/2019	93.50
2180	SA		50102	21632	Check	1	4571	MACCRAY SALT	Yes	No	No	USD	10/31/2019	11.50
2180	SA		50099	21633	Check	1	00507	West Central Trophies	Yes	No	No	USD	10/31/2019	65.00
2180	SA		50103	21634	Check	1	00998	R & R Bakery	Yes	No	No	USD	10/31/2019	249.60

Bank Total: \$10,712.92

Report Total: \$494,175.27

**Ind. School District #2180**  
**Exp Summary - Fd, Pro Series**  
**Period Ending November 30, 2019**

Sequence: Fd, Pro

		20ORIG											
Description		Annual Budget	Period 202005	Year To Date	% YTD	Encumbrances	+ Enc	% YTD	Remaining	Balance			
01	General												
	000 Administration	668,060.00	0.00	179,085.36	27%	40,328.60		33%	448,646.04				
	100 District Support Services	289,035.00	0.00	67,115.24	23%	26,839.25		33%	195,080.51				
	200 Elem & Secondary Regular Instr	3,990,269.00	0.00	688,675.06	17%	153,421.81		21%	3,148,172.13				
	300 Vocational Education Instr	93,600.00	0.00	20,430.88	22%	12,211.84		35%	60,957.28				
	400 Special Education Instr	1,567,259.00	0.00	245,493.28	16%	86,741.13		21%	1,235,024.59				
	600 Instructional Support Services	417,468.00	0.00	118,239.17	28%	94,360.06		51%	204,868.77				
	700 Pupil Support Services	961,013.00	0.00	38,488.02	4%	77,781.80		12%	844,743.18				
	800 Sites & Buildings	741,300.00	0.00	124,100.59	17%	96,593.31		30%	520,606.10				
	900 Fiscal & Other Fixed Costs	120,000.00	0.00	90,163.99	75%	4,984.00		79%	24,852.01				
01	General	8,848,004.00	0.00	1,571,791.59	18%	593,261.80		24%	6,682,950.61				
02	Food Service												
	700 Pupil Support Services	473,700.00	0.00	69,284.56	15%	60,562.23		27%	343,853.21				
02	Food Service	473,700.00	0.00	69,284.56	15%	60,562.23		27%	343,853.21				
04	Community Service												
	500 Community Ed & Services	474,864.00	0.00	97,052.07	20%	30,740.72		27%	347,071.21				
04	Community Service	474,864.00	0.00	97,052.07	20%	30,740.72		27%	347,071.21				
05	Capital Outlay												
	100 District Support Services	0.00	0.00	0.00	0%	34,000.00		0%	(34,000.00)				
	200 Elem & Secondary Regular Instr	12,207.00	0.00	977.40	8%	10,094.91		91%	1,134.69				
	600 Instructional Support Services	41,000.00	0.00	9,283.00	23%	2,743.00		29%	28,974.00				
	800 Sites & Buildings	429,470.00	0.00	122,729.41	29%	107,076.81		54%	199,663.78				
05	Capital Outlay	482,677.00	0.00	132,989.81	28%	153,914.72		59%	195,772.47				
07	Debt Redemption												
	900 Fiscal & Other Fixed Costs	602,575.00	0.00	38,550.00	6%	0.00		6%	564,025.00				
07	Debt Redemption	602,575.00	0.00	38,550.00	6%	0.00		6%	564,025.00				
21	Student Activity												
	200 Elem & Secondary Regular Instr	125,600.00	0.00	7,259.74	6%	29,113.88		29%	89,226.38				
21	Student Activity	125,600.00	0.00	7,259.74	6%	29,113.88		29%	89,226.38				
	<b>Report Totals:</b>	<b>11,007,420.00</b>	<b>0.00</b>	<b>1,916,927.77</b>	<b>17%</b>	<b>867,593.35</b>		<b>25%</b>	<b>8,222,898.88</b>				

MACCRAY Schools Enrollment 19-20

	June 18-19	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	EOY
Pre-K	92	73	71	72							
K	60	69	69	69							
1	75	59	59	58							
2	69	72	72	72							
3	45	69	70	70							
4	56	46	46	46							
5	56	57	57	56							
6	58	56	56	56							
K-6 Subtotal	419	428	429	427	0	0	0	0	0	0	0
Pre-K-6 Subtotal	511	501	500	499	0	0	0	0	0	0	0
7	64	58	59	60							
8	59	63	62	62							
9	60	57	56	57							
10	49	60	59	59							
11	37	49	49	49							
12	29	39	38	37							
Subtotal	298	326	323	324	0	0	0	0	92	0	0
K-12 Total	717	754	752	751	0	0	0	0	92	0	0
P-12 Total	809	827	823	823	0	0	0	0	92	0	0

**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
<b>BALANCE</b>	<b><u>\$2,247.90</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
<b>BALANCE</b>	<b><u>\$1,530.73</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
<b>BALANCE</b>	<b><u>\$45,823.29</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
<b>BALANCE</b>	<b><u>\$3,206,224.60</u></b>

## **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.**

**Winter 2019-20 MACCRAY**  
**Coaches/Supervisors** updated 11/05/19

**Boys Basketball**

Lucas Post	Head Varsity
Riley Aeikens	JV
Trent Carlson	C
Tyler Anderson	8th
Mitch Kent	7th

**Girls Basketball**

Shaun Condon	Head Varsity
Bryce Olson	JV
Dana Johnson	if needed
Unknown	JH
Unknown	JH

**Dance**

Janie Albertson	Head Varsity
Sidney Knapper	Asst./JH
Alexis Mortenson	Volunteer/Paid???
Kourtney Hammerschmidt	Volunteer

**Wrestling**

Justin Tongen	Head-Quad County
---------------	------------------

**Prom -** Brittany Cook

**Pep Band -** Joel Gronseth

**Knowledge Bowl-** Cameron Macht

**Yearbook -** Josie Donner

**Math League -** Bryce Olson

**BPA -** Rhonda Pieper

**One Act Play -** Aubrey Ross

**Spelling Bee -** Josie Donner

**National Honor Society -** Laura Bristle



## MACCRAY High School Board Report



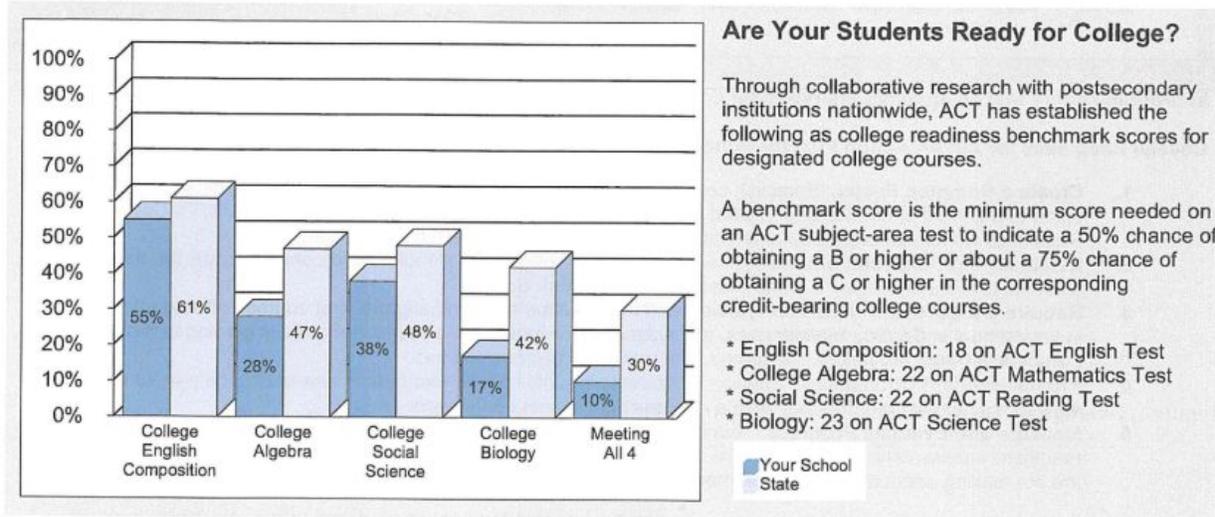
**Submitted by: Melissa Sparks  
November 2019**

The ACT Profile Report was delivered to district on October 16th. The results are shown below.

**Table 1: Five Year Trends - Average ACT Scores**

Grad Year	Total Tested		English		Mathematics		Reading		Science		Composite	
	School	State	School	State	School	State	School	State	School	State	School	State
2015	24	46,862	21.5	21.8	22.1	22.8	22.5	23.0	22.5	22.7	22.2	22.7
2016	46	64,145	18.2	20.0	19.7	21.2	20.4	21.3	20.6	21.3	19.8	21.1
2017	42	61,101	17.7	20.4	19.0	21.5	19.5	21.8	19.6	21.6	19.1	21.5
2018	40	61,253	18.4	20.2	19.2	21.4	19.1	21.7	19.3	21.4	19.1	21.3
2019	29	59,186	18.2	20.3	18.9	21.4	21.1	21.7	19.8	21.6	19.6	21.4

**Figure 1. Percent of ACT-Tested Students Ready for College-Level Coursework**



### Homework Club - Coordinated by Sarah Mact, School Success Coordinator

- Homework Club started on October 2nd to give all students the opportunity to receive additional support with their classroom assignments after school.
- If a student is falling behind in class the school success coordinator contacts parents to encourage their students to attend Homework Club.
- Homework Club is offered Tuesdays, Wednesdays and Thursdays from 4:00-5:00.

- Homework Club is required for all students in extracurricular activities that are deemed ineligible to participate due to failing grades.
- Currently the average attendance at Homework Club is 3 students per day.
- Homework Club has been a positive addition and resource for the students at the high school.

## November 12, 2019 Superintendent Board Report

1. Commentary on the results of the voting
2. Dates and times of the upcoming 4 Day Week meetings.  
Tuesday, November 12 at 7:30  
Thursday, November 14 at 7 am  
Tuesday, November 19 at 6 pm
3. Legislative Planning for Winter/Spring session
  - \*Feed all kids
  - \*Vaping policies
  - \*What does MACCRAY need? I think legislation to allow us to be who we've become...a 4 Day Week School district.
4. Please begin to consider whether you'll attend the MSBA Conference on January 16 and 17. I will be there on the 16th for sure.

## MACCRAY Nov. 5, 2019 Election Results

<b>Operating Levy (Question 1)</b>	Yes	No	Over Votes	Under Votes	Total
<b>Absentee Ballots</b>	684	58	0	0	742
<b>MACCRAY East</b> (City of Raymond, Townships: St. Johns, Edwards, Holland, Willmar, Whitefield, City of Willmar)	293	193	0	0	486
<b>MACCRAY West</b> (City of Maynard, Townships: Crate, Havelock, Leenthrop, Grace, Louriston, Granite Falls, Stoneham, Wang)	228	157	1	2	388
<b>MACCRAY High School</b> (City of Clara City, Woods, Lonetree, Rheiderland)	319	84	0	1	404
<b>Total</b>	<b>1524</b>	<b>492</b>	<b>1</b>	<b>3</b>	<b>2020</b>

<b>Building Bond (Question 2)</b>	Yes	No	Over Votes	Under Votes	Total
<b>Absentee Ballots</b>	646	94	0	2	742
<b>MACCRAY East</b> (City of Raymond, Townships: St. Johns, Edwards, Holland, Willmar, Whitefield, City of Willmar)	123	361	0	2	486
<b>MACCRAY West</b> (City of Maynard, Townships: Crate, Havelock, Leenthrop, Grace, Louriston, Granite Falls, Stoneham, Wang)	100	287	0	1	388
<b>MACCRAY High School</b> (City of Clara City, Woods, Lonetree, Rheiderland)	272	131	0	1	404
<b>Total</b>	<b>1141</b>	<b>873</b>	<b>0</b>	<b>6</b>	<b>2020</b>

### Absentee Voters Were From:

<b>MACCRAY East</b> (City of Raymond, Townships: St. Johns, Edwards, Holland, Willmar, Whitefield, City of Willmar)	45
<b>MACCRAY West</b> (City of Maynard, Townships: Crate, Havelock, Leenthrop, Grace, Louriston, Granite Falls, Stoneham, Wang)	195
<b>MACCRAY High School</b> (City of Clara City, Woods, Lonetree, Rheiderland)	502
<b>Total</b>	<b>742</b>

## **516 STUDENT MEDICATION**

*[Note: The necessary provisions for complying with Minn. Stat. §§ 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students age 18 and over or other nonprescription medications. Please note that §121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]*

### **I. PURPOSE**

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

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

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, unlicensed assistive personnel, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel locked in a medication cabinet in the office. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Drugs or medicines that are prescription asthma or reactive airway disease

medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

7. Nonprescription Medication. Administration of nonprescription medication at school requires a completed signed request from the student's parent. A "Nonprescription Medications form" must be completed annually and/or when a change in the prescription or requirements for administration occurs. Nonprescription medication must come to school in the original container labeled for the student and must be administered in a manner consistent with the instructions on the label. A secondary student may use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian.

This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. All nonprescription medications are not to be carried by students and will be left with the appropriate school personnel locked in a medication cabinet in the office.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.
- L. Medication will be discarded at the end of the school year if the student's Parent or Guardian has not claimed it. This is to avoid the use of outdated medication and storage of unnecessary drugs at school.
- M. Field Trips. Planning for students with conditions that require medication on field trips will be done on an individual basis prior to the day of the field trip. The school nurse, teacher or other responsible adult who has been trained to administer medication will carry and administer medication on the field trip, following school procedure.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

***Cross References:*** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

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

MSBA/MASA Model Policy 802

Orig. 1995

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

Rev. 2019

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

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

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

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

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### **B. Contracts Over \$175,000**

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;

- c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

***Legal References:*** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)

***Cross References:*** MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 2180  
(MACCRAY PUBLIC SCHOOLS)  
CHIPPEWA COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 2180 (MACCRAY Public Schools), Chippewa County, Minnesota, was duly held in said school district on the 12<sup>th</sup> day of November, 2019, at 6 p.m. for the purpose, in part, of canvassing its special election.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 2180, Chippewa County, Minnesota, as follows:

1. It is hereby found, determined and declared that the special election of the voters of this school district held on November 5, 2019, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of 2020 voters of the district voted at said special election on Ballot Question 1: approving a renewed referendum levy authorization; and Ballot Question 2: authorizing general obligation building bonds of the school district.
3. A total of 1524 voters voting in favor of Ballot Question 1, and a total of 492 voters voting against the question, the question was approved.
4. A total of 1141 voters voting in favor of Ballot Question 2, and a total of 873 voters voting against the question, the question was approved.
5. The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST**

STATE OF MINNESOTA    )  
COUNTY OF CHIPPEWA   ) SS

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 2180 (MACCRAY Public Schools), Chippewa County, Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast of the special election held on November 5, 2019, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this 12th day of November, 2019.

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School District Clerk  
Independent School District No. 2180  
(MACCRAY Public Schools)  
Chippewa County, Minnesota

# MACCRAY PUBLIC SCHOOLS

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## 2019-20 EMPLOYMENT AGREEMENT With Annika Bergtrom

**JOB TITLE:** Instructional Assistant  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Principal, Special Education Coordinator and Special Education Teacher

### JOB SUMMARY

Works with students as directed by the Special Education Teacher. Additional supervision of students may be assigned by the principal.

### TERMS OF EMPLOYMENT

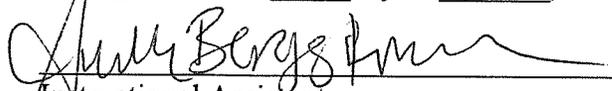
8.25 Hours – TBD/School Days  
Probation Period: 6 months  
Wage: \$13.50 per hour  
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Special Education Teacher/HS Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this 24 day of 10, 2019.

  
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

\_\_\_\_\_  
School Board Clerk

# MACCRAY PUBLIC SCHOOLS

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## 2019-20 EMPLOYMENT AGREEMENT

With  
**Khalilah Miller**

**JOB TITLE:** Instructional Assistant  
**DEPARTMENT:** Special Education  
**REPORTS TO:** Principal, Special Education Coordinator and Special Education Teacher

### JOB SUMMARY

Works with students as directed by the Special Education Teacher. Additional supervision of students may be assigned by the principal.

### TERMS OF EMPLOYMENT

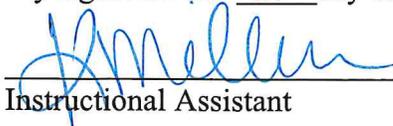
8 Hours – TBD/School Days  
Probation Period: 6 months  
Wage: \$13.50 per hour  
Other fringe benefits per the MACCRAY School Educational Assistant Terms and Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Special Education Teacher/HS Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this 31 day of Oct, 2019.

  
Instructional Assistant

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

\_\_\_\_\_  
School Board Clerk

# MACCRAY PUBLIC SCHOOLS

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## EMPLOYMENT AGREEMENT With Makiyah Fairchild

**JOB TITLE:** Dishwasher  
**DEPARTMENT:** Food Service  
**REPORTS TO:** Head cook

### JOB SUMMARY

Perform food service dishwashing work as assigned. Work is performed under the general direction of the Food Service Director, Principal, Business Manager and Superintendent.

### TERMS OF EMPLOYMENT

Hours: 10:00 am – 2:00pm  
Probation Period: 6 months  
Wage: \$13.00 per hour  
Other fringe benefits = Per the MACCRAY Food Service Conditions of Employment.

### EVALUATION

Performance of this job will be evaluated by the Food Service Director, Head Cook and Principal.

The provisions of the Terms and Conditions of Employment shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of the Terms and Conditions of Employment or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
My signature this 15 day of October, 2019.

  
\_\_\_\_\_  
HS Dishwasher

IN WITNESS WHEREOF, we have subscribed  
My signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

\_\_\_\_\_  
School Board Clerk