

MACCRAY ISD 2180
Clara City, MN 56222
High School Media Center
Monday, August 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 Teacher Contract – J. Tongen
 - 5.4 Approve Teacher Resignation – K. Dykema
 - 5.5 Approve Para Resignation – C. DeSplinter
 - 5.6 Approve Para Resignation – G. Sietsema
 - 5.7 Approve increasing Teacher Daily Sub Rate to \$130 (from \$115) and Para Hourly Sub Rate to \$12.50 (from \$10.25).
 - 5.8 Approve agreement with MRVED for CTE FACS class.
 - 5.9 Approve JH FB, JH VB, and Concessions Supervisor.
- 6.0 Communication Report
 - 6.1 Administrative Reports
 - 6.1.1 Jim Trulock, Activities Director
 - 6.1.2 Judd Wheatley, Elementary Principal
 - 6.1.3 Melissa Sparks, High School Principal
 - 6.1.4 Sherri Broderius, Superintendent
 - 6.2 Committee Reports
- 7.0 Discussion items – No action required
- 8.0 Business items – Action Required
 - 8.1 Resolution for membership in the Minnesota State High School League for 2019-2020 school year.
 - 8.2 Motion to approve the first and final reading of Policy 803 – Records Retention Schedule.
 - 8.3 Motion to approve the Transportation Contract with Palmer Bus.
 - 8.4 Motion to set community meetings on September 10, 16, and 17.
 - 8.5 Motion to approve the Wolverine Care Fund for Food Service Bills.
 - 8.6
- 9.0 Upcoming Meetings
 - 9.1 Regular Board Meeting, Sept. 9, HS Media Center, 6pm
 - 9.2 Community Meetings, Sept. 10, 16, 17, TBD
 - 9.3 Regular Board Meeting, Oct. 14, HS Media Center, 6pm
- 10.0 Adjournment

**Minutes of the Board of Education
Independent School District #2180
Regular Meeting #1
July 8, 2019, 6:00 PM
High School Media Center**

Members Present: Tate Mueller, Carmel Thein, Julie Alsum, Scott Ruitter, Deb Brandt, Lane Schwitters
Others Present: Sherri Broderius, Superintendent; Kim Sandry, Business Manager; Sam Peterson, Herald, several other guests.

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

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

Public comment: None.

Approval of Consent Agenda:

Motion by Thein, second by Alsum, to approve the consent agenda.
Motion carried by unanimous vote.

Adoption of Minutes
Approve payment of bills and financial report.
Approve Teacher Contract – M. Sunderland
Approve Maternity Leave – M. Sunderland
Approve Student Fees

Communications Reports:

Mrs. Smith: No report.

Mr. Trulock: Sherri reported on Softball Tiling project, Letter to parent for misconduct, Fall coaches, Handicap parking for one entrance for home events.

Mr. Wheatley: None.

Mrs. Sparks: None.

Ms. Broderius: AD report.

Committee Report: Negotiations – finished!!!

Discussion Items:

Business Items:

Motion by Thein, second by Mueller, to approve the Fall Coaches/Advisors as presented.
Motion carried by unanimous vote.

Motion by Brandt, second by Ruitter, to approve Master Agreement, Contracts, and Terms and Conditions as presented including Principals, District Administrative Assistants, Administrative Assistants, Business Office Assistants, Custodians, Paraprofessionals, Food Service, Food Service Director, Activities Director, Community Education Director and Business Manager.

Motion carried by unanimous vote.

Motion by Mueller, second by Thein to approve the Bread and Milk Bids for School Year 2019-2020.
Motion carried by unanimous vote.

Motion by Ruitter, second by Alsum, to approve and submit the Review and Comment to MDE.
Motion carried by unanimous vote.

Motion by Brandt, second by Mueller to approve renewing membership in MSBA for \$4504.
Motion carried by unanimous vote.

Motion by Ruitter, second by Alsum to approve the MSHSL template letter for suspension or warning for parents. Motion carried by unanimous vote.

Motion by Thein, second by Alsum to adopt the resolution authorizing the renewal of general education revenue of the school district and the issuance of general obligation school building bonds and calling a special election thereon.

In favor: Thein, Mueller, Alsum, Brandt, Ruitter, Schwitters

Against:

Resolution passed and is adopted.

Motion by Ruitter, second by Thein to approve LTFM plan for FY2021. Motion carried by unanimous vote.

Motion by Brandt, second by Alsum to approve the Softball Field Tiling Project.

Motion by Brandt, second by Mueller to approve the second and final reading of Policy 209 – Code of Ethics with changing Section II, Subsection A, #5 from “Support” to “Recognize”.

Motion failed by 3-3 vote. In favor: Brandt, Alsum, Mueller. Opposed: Thein, Ruitter, Schwitters.

Motion by Ruitter, second by Thein to approve the second and final reading of Policy 2019-Code of Ethics as presented. Motion carried 4-2. In favor: Thein, Ruitter, Schwitters, Alsum. Opposed: Brandt, Mueller.

Motion by Thein, second by Ruitter, to approve the first and final reading of Policy 514 – Bullying Prohibition Policy.

Motion carried by unanimous vote.

Motion by Ruitter, second by Brandt, to approve the first and final reading of Policy 524 – Internet Acceptable Use & Safety Policy.

Motion carried by unanimous vote.

Motion by Brandt, second by Alsum, to approve the first and final reading of Policy 534 – Unpaid Meal Charges.

Motion carried by unanimous vote.

Meetings and Workshops:

Regular Board Meeting, Monday, August 12, 6PM, HS Media Center.

Regular Board Meeting, Monday, Sept. 9, 6PM, HS Media Center.

Regular Board Meeting, Monday, Oct. 14, 6PM, HS Media Center.

Adjournment of Meeting

Motion by Ruiter, second by Alsum, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:08 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	Amount
													Date	
2180	Pay		49328	50907	Check	1	2944	Anoka Hennepin Schools	Yes	No	No	USD	07/01/2019	450.00
2180	Pay		49331	50908	Check	1	3389	Bond Trust Services	Yes	No	No	USD	07/01/2019	38,550.00
2180	Pay		49327	50909	Check	1	2912	EMC Insurance Companies	Yes	No	No	USD	07/01/2019	89,917.99
2180	Pay		49332	50910	Check	1	3945	Firefly Computers	Yes	No	No	USD	07/01/2019	297.00
2180	Pay		49335	50911	Check	1	4483	Hudl	Yes	No	No	USD	07/01/2019	450.00
2180	Pay		49326	50912	Check	1	2052	MESPA	Yes	No	No	USD	07/01/2019	689.00
2180	Pay		49329	50913	Check	1	2989	MREA	Yes	No	No	USD	07/01/2019	1,825.00
2180	Pay		49336	50914	Check	1	4491	rSchoolToday	Yes	No	No	USD	07/01/2019	2,000.00
2180	Pay		49333	50915	Check	1	3996	The Computer Man, Inc	Yes	No	No	USD	07/01/2019	1,770.64
2180	Pay		49330	50916	Check	1	3241	The Lampo Group, Inc	Yes	No	No	USD	07/01/2019	1,374.45
2180	Pay		49334	50917	Check	1	4471	The Minnesota Math Guys	Yes	No	No	USD	07/01/2019	1,198.00
2180	Pay		49338	50918	Check	1	4149	Riley Bus Service, Inc.	Yes	No	No	USD	07/05/2019	650.00
2180	Pay		49347	50927	Check	1	00044	City of Clara City	Yes	No	No	USD	07/05/2019	719.04
2180	Pay		49349	50928	Check	1	00246	City of Raymond	Yes	No	No	USD	07/05/2019	80.82
2180	Pay		49354	50929	Check	1	4452	City of Willmar	Yes	No	No	USD	07/05/2019	55.00
2180	Pay		49348	50930	Check	1	00048	Clara City Telephone Company	Yes	No	No	USD	07/05/2019	689.61
2180	Pay		49350	50931	Check	1	00379	Donners Service Station	Yes	No	No	USD	07/05/2019	2,445.72
2180	Pay		49353	50932	Check	1	4080	Lucas, Ashley	Yes	No	No	USD	07/05/2019	665.00
2180	Pay		49351	50933	Check	1	00761	Merle's Repair	Yes	No	No	USD	07/05/2019	157.55
2180	Pay		49352	50934	Check	1	2943	Sweep Hardware	Yes	No	No	USD	07/05/2019	932.69
2180	Pay		49371	50935	Check	1	2450	Brothers Fire Protection Co.	Yes	No	No	USD	07/11/2019	500.00
2180	Pay		49367	50936	Check	1	01863	RE Central Counties Cooperative	Yes	No	No	USD	07/11/2019	342.00
2180	Pay		49380	50937	Check	1	4579	cfs Interiors & Flooring	Yes	No	No	USD	07/11/2019	9,024.00
2180	Pay		49358	50938	Check	1	00046	Clara City Herald	Yes	No	No	USD	07/11/2019	46.50
2180	Pay		49361	50939	Check	1	00251	Clara City Implement	Yes	No	No	USD	07/11/2019	760.59
2180	Pay		49376	50940	Check	1	4234	Clean Site LLC	Yes	No	No	USD	07/11/2019	500.00
2180	Pay		49377	50941	Check	1	4431	Crisis Prevention Institute	Yes	No	No	USD	07/11/2019	150.00
2180	Pay		49378	50942	Check	1	4448	Culinex	Yes	No	No	USD	07/11/2019	8,823.36
2180	Pay		49368	50943	Check	1	1762	Donners Crossroads Truckstop	Yes	No	No	USD	07/11/2019	133.01
2180	Pay		49374	50944	Check	1	3592	Dooley's Natural Gas	Yes	No	No	USD	07/11/2019	1,736.59
2180	Pay		49359	50945	Check	1	00077	Farmers Coop Oil Co.	Yes	No	No	USD	07/11/2019	555.68
2180	Pay		49375	50946	Check	1	3882	Haff, Ashley	Yes	No	No	USD	07/11/2019	50.00
2180	Pay		49360	50947	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	07/11/2019	13,379.91
2180	Pay		49366	50948	Check	1	00862	John's Radiator	Yes	No	No	USD	07/11/2019	52.45
2180	Pay		49379	50949	Check	1	4553	Nordic Solar HoldCo Phase 2, LLC	Yes	No	No	USD	07/11/2019	9,777.06
2180	Pay		49369	50950	Check	1	1936	Palmer Bus Service, Inc	Yes	No	No	USD	07/11/2019	2,760.78
2180	Pay		49363	50951	Check	1	00650	Prinsburg Farmers Coop	Yes	No	No	USD	07/11/2019	284.66
2180	Pay		49370	50952	Check	1	2347	Rochester Telecom Systems	Yes	No	No	USD	07/11/2019	86.77
2180	Pay		49365	50953	Check	1	00701	Southside Lumber	Yes	No	No	USD	07/11/2019	54.61

Ind. School District #2180
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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
2180	Pay		49372	50954	Check	1	2972	Stacy's Nursery	Yes	No	No	USD	07/11/2019	285.75
2180	Pay		49364	50955	Check	1	00666	West Central Roofing Cont.	Yes	No	No	USD	07/11/2019	65,373.87
2180	Pay		49362	50956	Check	1	00258	Willmar Public Schools	Yes	No	No	USD	07/11/2019	2,681.91
2180	Pay		49373	50957	Check	1	3297	Wohlman, Julie	Yes	No	No	USD	07/11/2019	1,000.89
2180	Pay		49383	50958	Check	1	3945	Firefly Computers	Yes	No	No	USD	07/11/2019	34,237.00
2180	Pay		49381	50959	Check	1	00105	Hillyard / Hutchinson	Yes	No	No	USD	07/11/2019	740.00
2180	Pay		49382	50960	Check	1	2126	Menards - Willmar	Yes	No	No	USD	07/11/2019	40.41
2180	Pay		49384	50961	Check	1	4410	MN PEIP	Yes	No	No	USD	07/11/2019	138,498.44
2180	Pay		49385	50962	Check	1	4425	Mystery Science Inc.	Yes	No	No	USD	07/11/2019	1,998.00
2180	Pay		49387	50963	Check	1	4592	Rocket Math	Yes	No	No	USD	07/11/2019	300.00
2180	Pay		49386	50964	Check	1	4586	Teacher Synergy, LLC	Yes	No	No	USD	07/11/2019	40.25
2180	Pay		49389	50965	Check	1	3779	Butler, Chad	Yes	No	No	USD	07/16/2019	1,662.00
2180	Pay		49391	50966	Check	1	4204	Mickels Construction & Snow Removal	Yes	No	No	USD	07/17/2019	1,300.00
2180	Pay		49399	50967	Check	1	00878	American Family -AFLAC	Yes	No	No	USD	07/19/2019	541.58
2180	Pay		49398	50968	Check	1	00528	Bremer Bank	Yes	No	No	USD	07/19/2019	25.00
2180	Pay		49401	50969	Check	1	1039	Citizens Alliance Bank	Yes	No	No	USD	07/19/2019	180.00
2180	Pay		49402	50970	Check	1	2985	EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	07/19/2019	2,320.61
2180	Pay		49407	50971	Check	1	4594	Kensington Bank	Yes	No	No	USD	07/19/2019	191.67
2180	Pay		49403	50972	Check	1	3014	LegalShield	Yes	No	No	USD	07/19/2019	12.95
2180	Pay		49405	50973	Check	1	4043	MN Child Support Center	Yes	No	No	USD	07/19/2019	432.60
2180	Pay		49400	50974	Check	1	00881	NCPERS Group Life Ins.	Yes	No	No	USD	07/19/2019	32.00
2180	Pay		49406	50975	Check	1	4575	Old National Bank	Yes	No	No	USD	07/19/2019	391.67
2180	Pay		49404	50976	Check	1	3844	United Way of West Central MN	Yes	No	No	USD	07/19/2019	10.00
2180	Pay		49397	50977	Check	1	00023	UNUM Life Insurance Company	Yes	No	No	USD	07/19/2019	244.96
2180	Pay		49418	50978	Check	1	4596	Bullet Proof Mechanical Service	Yes	No	No	USD	07/26/2019	1,702.80
2180	Pay		49413	50979	Check	1	01432	Chappell Central, Inc.	Yes	No	No	USD	07/26/2019	3,041.88
2180	Pay		49408	50980	Check	1	00138	City of Maynard	Yes	No	No	USD	07/26/2019	93.30
2180	Pay		49415	50981	Check	1	3301	Clara City SA Store	Yes	No	No	USD	07/26/2019	366.94
2180	Pay		49416	50982	Check	1	4194	Drex-mart	Yes	No	No	USD	07/26/2019	210.24
2180	Pay		49410	50983	Check	1	00501	Freetly Electric, Inc.	Yes	No	No	USD	07/26/2019	276.03
2180	Pay		49414	50984	Check	1	01797	Purchase Power	Yes	No	No	USD	07/26/2019	500.00
2180	Pay		49419	50985	Check	1	4597	Richard Heidecker	Yes	No	No	USD	07/26/2019	185.50
2180	Pay		49411	50986	Check	1	00734	Tostenson, Inc.	Yes	No	No	USD	07/26/2019	836.02
2180	Pay		49417	50987	Check	1	4242	Turbo Turf, LLC	Yes	No	No	USD	07/26/2019	1,331.29
2180	Pay		49412	50988	Check	1	00844	West Central Sanitation, Inc.	Yes	No	No	USD	07/26/2019	810.80
2180	Pay		49409	50989	Check	1	00277	Whitney Music	Yes	No	No	USD	07/26/2019	22.25
2180	Pay		49425	50990	Check	1	2450	Brothers Fire Protection Co.	Yes	No	No	USD	07/26/2019	1,175.00
2180	Pay		49424	50991	Check	1	2181	Educators Benefit Consultants, LLC	Yes	No	No	USD	07/26/2019	109.13
2180	Pay		49428	50992	Check	1	3945	Firefly Computers	Yes	No	No	USD	07/26/2019	7,689.00

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	Amount
													Date	
2180	Pay	49427	50993	50993	Check	1	3006	MACCRAY Lunch	Yes	No	No	USD	07/26/2019	35.00
2180	Pay	49420	50994	50994	Check	1	00178	Nicklasson Athletic Co.	Yes	No	No	USD	07/26/2019	708.00
2180	Pay	49426	50995	50995	Check	1	2992	Pitney Bowes Global Financial Services	Yes	No	No	USD	07/26/2019	371.40
2180	Pay	49423	50996	50996	Check	1	01389	School Specialty	Yes	No	No	USD	07/26/2019	878.40
2180	Pay	49431	50997	50997	Check	1	4586	Teacher Synergy, LLC	Yes	No	No	USD	07/26/2019	113.79
2180	Pay	49421	50998	50998	Check	1	00457	Torkelson's Lock Service	Yes	No	No	USD	07/26/2019	80.00
2180	Pay	49430	50999	50999	Check	1	4242	Turbo Turf, LLC	Yes	No	No	USD	07/26/2019	134.50
2180	Pay	49422	51000	51000	Check	1	00666	West Central Roofing Cont.	Yes	No	No	USD	07/26/2019	36,247.44
2180	Pay	49429	51001	51001	Check	1	4181	WORKUP	Yes	No	No	USD	07/26/2019	120.00
Bank Total:													\$503,515.75	
2180	SA	49337	21578	21578	Check	1	00299	Countryside Public Health Serv	Yes	No	No	USD	07/05/2019	35.00
2180	SA	49355	21579	21579	Check	1	4016	Almich's Market	Yes	No	No	USD	07/05/2019	47.96
2180	SA	49356	21580	21580	Check	1	00299	Countryside Public Health Serv	Yes	No	No	USD	07/08/2019	15.00
2180	SA	49357	21581	21581	Check	1	4593	Kienitz, Wendell	Yes	No	No	USD	07/10/2019	875.00
2180	SA	49388	21582	21582	Check	1	3944	SMSU Volleyball Business Services	Yes	No	No	USD	07/12/2019	1,250.00
2180	SA	49390	21583	21583	Check	1	4595	Mid Minnesota Storage	Yes	No	No	USD	07/16/2019	4,490.00
2180	SA	49433	21584	21584	Check	1	2939	Johnson, Ben	Yes	No	No	USD	07/26/2019	41.93
2180	SA	49432	21585	21585	Check	1	2126	Menards - Willmar	Yes	No	No	USD	07/26/2019	91.06
Bank Total:													\$6,845.95	
Report Total:													\$510,361.70	

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
BALANCE	<u>\$2,236.06</u>

LIQUID ASSET FUND

Money Market Balance as of June 30, 2019	\$1,520.25
Interest – July 31, 2019	\$2.80
BALANCE	<u>\$1,523.05</u>

Heritage Bank N.A. (Savings)

Balance on June 30, 2019	\$45,674.52
Interest – July 31, 2019	\$39.23
BALANCE	<u>\$45,713.75</u>

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
BALANCE	<u>\$2,700,872.42</u>

Board Report
MACCRAY East and West Elementary Schools
August 12, 2019

Side note:

- Thank you for your understanding of my July absence, due to jury duty.

Student Support:

- Two positions opened up in early August. I have an interested candidate for our open Tech Assistant position, and am working with Kristine Klosterboer, our Preschool Coordinator to fill our open PK position.
- Of the 10 letters that were sent to parents, regarding a change of elementary schools, we have had requests for re-consideration by three families, for various reasons. I am working with Sherri on making final decisions, based on their requests and will be notifying them later this week or early next.
- We had a number of elementary staff work over the summer to prepare a science curriculum, based on the new science standards. They worked diligently, and I am excited to see the final product in action while I am in the classrooms this year. A special thank you to Ashley Haff and Dana Johnson for leading the work.

Testing:

- MCA Results will be released on August 29th.

Staff Support:

- We have new staff workshops set for August 20-21, and plans have been made for the Back to School Workshops on August 27-28, with our open houses the evening of the 28th.
- The custodians have done a wonderful job at preparing the buildings for the coming year – a BIG thank you to them!

Respectfully Submitted,

Judd Wheatley, MACCRAY Elementary Principal

MACCRAY High School



August 2019

Recognition

- Thank you to our custodians, cooks, teachers, and support staff for all the work that they did in preparation for the upcoming school year.
- Thank you to Jim Trulock for supervising summer school and to our teachers who provided summer school work. Summer school 2019 was a success!

Informational Items

- We are excited to have the following new staff join our MACCRAY family:
 - Andrea Lewandowski - English (English 10, British Literature, Academic Writing, Media Literature, College Speech, College Essay)
 - Meghan Sunderland - English (English 7 & 8)
 - Amber Unke - Special Education
- We are running on a *new* eight period day. Changes include:
 - The discontinuation of AM & PM PAWS to be replaced with study halls.
 - The addition of daily Opportunity Time from 3:30 - 4:00.
 - Moving from two sections to three sections where possible for our core classes: English, Math, Social, and Science.
- We have worked out an agreement with Ridgewater College to continue to offer College Essay and College Speech for college credit. (Previously these credits were earned through a partnership with SMSU.)
- We will be offering Calculus for college credit through ITV. The class will be taught by an instructor from YME. Credits will be earned through SMSU.

Upcoming Events:

- We are looking forward to our back to school workshops with new staff on August 20th and 21st and then all staff on August 27th and 28th.
- Open House is Wednesday, August 28th from 5-8pm. We also want to let families know that all three offices are now open daily for parents who would like to pay fees prior to open house night.
- **Looking Ahead:** MACCRAY Homecoming September 23rd-27th

Superintendent Report

August 12, 2019

- 1) Promotion of MACCRAY Public Schools
 - a) Ad on West Central Tribune
 - b) Responsiveness to phone calls and emails
 - c) Reputation

- 2) Transportation Meeting

- 3) Success Coordinators
 - a) No new money – replaces social worker position and non-replacement of Dan McGee.
 - b) Performs a new type of work – works between students, parents, teacher to help solve issues that stand in the way of success for students and increases our goals on our WBWF Plan.
 - c) Allows educational leaders to spend 60% of their time in classrooms supporting academic achievement in students and academic support for effective instruction in teachers. This is best practice by MDE in working to help schools out of priority status.
 - d) It is expected that the Success Coordinator positions will be able to show me success in the first two weeks of the position.
 - e) This is considered a pilot that I trust will show effectiveness before it will be continued into future years. The effectiveness will be measured by increased attendance, fewer repeat discipline issues, more parent engagement in school issues and better reports using SWIS data. Also measured will be academic leadership. (Principals in the classroom 60% of the randomly selected times.)

- 4) Referendum Information
 - a) Launch of microsite
 - b) Video production schedule
 - c) Report of ICS work
 - d) Board determination of three dates for community meetings.

- 5) Becoming a Trauma Informed School – Where has our work taken us so far?

TRANSPORTATION CONTRACT
INDEPENDENT SCHOOL DISTRICT NO. 2180
Clara City, Minnesota

This agreement is made effective retroactive to July 1, 2019 by and between Independent School District No. 2180, the MACCRAY Public Schools; Clara City, Minnesota, hereinafter described as "School District" and Palmer Bus Service of MACCRAY Minnesota, Inc. hereinafter described as "bus operator" as follows:

I.

1. It is contracted and agreed by and between the said parties that the bus operator shall transport students required to be transported by the school district from any points on the designated routes to and from designated schools according to the routes and schedules as are furnished from time to time by the superintendent of the school district, or other appropriate school district officials, for the period of this contract.

2. The bus operator agrees:

- a. To furnish chassis and passenger school bus bodies both conforming to all the State and Federal laws and regulations relating to school buses.
- b. To keep said school buses properly maintained so that they will insure proper warmth and comfort for the students transported therein, each bus to be equipped with good and sufficient heaters.
- c. To have said buses maintained by qualified mechanics so that they will be at all times in good mechanical condition and kept clean and will from time to time add such equipment and safety devices as may be required by any new laws or rules of the State of Minnesota relating to school buses.
- d. To furnish drivers over 18 years of age in good health and in possession of a valid, effective bus driver's license issued by the Motor Vehicle Department of the State of Minnesota, and who have completed a criminal history background check to the satisfaction of the school district for said buses in adequate numbers and of proper qualifications to fulfill the requirements of the contract.
- e. To enforce regulations relating to the conduct of such drivers (Attachment A).
- f. To comply fully with all state and federal laws governing the mandatory drug and alcohol testing of individuals required to hold a commercial driver's license (all school bus drivers).
- g. To discharge or replace any drivers violating rules of conduct or not meeting qualifications or such requirements or qualifications as may be established herein in addition thereto.
- h. To have on hand serviceable standby buses in sufficient numbers to make all trips necessary under this contract so that all normal buses are operating at all times.

3. The entire operation contemplated in this agreement shall comply with applicable rules and regulations adopted by the Commissioner of Education, the Minnesota Department of Transportation, any other state agency and the school district presently in effect or now or hereafter adopted and required. The bus operator will be bound by all rules and regulations, local ordinances, or state laws relating to road conditions and road restrictions of any other subdivisions of government and any other regulations relating to the operation contemplated herein.

II.

1. The school district agrees to pay the bus operator for performance under this contract an amount of \$546,603.67 for 11 Rural Routes, 1 Town Route and 7 Shuttles for the 2019-20 school year for 149 school days. These rates include compensation for 22,192 open enrollment miles, should open enrollment miles exceed 22,192

per year they will be paid at the rates in Attachment B. In the event the school year consists of fewer days the cost per bus will be reduced accordingly. In the event the school year consists of 172 days the cost will be increased based on mutual agreement of the parties.

The school calendar, including vacations, holidays and recess periods, shall be provided to the operator prior to the beginning of the school year. In the event that the actual number of days school is in session each school year and during which pupils must be transported shall exceed 149 days, the school district and operator shall determine the additional cost to operator of transporting the pupils during the additional days and the compensation to be paid to operator shall be mutually agreed upon between the parties in writing.

Extra-curricular and special trips shall be in addition to the above amount and paid according to operator's proposal as indicated by Attachment B.

2. If the price of gasoline to the bus operator should exceed \$2.60 cents per gallon, excluding federal tax, during the contract period, the school district agrees to assume half of the excess cost beyond \$2.60 cents per gallon, excluding federal tax, upon documentation as to price and number of gallons used in fulfilling contracted obligations.

III.

1. The bus operator agrees to keep in effect liability insurance for each bus to insure against liabilities up to \$500,000 for each claimant and \$1,000,000 for each single occurrence in addition to any other coverage required by the specifications. The school district shall approve the company and policy submitted to fulfill this requirement and be included in an appropriate endorsement. Any additional coverage obtained by the bus operator will apply to this contract at the time secured.

2. Operator shall not be held or deemed in any way to be the agent or employee of the school district. It is the intention of the parties that the operator is and shall be considered as an independent contractor. No officer, employee or agent of operator shall be deemed to be an officer, employee or agent of the school district, unless he is also an officer or employee of the school district. Operator agrees to hold harmless and indemnify the school district from any and all claims, demands, causes of action, and suits against the school district caused by the negligence or intentional acts of the officers, employees and agents of the bus operator, and the school district shall pay or settle no claims or judgments arising out of such negligence or intentional acts of the officers, employees, or agents of the operator, except as otherwise required by law, without approval of the operator or its insurer, in writing, and shall immediately give notice of all claims or suits to operator.

IV.

1. It is agreed by the parties that in the event the bus operator is unable to provide transportation services as herein specified because of acts of God, fire, riot, war, picketing, civil commotion, strikes, labor disputes or any other similar condition, the school district may excuse it from performance hereunder and terminate the contract or shall have the right to take over the operation of such buses that the bus operator is prevented from running, utilizing such school employees or other persons as the school district may deem appropriate, until the bus operator is able to resume operation. The school district shall pay to the bus operator for such buses the same amount specified in the heretofore mentioned rate schedule, less all expenses and costs incurred by the school district in the operation and maintenance of the vehicles.

V.

1. This agreement shall be in full force and effect for a period commencing July 1, 2019 and ending on June 30, 2023

The minimum service to be provided under this agreement shall be to transport one round trip each day school is in session all pupils required to be transported under this agreement to and from the school and the residing place

of the pupil for a period of not more than 149 days during each school year of this agreement, if required by the school district. This statement shall not in any way excuse Operator from performing all other obligations or duties required under this contract, or the specifications or proposal attached hereto, during the period of this contract for the consideration recited.

This contract may be amended or terminated by mutual agreement of the parties in writing approved by the school board upon 30 days' written notice of one party to the other, or as otherwise permitted by this contract or the specifications or proposals attached hereto. Failure or refusal of either party to substantially perform the conditions of this contract during the term of the contract will permit the other party to terminate the contract upon 30 days' written notice in writing to the breaching party, unless within such 30-day period the breaching party shall correct the performance to the satisfaction of the other party, but both parties shall be entitled to all remedies provided by law in case of such breach, failure or refusal, but neither party shall be required to accept less than full performance of this contract unless otherwise agreed in writing by the parties. All notices under this contract required to be given to the school district shall be directed to the clerk of the school district at the school district's administrative offices. All notices required to be given to the operator shall be directed to it at its principal office last on record with the school district.

VI.

1. The specifications and general conditions relating hereto are included herein and made a part of this contract by reference along with any proposal submitted by operator, except as otherwise provided in this contract.

2. The school board or the boards' administrative designee shall approve any and all school bus routes, bus stops, drivers and alternative drivers. The school district reserves the right to change or alter the schedules and routes of travel by giving at least two weeks' written notice to operator, but any additional costs shall be verified in writing by the operator and additional compensation shall be mutually agreed upon by the parties in writing.

VII.

Operator cannot assign or transfer any part or all of his interest in this contract without the written approval of the school board of the school district as authorized at a regular or special meeting of the school board.

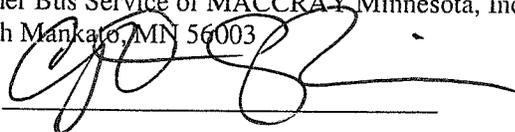
VIII.

Operator and school district has complied with the provisions of M.S. 123B.52, Subd. 3. Any adjustments or refunds under this contract shall be determined by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have executed this agreement below.

Palmer Bus Service of MACCRAY Minnesota, Inc.
North Mankato, MN 56003

Independent School District No.2180
Clara City, Minnesota

By: 

By: _____
(Chair)

Dated this 12th day of
August, 2019.

(Clerk)

Dated this _____ day of
_____, 20____.

ATTACHMENT B

Palmer Bus Service of MACCRA Y Minnesota, Inc.

Payment Schedule

July 1, 2019 to June 30, 2023

149 School Days per Year**

	2019-20		2020-21		2021-22		2022-23	
	Daily	Annual	Daily	Annual	Daily	Annual	Daily	Annual
11 Rural Routes	3,065.56	456,768.29	3,126.87	465,903.66	3,189.41	475,221.73	3,253.20	484,726.16
Clara City to Maynard - 2 buses	103.33	15,395.57	105.39	15,703.49	107.50	16,017.56	109.65	16,337.91
Clara City to Raymond - 2 buses	153.85	22,923.14	156.92	23,381.61	160.06	23,849.24	163.26	24,326.22
Raymond to Clara City - 2 buses	153.85	22,923.14	156.92	23,381.61	160.06	23,849.24	163.26	24,326.22
Maynard to Clara City - 1 bus	46.29	6,896.85	47.21	7,034.79	48.16	7,175.49	49.12	7,318.99
Clara City Town Route	145.62	21,696.66	148.53	22,130.60	151.50	22,573.21	154.53	23,024.67
TOTAL ROUTES	3,668.48	546,603.67	3,741.85	557,535.74	3,526.02	525,376.93	3,893.02	580,060.20
Special Ed or Extra Shuttles	35.85 per trip		36.57 per trip		37.30 per trip		38.05 per trip	
Extra Curricular - Mileage Rate	1.76 per mile		1.80 per mile		1.84 per mile		1.87 per mile	
Field Trips: Mileage Rate	1.76 per mile		1.80 per mile		1.84 per mile		1.87 per mile	
Extra Curricular: Driver Hourly	15.00 per mile		15.30 per mile		15.61 per hour		15.92 per hour	
New Open Enrollment Per Mile	1.76 per mile		1.80 per mile		1.84 per mile		1.87 per mile	
	2% Increase		2% increase		2% increase		2% increase	

** Rates are based on 149 student contact days. If additional days are required, this schedule is subject to adjustment.

Title: Wolverines Care “Angel” Fund

Policy: In August 2019, the School Board of MACCRAY Public Schools approved the establishment of a Wolverine Care Fund that will be used to help families in need of meal service for their students until they can get their free and reduced meal application submitted and approved or families who are struggling financially to sustain their student’s meal account balance or to help pay off existing debt. The money in the fund will come from donations.

Procedures:

Administration of the Fund:

The School District has an Unpaid Meal Charges policy in place. If a student does not have money in their account, Food and Nutrition Services may use the Wolverine Care Fund to pay for student meals when there is no money in the account or a free/reduced application has been denied.

1. The FNS Support Systems Coordinator will oversee the funds.
2. The FNS Support Systems Coordinator will pull the “Negative Balance Report” periodically. Students whose name appears on the list may be covered by Wolverine Care Fund. The FNS Support Systems Coordinator may place the necessary money to cover a meal(s) in the student’s meal account, but will first check to see if there are monies available in other household member’s accounts. If there are, a transfer of funds between household members will occur.
3. The Unpaid Meal Charges Policy will be followed in regards to notifications of low or negative balances.
4. All money in the fund, both from the school sites and donations received, will be sent to the District Office. All donated money will be kept in the “Food Service Donations” account.
5. Food and Nutrition Services will work to find other revenue sources to sustain the fund through donations, as needed.
6. A proper audit trail will be kept.

Distribution:

Donations may be given to be used for the meal debt and/or for the purchase of food or meals for students. These procedures define how those monies are to be distributed in a fair and practical manner. School officers such as principal, social worker, and

counselor may be able to appropriately assist in identification of students in need along with the following descriptors.

1. The family must have an Application for Educational Benefits on file.
2. Families with significant need (see above) may receive help.
3. Accounts that are nearing “uncollectible” status may receive help (seniors soon graduating, families moving out of the district, etc).
4. Families that have a negative balance from before qualifying for Free/Reduced status may receive help.
5. This list is meant to be a guideline on priority and does not necessarily include or exclude help to anyone else if money is available. This list can be changed at any time.



1315 East Black Oak Avenue
PO Box 487
Montevideo MN 56265-0487
320-269-9297
320-269-5474 (Fax)
www.mrved.com

MEMBER DISTRICTS:

BENSON ISD #777
Brian Samuelson, Brd. Mbr.
Dennis Laumeyer, Supt.
(320) 843-2710

DAWSON-BOYD ISD #378
Brett Buer, Brd. Mbr.
David Hansen, Supt.
(320) 769-2955

LAC QUI PARLE VALLEY ISD #2853
Earl Molden, Brd. Mbr.
Greg Schmidt, Supt.
(320) 752-4200

LAKEVIEW ISD #2167
Vicki Myers, Brd. Mbr.
Dr. Chris Fenske, Supt.
(507) 423-5164

MINNEOTA #414
Terri Myhre, Brd. Mbr.
Daniel Deittle, Supt.
507-872-6532

MONTEVIDEO ISD #129
Darin Balken, Brd. Mbr.
Dr. Luther Heller, Supt.
(320) 269-8833

ORTONVILLE ISD #2903
Jim Nelson, Brd. Mbr.
Jeff Taylor, Supt.
(320) 839-6181

RENVILLE COUNTY WEST ISD #2890
Maria Kramer, Brd. Mbr.
Michelle Mortensen, Supt.
320-329-8362

YELLOW MEDICINE EAST ISD #2190
Susan Bones, Brd. Mbr.
Rich Schneider, Supt.
(320) 564-4081

July 12, 2019

Dear School Districts,

Enclosed is the 2019-2020 Family and Consumer Science (FACS) Class Agreement between Independent School District #6018, the Minnesota River Valley Education District (MRVED) and Independent School District #2180, MACCRAY Public Schools. The FACS courses are being offered by the Minnesota River Valley Career and Technical Education Collaborative to the school districts' students.

Please read, sign, and return the agreement to our district at your earliest convenience in the self-addressed envelope. If you have any questions, please free to call us at 320-269-9297.

Sincerely,

Karen Jacobson
Director

DIRECTOR:
Karen Jacobson
Phone: (320) 269-9297
Fax: (320) 269-5474
kjacobson@mrved.net

ASSISTANT DIRECTOR:
Brandon Raymo
Phone: (320) 269-9297
Fax: (320) 269-5474
braymo@mrved.net

TECHNOLOGY COORDINATOR:
Scott Ripley
Phone: (320) 269-8833
Fax: (320) 269-8834
sripley@montevideoschools.org

SPECIAL EDUCATION DIRECTOR:
Cindy Loe
Phone: (320) 564-4081
Fax: (320) 564-4781
cloe@isd2190.org

ALC DIRECTOR:
Rhonda Brandt
Phone: (320) 269-7131
Fax: (320) 269-3083
rbrandt@montevideoschools.org

Family and Consumer Science Class Agreement

This agreement is made this ____ day of _____, 20____, by and between Independent School District #6018, the Minnesota River Valley Education District (MRVED); Independent School District #2167, Lakeview Public Schools; Independent School District #2180, MACCRAY Public Schools; Independent School District #129, Montevideo Public Schools; Independent School District #2890, Renville County West Public Schools; and Independent School District #2190, Yellow Medicine East Public Schools relating to Family and Consumer Science (FACS) courses being offered by the Minnesota River Valley Career and Technical Education Collaborative to the school districts' students.

WHEREAS, the school districts wish to make available FACS hybrid courses (a combination of on-line and face to face lab work) to their students where students will learn skills relating to Family and Consumer Science;

WHEREAS, Yellow Medicine East has agreed to host course lab work in their high school FACS class labs;

WHEREAS, MRVED has agreed to hire and supervise a licensed FACS teacher to teach, direct, oversee, and supervise FACS courses and the students taking the course;

WHEREAS, the school districts wish to enter into a written agreement outlining the rights and responsibilities for each party and the students participating in these FACS courses.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this agreement and other consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The following class requirements will be in place for the term of this agreement, unless the parties agree by mutual written agreement to make any changes.
 - a. Schedule. The parties agree that the school districts shall offer an 18 week Child Development class and an 18 week Food Nutrition class, both offered via a hybrid model of online coursework and three to four labs to be held at Yellow Medicine East. This class shall be made available to the school districts' ninth through twelfth grade students. These classes shall take place from August 19, 2019 through December 20, 2019. The exact time of the labs shall be determined by mutual agreement between the parties.
 - b. Curriculum. The class curriculum will be approved by the MRVED and will meet appropriate course standards that have been developed by the MRVED FACS teachers. The MRVED will hire and supervise a licensed FACS teacher for the classes. This teacher will be responsible for teaching, directing, and supervising the students, as well as grading their work.

- c. Student Transportation. The MRVED does not provide, is not responsible, and will not assume liability for any transportation to and from Yellow Medicine East for the FACS labs. Each district is responsible for providing transportation or making arrangements with parents to allow students to drive to the site of the FACS labs.
 - d. Grading. The FACS teacher hired by the MRVED will be responsible for grading all student work.
2. Term. This agreement is for the 2019-2020 school year. This agreement will terminate on June 30, 2020. If the parties wish to offer FACS classes in the future, they shall enter into a new written agreement.
3. Tuition. Each school district participating in this agreement shall pay tuition to the MRVED in the amount of \$405.72/student/FACS class. The MRVED will send a tuition bill to the school district on or before September 6, 2019.
4. School District Release from Liability. To the extent permitted by law, Lakeview Public Schools, MACCRAY Public Schools, Montevideo Public Schools, Renville County West Public Schools, Yellow Medicine East Public Schools, and the Minnesota River Valley Education District hereby mutually release each other and their board members, agents, and employees from any and all liability, damage, loss, cost, or expense incurred arising out of or in connection with the performance of any duties under the terms of this agreement unless caused by an intentional act or omission or gross negligence of the releasing school district or its board members, employees, or agents.
5. Choice of Law and Severability. This agreement is governed by the laws of the state of Minnesota. If any part of this agreement is construed by a court to be unenforceable or in violation of any applicable law, the remaining portions of the agreement will remain in full force and effect.

The undersigned are duly authorized to enter into this agreement. The undersigned hereby agree to the terms and conditions set forth by this agreement.

[Signature pages to follow]

INDEPENDENT SCHOOL DISTRICT #2180, MACCRAY Public Schools

By: _____

School Board Chair

Date: _____

By: _____

School Board Clerk

Date: _____

By: _____

Superintendent

Date: _____

[Remainder of the page intentionally left blank]



**2019-2020 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):

MACCRAVY High School

(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:

1. Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
- OR: Renew its membership in the Minnesota State High School League; and,
2. 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: _____

Date: _____

District Office Address, City, Zip: PO Box 690, Clara City, MN 56222

School Superintendent's Phone: 320-847-2154 School Superintendent's Email: broderiusse@maccrayo.k12.mn.us

RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2019
Retain one copy for the school files.

2019-2020 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.

Please complete and return this form with your school's 2019-2020 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

ISD 2180 MACCRAY Schools
Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Lane Schwitens
(Designated School Board Member – please print)

Jim Trulock
(Designated School Representative – please print)

schwitensl@maccray.k12.mn.us
Email Address

trulockj@maccray.k12.mn.us
Email Address

208.02 ACTIVITY REPRESENTATIVES

Jim Trulock
(Boys' Sports – please print)

Jim Trulock
(Girls' Sports – please print)

Jim Trulock
(Speech – please print)

Jim Trulock
(Music – please print)

Jim Trulock
*(Mailing Representative - Please Print)

* 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 or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member – please print)

(Student - please print)

(Parent – please print)

(Faculty Member – please print)

Aligning School Communities Around

WHY WE PLAY

In an effort to align school communities around the purpose of education-based athletic and activity programs, the League's Board of Directors requires local school boards to complete a brief training on WHY WE PLAY—Defining the Purpose of Education-Based Athletic and Activity Programs for the 2019-2020 school year. The training must be completed before approving the Minnesota State High School League's Membership Resolution. The intent of this requirement is to assist schools and their communities in aligning around a shared common language, where every stakeholder clearly understands the purpose of sports in the school community.

We must provide students with growth that will sustain them beyond physical skill development and the ability to play and win a game. For this to happen, we must align school communities around a deeper purpose.

The purpose of education-based programs is the human growth and development of students and connecting them to caring adults in their learning community. Fewer than 3% of the students who participate in high school athletics will play at the collegiate level and less than 1% will go on to play professionally. This means 97% of the students involved in high school sports will have a terminal experience—they will never again participate in sports at the same organized level in their lifetime. So what are we really giving students if we are only concerned with winning? We must provide students with growth that will sustain them beyond physical skill development and the ability to play and win a game. For this to happen, we must align school communities around a deeper purpose.

By Jody Redman, Associate Director



We value sports because we believe the students who are involved acquire something meaningful through their participation. Sports provide countless teachable moments where core ethical values such as empathy, honesty, fairness, responsibility, and respect for self and others can be developed. With this said, one of the great myths in our culture is that participation alone builds and develops this character, as if doing a handstand, running a race, hitting a curve ball, or simply suiting up are sufficient to strengthen a young person's moral fiber. Unless a coach teaches and models character and encourages its development in student-athletes, it is more likely organized sports will spoil play and undermine the development of the very character and virtue it claims to build. The potential for the growth and development of character in students only exists if the adults who are in charge of and oversee these experiences are aware of and intentional about this significant role.

Coaches clearly play a significant role in the experience that students have. However, training coaches alone is not enough. Without support of the school community, the current win-at-all-costs sports culture will continue to make winning the only value that comes from participation.

This training, that centers on a shared common language, and supporting the intentional leadership of the Athletic Administrator, will provide an effective response to the demands and pressures of the current win-at-all-cost culture.

In an effort to support school leaders around the purpose of education-based programs, the Minnesota School Boards Association (MSBA) has endorsed the WHY WE PLAY initiative that clearly defines the purpose of sports in an educational setting. The initiative will provide school boards with the same shared common language that is being delivered to athletic administrators, coaches, parents, officials, and students around the value of these programs.

By providing MN school boards with this brief but dynamic video training we will align school communities across MN around a shared purpose. We will also provide support so coaches can function from an education-based mindset instead of a win-at-all-cost mindset. This initiative will ultimately provide students with a richer experience; one that fosters learning, growth, fun, and a connection to caring adults in the school community.





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 Justin Tongen a legally qualified and licensed teacher who agrees to teach in the public schools of said district as Special Education Teacher for the school year 2019 - 2020.

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...
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: blank, \$. Row 2: blank, \$.

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

\$ 49,650 For Basic Services:
\$ For Additional Services as set forth in paragraph 6
\$ 49,650 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 21st day of July, 2019

Teacher: Justin Tongen

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

Independent School District No. 2180

Clerk: _____

Chairperson: _____

MACCRAY Public Schools Policy 803

Adopted: 8/11/2014

Revised: _____

803 RECORDS RETENTION SCHEDULE

I. PURPOSE

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes §138.17. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

II. GENERAL STATEMENT OF POLICY

Records are vitally important to the operation of any organization. They serve as the organizations' memory and are evidence of past events and the basis for future actions. Some are valuable from a historical standpoint and need to be retained permanently in the archives of the district. Other records are vital for the continuity of the district. Still others have a transient administrative, legal and financial value. When records of a transient value are no longer required, they should be disposed of in order to make room for those of current and continuing value.

III. BACKGROUND AND REQUIREMENTS

The State of Minnesota, Department of Administration, has created a *School District General Records Retention Schedule*. The district shall comply with this schedule as adopted. The schedule establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value. The schedule lists records series common to school districts and states how long to keep them. The district will make use of the technology available, and acceptable under state guidelines, in the maintenance of school records.

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

Item	Title	Example and Description	Retention Period
Administration	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit
	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge
	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Permanent
	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years
	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years
	Boundary Changes -District	Consolidation, Detachment, Annexation, and Dissolution	Permanent
	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years
	Census, Annual School	1979 and Earlier	Permanent
	Census, Annual School	1980 - Current	3 Years
	Census, Certified Reports	Conducted Once Per Decade	Permanent
	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition
	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years
	Court Case/Trial information	Litigation Correspondence	10 Years
	Court orders		1 Year after Action is Completed
	Grant Applications	Successful	3 Years
	Grant Applications	Unsuccessful	1 Year
	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years
	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Permanent
	Minutes	Board Minutes	Permanent

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Minutes	Officially Designated Committees	Permanent
	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 1410	1 Year
	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved
	Board Policies		3 Years after Change
	Negotiations - See Personnel		
	Newsletters and Publications	District Generated	Permanent
	Newsletters and Publications	Student Generated School Newspapers	Permanent
	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Permanent
	Media Center/Librarian Reports		3 Years
	Video Tapes	Building Security/Transportation Tapes	Until Relooped
	E-Mail		Same as Correspondence
Building	Accident/Damage Records	School Property-Related	10 Years
	Building Maintenance Records		Until Obsolete
	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years
	Building Program Records	Current and Projected Needs. Review and Comment	10 Years
	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent
	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item
	Accident/Damage Records	School Property-Related	10 Years
	Building Maintenance Records		Until Obsolete
	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years
	Building Program Records	Current and Projected Needs. Review and Comment	10 Years
	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent
	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item
Community Ed	Annual Reports	See Finance	
	Applications by individuals for Adult Education		

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	
	Class Schedule - Master		
	Financial Records	See Finance	
	Grants	See Administration	
	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	
	Minutes	See Administration	
Curriculum	Class Lists-Elementary and Secondary		1 Year
	Class Schedules		1 Year
	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years
	Daily Plan Books -Teacher's		1 Year
	Duty Rosters - Teacher's		1 Year
	Grade Books - Teacher's		1 Year
	Textbooks	Adoptions	6 Years
	Textbooks	Inventories	6 Years or Until Obsolete
Food Service	General Correspondence	See Administration	3 Years and DCF&L Audit
	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit
	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit
	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit
	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit
	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit
	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit
	Monthly Payment Vouchers		3 Years and DCF&L Audit
	On Site Review Record		3 Years and DCF&L Audit
	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit
	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit
	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit
	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit
	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit
	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit
	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit
Finance	Abstracts/Deeds/Title Papers/Mortgages	See Buildings	
	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years
	W-9 form		6 Years after Final 1099 Issued
	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Permanent
	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Permanent
	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Permanent
	Year-End Financial Reports	Special Funded Projects Report	Permanent
	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Permanent
	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Permanent
	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years
	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Permanent

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Audit Reports		Permanent
	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years
	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration
	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit
	Bond Issues - Official Statements	Enabling Documentation	Permanent
	Building and Land Contracts	See Buildings	
	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years
	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration
	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years
	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years
	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years
	Leases/Agreements		3 Years after Expiration
	Levies		6 Years
	Property Appraisals		Until Superseded
	Sealed Bids	Successful and Unsuccessful	6 Years after Award
	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt
	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years
	Transportation - Annual Report		6 Years
	Transportation Contracts	With Independent Contractors	6 Years
Health & Safety	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation
	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected
	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident
	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents	30 Yrs. after Termination or Retirement

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Safety Committee Agendas and Minutes		3 Years
	Training Records - Right to Know		3 Yrs. after Separation
Payroll	Cafeteria Plan Records		6 Years
	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years
	Dues Deduction Authorization	Union Dues	3 Years
	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration
	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent
	Pera Eligibility Sheets and Reports		6 Years
	Prior Years' Quarterly FICA		6 Years
	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years
	Salary Deduction Sheets		6 Years
	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded
	Stop Payment Orders and Bonds		6 Years
	Tax Reports	Federal, Minnesota and Other States	6 Years
	Tax Sheltered Annuity -Contracts		Permanent
	Tax Sheltered Annuity -Authorization	457 and 403(B) Plans	Permanent
	Time Sheets		6 Years
	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years
	W-2 Statements (Employer's Copy)		6 Years
	W-4 Statements		Until Superseded or 6 Years after Termination
Personnel	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement
	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination
	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years
	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action
	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent
	Applications for Employment/Resume/Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge
	Applications for Employment/Resume/ and Supporting Documentation	and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	6 Years or until final disposition of a discrimination charge
	Arbitration Decisions		Permanent
	Contracts and Assignments		6 Yrs. after Termination
	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years
	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent
	Insurance: Group Master Policies, Contracts and Agreements	See Finance	
	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years
	STARS Report	Annual STARS Report to State	1 Year Until Superseded
	Insurance Records: Enrollment Cards		Until Superseded

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates
	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent
	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims
	Job Descriptions		Until Superseded
	Mediation Records		Permanent
	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations
	Pay Equity: Classification Studies and Working Papers		Until Superseded
	Pay Equity: Summary		Permanent
	Personnel Files -Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination
	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge
	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superceded
	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)
	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years
	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution
	Worker's Compensation -Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years
	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination
Special Educ.	Special Education Records		3 Years
Students	Accident Reports - Student		Permanent
	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent
	Emergency Care Information		3 Years
	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent
	Attendance and Membership Data	MARRS Data - Detailed	3 Years
	Health and Immunization information		Age 23 / 5 years
	School Nurse Notes	Anecdotal Records	6 Years
	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years
	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent
	Demographic Information	District Census	Permanent
	Demographic Information	Student Directory information	1 Year
	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Graduation or Leave District
	LEP Reports	Home Language Reports (LEP)	3 Years
	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year
	Homeschool Records		Permanent
	Preschool Screening		Permanent
	Nonresident Pupil Attendance Applications/Agreements		3 Years

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

Adopted: 8/11/2014

Revised:

	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File
	School Performance Data	Transcripts	Permanent
	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Permanent
	Auxiliary Organization Records	Graduation Programs	Permanent
	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Permanent
	Driver Education Files		1 Year
Transportation	Claims for Transportation Aid		3 Years
	Contractor Correspondence/Reporting		3 Years after Completing Contract
	Contracts With Independent Contractors		3 Years after Completing Contract
	Equipment Inventories	See Buildings	
	Equipment Maintenance Records		Life of Equipment
	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years
	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years
	Transportation Mileage Records		3 Years
	Transportation Reimbursements		6 Years

