MACCRAY ISD 2180
Clara City, MN 56222
MACCRAY Board Room
Monday, July 13, 2026
6:00 pm

TENTATIVE AGENDA

Policy 206 – Individual speakers will have three minutes to speak to the board and may do so only during the public comment portion of the meeting. Comments involving data privacy, personal attacks on others, or that may be considered libelous or slanderous, or are initiated after the public comment period, are unacceptable. The board will take no action at the same meeting on an item raised by the public at that meeting to allow for further investigation.

1.0 Call to Order
2.0 Pledge of Allegiance
3.0 Approval of the Agenda/Additions/Deletions
4.0 Public Comment - none
5.0 Consent Agenda – Action Required
- 5.1 Adoption of Minutes
- 5.2 Approve payment of bills and financial reports.
- 5.3 Approve release of contract - C. Schaffer
- 5.4 Approve CER Director Contract for 2026-2027.
- 5.5 Approve and adopt the following policies:
  - 5.5.1 Policy 101 - Legal Status of the School District
  - 5.5.2 Policy 101.1 - Name of the School District
  - 5.5.3 Policy 202 - School Board Officers
  - 5.5.4 Policy 203 - Operation of the School Board - Governing Rules
  - 5.5.5 Policy 203.1 - School board Procedures; Rules of Order
  - 5.5.6 Policy 203.5 - School board Meeting Agenda
  - 5.5.7 Policy 203.6 - Consent Agendas
  - 5.5.8 Policy 204 - School Board Meeting Minutes
- 5.6 Approve Fall Coaches:

Football

Trent Carlson	Head Varsity
Open	Asst. Varsity
Kelby Jaenisch	J.V. & Asst.
Brandon Grund	J.V. & Asst.
Open	Junior High
RJ Hogrefe	Junior High
Jakob Zuidema	Junior High
Mike Dammann	Volunteer
Braden Hoekstra	Volunteer

Boys & Girls Cross Country

Deb Hoberg	Head Varsity - RCW
Ben Johnson	Asst. - MACCRAY
Alexa Yeager	Volunteer
Greg Peterson	Volunteer

Volleyball

Tory Brouwer	Head Varsity
Emily Carlson	B Squad
Sydney Gjerde	C Squad
Hannah Magaard	J.H.
Open	J.H.
Terese Bourne	Volunteer
Brenda Schwitters	Volunteer
Carly Orwick	Volunteer
Sjea Ashburn	Volunteer

Girls Tennis

Lindsey Bosch	Head Coach
Riley Essendrup	Assistant
Becky Zimmer	Volunteer
Ashley Trulock	Volunteer
Alecia Hansen	Volunteer

Fall Weight Room - Seth Falk
Activity Concessions Supervisor/Worker - Carol Krueger
Musical Directors - Joel Gronseth & Laura Streich
Pep Band - Joel Gronseth
Yearbook - Josie Donner
NHS - Andrea Lewandowski
H.S Student Council - Josie Donner
M.S. Student Council - Meghan Sunderland

6.0 Communication Report
- 6.1 Administrative Reports
  - 6.1.1 Derik Johnson - Activities
  - 6.1.2 Todd Bertram - Elem.
  - 6.1.3 Adam Holm - District
- 6.2 Committee Reports
- 6.3 Board Discussion -Sale of FB field, Permanent School Fund, Board Authority renewal for operating levy.
- 6.4 Public Comment on Board Renewal of Operating Levy to expire. ($154.60 per pupil)

7.0 Business items – Action Required
- 7.1 Resolution to approve LTFM 10 year plan.
- 7.2 Resolution to accept Donation of $100 from Coborn's for Staff Development Food/Beverages.
- 7.3 Resolution for Board Renewal of an Expiring Referendum Revenue Authorization.
- 7.4 Approve Staff Handbook.

8.0 Upcoming Meetings
- 8.1 Regular Board Meeting, Monday, August 10, MACCRAY Board Room, 6pm.
- 8.2 Regular Board Meeting, Monday, Sept. 14, MACCRAY Board Room, 6pm.
- 8.3 Regular Board Meeting, Monday, Oct. 12, MACCRAY Board Room, 6pm.

9.0 Adjournment

Minutes of the Board of Education
Independent School District #2180
Regular Meeting #12
Monday, May June 8, 2026, 6:00 PM
MACCRAY Board Room

Members Present: Julie Alsum, Debi Brandt, Mark Kasella, Ben Donner, Carmel Thein.
Others Present: Adam Holm, Superintendent; Judd Wheatley, MS/HS Principal; Todd Bertram, Elem. Principal; Kim Sandry, Business Manager; Jim Trulock, AD; Kati Hess, CER; Greg Peterson, Tech Director;

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

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

Public Comment: none

Approval of Consent Agenda:
Motion by Alsum, second by Thein, to approve the consent agenda.
Motion carried by unanimous vote.

- Adoption of Minutes
- Approve payment of bills and financial records.
- Approve teacher contract - K. Larson
- Employment Separation - Paraprofessional
- Accept paraprofessional resignation - A. Lee

Communications Reports:
Kati Hess – CER
Jim Trulock – Activities
Todd Bertram: Elementary Update
Judd Wheatley – MS/HS update
Adam Holm: District update.
Board Discussion:

Business Items:
Motion by Kasella, second by Alsum, to adopt the FY27 Original Budget. Motion carried by unanimous vote.

Motion by Thein, second by Donner, to adopt the Resolution of MSHSL Membership. Roll Call Vote: For: Brandt, Donner, Kasella, Thein, Alsum. Against: none. Resolution passed and adopted.

Meetings and Workshops:
Regular Board Meeting, Monday, July 13, MACCRAY Board Room, 6pm.
Regular Board Meeting, Monday, August 10, MACCRAY Board Room, 6pm
Regular Board Meeting, Monday, Sept. 14, MACCRAY Board Room, 6pm

Adjournment of Meeting
Motion by Thein, second by Brandt, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:02 pm.

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

Ind. School District #2180

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
BND2		65176	5622	Check	1	4764		Reszel, Randall		Yes	No	No	06/15/2026	8,450.00
BND2		65175	5623	Check	1	4763		Reszel, Ron		Yes	No	No	06/15/2026	8,300.00
												Bank Total:		$16,750.00
Pay		65111		Wire	1	00867		PERA		No	No	No	06/01/2026	13,747.76
Pay		65112		Wire	1	00868		MN Teachers Retirement Assoc.		No	No	No	06/01/2026	36,759.49
Pay		65113		Wire	1	2181		Aviben		No	No	No	06/01/2026	12,693.52
Pay		65114		Wire	1	2385		MN Department of Revenue		No	No	No	06/01/2026	9,820.56
Pay		65115		Wire	1	2875		Internal Revenue Service		No	No	No	06/01/2026	64,762.92
Pay		65116		Wire	1	2985		Aviben FLEX		No	No	No	06/01/2026	3,152.48
Pay		65187		Wire	1	00867		PERA		No	No	No	06/15/2026	13,386.17
Pay		65188		Wire	1	00868		MN Teachers Retirement Assoc.		No	No	No	06/15/2026	48,146.51
Pay		65189		Wire	1	2181		Aviben		No	No	No	06/15/2026	14,568.19
Pay		65190		Wire	1	2385		MN Department of Revenue		No	No	No	06/15/2026	11,779.43
Pay		65191		Wire	1	2875		Internal Revenue Service		No	No	No	06/15/2026	78,938.82
Pay		65192		Wire	1	2985		Aviben FLEX		No	No	No	06/15/2026	3,013.59
Pay		65234		Wire	1	00867		PERA		No	No	No	06/30/2026	7,092.25
Pay		65235		Wire	1	00868		MN Teachers Retirement Assoc.		No	No	No	06/30/2026	35,356.30
Pay		65236		Wire	1	2181		Aviben		No	No	No	06/30/2026	12,232.04
Pay		65237		Wire	1	2385		MN Department of Revenue		No	No	No	06/30/2026	8,520.67
Pay		65238		Wire	1	2875		Internal Revenue Service		No	No	No	06/30/2026	54,602.01
Pay		65239		Wire	1	2985		Aviben FLEX		No	No	No	06/30/2026	3,013.59
Pay		65240		Wire	1	3861		Minnesota State Retirement System		No	No	No	06/30/2026	10,000.00
Pay		65091	63135	Check	1	2985		Aviben FLEX		Yes	No	No	06/01/2026	140.38
Pay		65089	63136	Check	1	00105		Hillyard, Inc.		Yes	No	No	06/01/2026	62.26
Pay		65092	63137	Check	1	3294		MAAE		Yes	No	No	06/01/2026	537.00
Pay		65090	63138	Check	1	00457		Torkelson's Lock Service		Yes	No	No	06/01/2026	232.50
Pay		65093	63139	Check	1	2943		Sweep Hardware		Yes	No	No	06/01/2026	144.12
Pay		65095	63140	Check	1	5339		Water Walkers Inc		Yes	No	No	06/01/2026	4,053.00
Pay		65096	63141	Check	1	00048		Clara City Telephone Company		Yes	No	No	06/01/2026	412.91
Pay		65097	63142	Check	1	1762		Donners Crossroads Truckstop		Yes	No	No	06/01/2026	77.48
Pay		65099	63143	Check	1	3163		Minnesota Historical Society		Yes	No	No	06/01/2026	976.00
Pay		65098	63144	Check	1	2433		MN Department of Health		Yes	No	No	06/01/2026	50.00
Pay		65100	63145	Check	1	4553		Nordic Solar HoldCo Phase 2, LLC		Yes	No	No	06/01/2026	6,898.77
Pay		65102	63146	Check	1	2359		Amazon Capital Services		Yes	No	No	06/01/2026	1,151.51
Pay		65103	63147	Check	1	3393		MASBO		Yes	No	No	06/01/2026	119.00
Pay		65107	63148	Check	1	1039		Citizens Alliance Bank		Yes	No	No	06/01/2026	250.00
Pay		65110	63149	Check	1	4802		Colonial Life		Yes	No	No	06/01/2026	1,397.63

Ind. School District #2180

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		65108	63150	Check	1	3402		Lake Region Bank		Yes	No	No	06/01/2026	100.00
Pay		65105	63151	Check	1	00880		MACCRAY Education Association		Yes	No	No	06/01/2026	3,175.10
Pay		65109	63152	Check	1	4043		MN Child Support Center		Yes	No	No	06/01/2026	60.50
Pay		65106	63153	Check	1	00881		NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	06/01/2026	8.00
Pay		65104	63154	Check	1	00023		UNUM Life Insurance Company		Yes	No	No	06/01/2026	232.61
Pay		65118	63155	Check	1	3139		Rambow, Inc.		Yes	No	No	06/02/2026	1,443.00
Pay		65119	63156	Check	1	5689		Pauling, Amanda		Yes	No	No	06/02/2026	80.00
Pay		65121	63157	Check	1	4016		Almich's Market		Yes	No	No	06/03/2026	284.70
Pay		65122	63158	Check	1	3294		MAAE		Yes	No	No	06/03/2026	537.00
Pay		65124	63159	Check	1	4868		Kaardal, Bruce		Yes	No	No	06/03/2026	500.00
Pay		65123	63160	Check	1	00164		Montevideo Public Schools ISD #129		Yes	No	No	06/03/2026	150.00
Pay		65125	63161	Check	1	4956		Camden Conference		Yes	No	No	06/03/2026	1,345.00
Pay		65132	63162	Check	1	4234		Clean Site LLC		Yes	No	No	06/04/2026	1,347.50
Pay		65134	63163	Check	1	5039		Donner's Garage Inc		Yes	No	No	06/04/2026	1,000.70
Pay		65130	63164	Check	1	2541		Haug-Kubota LLC		Yes	No	No	06/04/2026	210.31
Pay		65133	63165	Check	1	4670		Hilbrands, Amber		Yes	No	No	06/04/2026	59.03
Pay		65127	63166	Check	1	00105		Hillyard, Inc.		Yes	No	No	06/04/2026	2,464.61
Pay		65129	63167	Check	1	1936		Palmer Bus Service, Inc		Yes	No	No	06/04/2026	59,838.47
Pay		65131	63168	Check	1	3139		Rambow, Inc.		Yes	No	No	06/04/2026	975.00
Pay		65128	63169	Check	1	00701		Southside Lumber		Yes	No	No	06/04/2026	216.23
Pay		65135	63170	Check	1	5153		Stony Creek Dairy		Yes	No	No	06/04/2026	1,063.94
Pay		65136	63171	Check	1	1054		ACT, INC		Yes	No	No	06/04/2026	1,276.00
Pay		65138	63172	Check	1	5587		Eckroth Music		Yes	No	No	06/08/2026	74.00
Pay		65137	63173	Check	1	2052		MESPA		Yes	No	No	06/08/2026	195.00
Pay		65141	63174	Check	1	1684		MACCRAY Activity Account		Yes	No	No	06/08/2026	205.75
Pay		65142	63175	Check	1	5690		Yeager, Alexa		Yes	No	No	06/08/2026	77.11
Pay		65143	63176	Check	1	00044		City of Clara City		Yes	No	No	06/08/2026	3,478.40
Pay		65144	63177	Check	1	00046		Clara City Herald		Yes	No	No	06/08/2026	183.40
Pay		65145	63178	Check	1	00077		Farmers Coop Oil Co.		Yes	No	No	06/08/2026	183.88
Pay		65149	63179	Check	1	5166		GreatAmerica Financial Svcs.		Yes	No	No	06/08/2026	441.45
Pay		65148	63180	Check	1	5118		Quadient Finance USA, Inc.		Yes	No	No	06/08/2026	500.00
Pay		65146	63181	Check	1	00308		SW & WC Service Cooperative		Yes	No	No	06/08/2026	20,331.53
Pay		65147	63182	Check	1	00844		West Central Sanitation, Inc.		Yes	No	No	06/08/2026	1,574.84
Pay		65150	63183	Check	1	2616		Roskens Plumbing, Heating		Yes	No	No	06/08/2026	532.50
Pay		65152	63184	Check	1	00046		Clara City Herald		Yes	No	No	06/09/2026	100.00
Pay		65156	63185	Check	1	5691		Bonnema, Alicia		Yes	No	No	06/09/2026	1,120.00
Pay		65154	63186	Check	1	3762		Bratsch, Brian		Yes	No	No	06/09/2026	960.00
Pay		65157	63187	Check	1	5692		Fischbach, Brianna		Yes	No	No	06/09/2026	2,880.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		65155	63188	Check	1	4803		Fragodt, Andrea		Yes	No	No	06/09/2026	2,240.00
Pay		65158	63189	Check	1	5693		Haas, Cody		Yes	No	No	06/09/2026	2,880.00
Pay		65159	63190	Check	1	5694		Lemke, Mitchell		Yes	No	No	06/09/2026	2,880.00
Pay		65161	63191	Check	1	5696		Masse, Jennifer		Yes	No	No	06/09/2026	2,240.00
Pay		65162	63192	Check	1	5697		Padilla Monteon, Daniel		Yes	No	No	06/09/2026	2,880.00
Pay		65153	63193	Check	1	2805		Rognlie, Dakota		Yes	No	No	06/09/2026	2,880.00
Pay		65163	63194	Check	1	5698		Ryan, Tanner		Yes	No	No	06/09/2026	2,880.00
Pay		65164	63195	Check	1	5699		Spieker, Kyle		Yes	No	No	06/09/2026	2,880.00
Pay		65160	63196	Check	1	5695		Tadych, Samantha		Yes	No	No	06/09/2026	2,880.00
Pay		65165	63197	Check	1	4230		MACCRAY Golf		Yes	No	No	06/10/2026	360.00
Pay		65166	63198	Check	1	2324		District #815 - Prinsburg		Yes	No	No	06/10/2026	4,482.75
Pay		65169	63199	Check	1	3592		Dooley's Natural Gas		Yes	No	No	06/11/2026	4,331.98
Pay		65168	63200	Check	1	2997		Goeman, Sue		Yes	No	No	06/11/2026	12.87
Pay		65172	63201	Check	1	5676		Blanchette, Hannah		Yes	No	No	06/11/2026	26.83
Pay		65170	63202	Check	1	3428		Van Eps, Jennifer		Yes	No	No	06/11/2026	33.35
Pay		65171	63203	Check	1	4649		Westbrock, Renae		Yes	No	No	06/11/2026	44.95
Pay		65173	63204	Check	1	3032		MN Bureau of Criminal Apprehension		Yes	No	No	06/15/2026	15.00
Pay		65174	63205	Check	1	00105		Hillyard, Inc.		Yes	No	No	06/15/2026	3,207.98
Pay		65179	63206	Check	1	4801		Clara City Speedway		Yes	No	No	06/15/2026	144.01
Pay		65180	63207	Check	1	5166		GreatAmerica Financial Svcs.		Yes	No	No	06/15/2026	2,850.42
Pay		65178	63208	Check	1	00905		Trulock, James		Yes	No	No	06/15/2026	714.10
Pay		65183	63209	Check	1	1039		Citizens Alliance Bank		Yes	No	No	06/15/2026	250.00
Pay		65186	63210	Check	1	4802		Colonial Life		Yes	No	No	06/15/2026	1,112.13
Pay		65184	63211	Check	1	3402		Lake Region Bank		Yes	No	No	06/15/2026	100.00
Pay		65185	63212	Check	1	4043		MN Child Support Center		Yes	No	No	06/15/2026	60.50
Pay		65182	63213	Check	1	00881		NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	06/15/2026	8.00
Pay		65181	63214	Check	1	00023		UNUM Life Insurance Company		Yes	No	No	06/15/2026	232.61
Pay		65193	63215	Check	1	4098		Alsum, Julie		Yes	No	No	06/16/2026	130.50
Pay		65194	63216	Check	1	4998		Avera Granite Falls		Yes	No	No	06/16/2026	190.00
Pay		65195	63217	Check	1	00403		Rustad Bus Service		Yes	No	No	06/16/2026	735.00
Pay		65197	63218	Check	1	5701		Noble, Steph		Yes	No	No	06/17/2026	250.30
Pay		65196	63219	Check	1	3139		Rambow, Inc.		Yes	No	No	06/17/2026	702.00
Pay		65198	63220	Check	1	5702		Marcus Construction		Yes	No	No	06/17/2026	1,239.00
Pay		65208	63221	Check	1	5462		Bertram, Todd		Yes	No	No	06/22/2026	79.75
Pay		65206	63222	Check	1	01432		Chappell Central, Inc.		Yes	No	No	06/22/2026	1,683.25
Pay		65207	63223	Check	1	3442		Essendrup, Riley		Yes	No	No	06/22/2026	6.43
Pay		65205	63224	Check	1	00105		Hillyard, Inc.		Yes	No	No	06/22/2026	51.30
Pay		65210	63225	Check	1	5532		Kienholz, Kaitlynn		Yes	No	No	06/22/2026	16.18

Ind. School District #2180

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
Pay		65209	63226	Check	1	5515		Office of MNIT Services		Yes	No	No	06/22/2026	61.33
Pay		65212	63227	Check	1	5039		Donner's Garage Inc		Yes	No	No	06/22/2026	347.68
Pay		65211	63228	Check	1	3484		MASMS		Yes	No	No	06/22/2026	600.00
Pay		65214	63229	Check	1	2923		VISA - CABank		Yes	No	No	06/22/2026	4,886.06
Pay		65215	63230	Check	1	1121		KMS ISD #775		Yes	No	No	06/22/2026	5,428.92
Pay		65217	63231	Check	1	2450		Brothers Fire & Security		Yes	No	No	06/23/2026	2,951.96
Pay		65218	63232	Check	1	4376		Christopher, Cole		Yes	No	No	06/23/2026	149.53
Pay		65219	63233	Check	1	5483		Christopher, Heather		Yes	No	No	06/23/2026	472.50
Pay		65220	63234	Check	1	5334		Active Internet Technologies		Yes	No	No	06/23/2026	2,701.00
Pay		65221	63235	Check	1	5707		ASPi Solutions, Inc		Yes	No	No	06/23/2026	749.50
Pay		65222	63236	Check	1	5708		Performance Film, LLC		Yes	No	No	06/24/2026	5,550.00
Pay		65230	63237	Check	1	1039		Citizens Alliance Bank		Yes	No	No	06/30/2026	200.00
Pay		65233	63238	Check	1	4802		Colonial Life		Yes	No	No	06/30/2026	1,112.13
Pay		65231	63239	Check	1	3402		Lake Region Bank		Yes	No	No	06/30/2026	100.00
Pay		65232	63240	Check	1	4043		MN Child Support Center		Yes	No	No	06/30/2026	60.50
Pay		65229	63241	Check	1	00881		NCPERS Group Life Ins. c/o Member Ber		Yes	No	No	06/30/2026	8.00
Pay		65228	63242	Check	1	00023		UNUM Life Insurance Company		Yes	No	No	06/30/2026	232.61
Pay		65244	63243	Check	1	5709		Bachmeier Kiln & Ceramic Equipment Repa		Yes	No	No	06/30/2026	706.64
Pay		65242	63244	Check	1	1762		Donners Crossroads Truckstop		Yes	No	No	06/30/2026	480.34
Pay		65243	63245	Check	1	4242		Turbo Turf, LLC		Yes	No	No	06/30/2026	220.00
Pay		65241	63246	Check	1	1469		Xcel Energy		Yes	No	No	06/30/2026	22,459.07
Pay		65246	63247	Check	1	01997		Hawk Creek Country Club		Yes	No	No	06/30/2026	1,250.00
Pay		65248	63248	Check	1	4234		Clean Site LLC		Yes	No	No	06/30/2026	577.50
Pay		65247	63249	Check	1	00105		Hillyard, Inc.		Yes	No	No	06/30/2026	1,785.84
											Bank Total:			$668,096.72
SA		65094		Wire	1	3780		Cash		No	Yes	No	06/01/2026	2,450.17
SA		65101	23174	Check	1	2359		Amazon Capital Services		Yes	Yes	No	06/01/2026	11.90
SA		65117	23175	Check	1	3780		Cash		Yes	Yes	No	06/02/2026	1,470.00
SA		65120	23176	Check	1	4016		Almich's Market		Yes	Yes	No	06/03/2026	59.28
SA		65126	23177	Check	1	1936		Palmer Bus Service, Inc		Yes	Yes	No	06/04/2026	409.48
SA		65140	23178	Check	1	4376		Christopher, Cole		Yes	Yes	No	06/08/2026	310.79
SA		65139	23179	Check	1	00507		West Central Trophies		Yes	Yes	No	06/08/2026	113.75
SA		65151	23180	Check	1	2923		VISA - CABank		Yes	Yes	No	06/09/2026	10,324.55
SA		65167	23181	Check	1	4343		Flowers from the Heart		Yes	Yes	No	06/11/2026	562.50
SA		65177	23182	Check	1	1684		MACCRAY Activity Account		Yes	Yes	No	06/15/2026	1,724.42
SA		65213	23183	Check	1	2923		VISA - CABank		Yes	Yes	No	06/22/2026	497.00
SA		65216	23184	Check	1	5706		Giese, Cynthia		Yes	Yes	No	06/22/2026	220.50

Ind. School District #2180

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
SA		65245	23185	Check	1	00507		West Central Trophies		Yes	No	No	06/30/2026	85.00

Bank Total: $18,239.34

Report Total: $703,086.06

Ind. School District #2180
Exp Summary - Fd, Pro Series
Period Ending June 30, 2026

Sequence: Fd, Pro

	Description	26RVSD Annual Budget	Period 202612	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General							
	000 Administration	780,408.00	59,614.67	737,953.05	95%	8,156.40	96%	34,298.55
	100 District Support Services	356,355.00	30,055.49	346,353.03	97%	0.00	97%	10,001.97
	200 Elem & Secondary Regular Instr	4,789,146.00	928,830.57	4,702,882.75	98%	17,253.25	99%	69,010.00
	300 Vocational Education Instr	302,094.00	63,338.44	288,612.33	96%	0.00	96%	13,481.67
	400 Special Education Instr	2,109,487.00	352,808.61	2,055,837.09	97%	191.23	97%	53,458.68
	600 Instructional Support Services	545,080.00	90,262.59	575,072.20	106%	79,868.81	120%	(109,861.01)
	700 Pupil Support Services	1,464,835.00	132,616.12	1,680,523.29	115%	0.00	115%	(215,688.29)
	800 Sites & Buildings	929,175.00	93,803.21	1,009,336.73	109%	231.20	109%	(80,392.93)
	900 Fiscal & Other Fixed Costs	181,500.00	0.00	164,154.01	90%	0.00	90%	17,345.99
01	**General**	11,458,080.00	1,751,329.70	11,560,724.48	101%	105,700.89	102%	(208,345.37)
02	Food Service							
	700 Pupil Support Services	682,555.00	31,951.79	589,809.98	86%	0.00	86%	92,745.02
02	**Food Service**	682,555.00	31,951.79	589,809.98	86%	0.00	86%	92,745.02
04	Community Service							
	500 Community Ed & Services	589,608.00	96,108.09	566,346.09	96%	0.00	96%	23,261.91
04	**Community Service**	589,608.00	96,108.09	566,346.09	96%	0.00	96%	23,261.91
05	Capital Outlay							
	200 Elem & Secondary Regular Instr	30,350.00	0.00	30,350.00	100%	0.00	100%	0.00
	800 Sites & Buildings	649,011.00	5,874.21	612,977.51	94%	0.00	94%	36,033.49
05	**Capital Outlay**	679,361.00	5,874.21	643,327.51	95%	0.00	95%	36,033.49
07	Debt Redemption							
	900 Fiscal & Other Fixed Costs	3,124,080.00	0.00	3,119,642.50	100%	0.00	100%	4,437.50
07	**Debt Redemption**	3,124,080.00	0.00	3,119,642.50	100%	0.00	100%	4,437.50
21	Student Activity							
	200 Elem & Secondary Regular Instr	195,150.00	18,385.93	243,519.97	125%	0.00	125%	(48,369.97)
21	**Student Activity**	195,150.00	18,385.93	243,519.97	125%	0.00	125%	(48,369.97)
	Report Totals:	16,728,834.00	1,903,649.72	16,723,370.53	100%	105,700.89	101%	(100,237.42)

INVESTMENTS OUTSTANDING
June 30, 2025

MSDMAX Fund – MSDLAF

MSDMAX Fund Balance as of June 30, 2025	$2,605.46
Interest - July 31, 2025	$9.38
Interest – Aug. 31, 2025	$9.40
Interest – Sept. 30, 2025	$9.04
Interest – Oct. 31, 2025	$9.15
Interest – Nov. 30, 2025	$8.52
Interest – Dec. 31, 2025	$8.51
Interest – Jan. 31, 2026	$8.30
Interest – Feb. 28, 2026	$7.46
Interest -March 31, 2026	$8.19
Interest – April 30, 2026	$7.95
Interest – May 31, 2026	$8.19
Interest – June 30, 2026	$7.98
BALANCE	**$2,707.53**

LIQUID ASSET FUND

Money Market Balance as of June 30, 2025	$1,766.21
Interest – July 31, 2025	$6.23
Interest – Aug. 31, 2025	$6.23
Interest – Sept. 30, 2025	$6.00
Interest – Oct. 31, 2025	$6.06
Interest – Nov. 30, 2025	$5.64
Interest – Dec. 31, 2025	$5.63
Interest – Jan. 31, 2026	$5.50
Interest – Feb. 28, 2026	$4.93
Interest – March 31, 2026	$5.41
Interest – April 30, 2026	$5.25
Interest – May 31, 2026	$5.40
Interest – June 30, 2026	$5.29
BALANCE	**$1,833.78**

Citizens Alliance Bank
High Yield Money Market Savings

Balance as of Dec. 23, 2025	$5,659,387.04
($2,000,000 into CD, $2.6 million to Bond payment, $400,000 transfer in)	
Interest – Jan. 31, 2026	$7,508.02
Interest – Feb. 13, 2026	$3,680.95
Interest – March 13, 2026 ($300,000 transferred out)	$3,586.23
Interest – April 15, 2026	$3,824.08
Interest – May 15, 2026 ($400,000 transferred in)	$3,574.07
Interest – June 12, 2026 ($1,400,000 transferred in)	$6,605.76
BALANCE	**$2,988,166.15**

Citizens Alliance Bank
Certificate of Deposit

Balance as of Dec. 23, 2025	$2,000,000.00
Interest – Jan. 31, 2026	$6,675.62
Interest – Feb. 20, 2026	$6,697.90
Interest – March 20, 2026	$6,069.91
Interest – April 22, 2026	$6,157.37
Interest – May 22, 2026	$5,976.91
Interest – June 22, 2026	$6,194.36
BALANCE	**$2,037,772.07**

~~*Adopted: _____*~~ ~~*MSBA/MASA Model Policy 101*~~
~~*Orig. 1995*~~
~~*Revised: _____*~~ ~~*Rev. 2022*~~

SCHOOL DISTRICT
Board Policy 101
MACCRAY Public School 2180
Original: 1995
Revised: 2025
Reviewed: 2026

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.

B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.

C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

A. The school district is a separate legal entity.

B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.

C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.

2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.

2. The school district may issue bonds in accordance with the provisions of Minnesota Statutes chapter 475, or other applicable law.

3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.

2. The school district shall manage its property in a manner consistent with the educational functions of the district.

3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.

4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.

2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statutes section 465.71 or other applicable law.

3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.

4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.

2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References:
Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School District Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 (Public Corporation, Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; Municipalities)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References:
MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

~~*Adopted: _____ MSBA/MASA Model Policy 101.1*~~
~~*Orig. 1998*~~
~~*Revised: _____ Rev. 1999*~~

SCHOOL DISTRICT
Board Policy 101.1
MACCRAY Public School 2180
Original 1998
Revised: 2015
Reviewed: 2026

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 2180. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

A. The name of the school district shall be MACCRAY Public School.

B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.

C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 2180 MACCRAY Public School, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

~~*Adopted: _____*~~ ~~*MSBA/MASA Model Policy 202*~~
~~*Orig. 1995*~~
~~*Revised: _____*~~ ~~*Rev. 20222211*~~

SCHOOL DISTRICT
Board Policy 202
MACCRAY Public School 2180
Original 1995
Revised: 2016
Reviewed: 2026

202 SCHOOL BOARD OFFICERS

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

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.

B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

A. The persons who perform the duties of clerk and treasurer need not be members of the school board.

B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

[Note: The organizational meeting is a good time for the school board to plan for how to cancel and reschedule a board meeting. For example, the school board could decide and include in the regular meeting schedule a provision that if the school district closes early due to bad weather and calls off evening activities, any school board meeting scheduled for that evening will also be postponed and held at the same time and place the following evening.

The organizational meeting is also a good time for the school board to select the school district's legal counsel and the individuals authorized to contact legal counsel. Usually, the authorized contacts are the board chair, the superintendent, and the chief business official of the school district. In addition, many school districts authorize

their human resources director, or a person exercising similar duties, to contact legal counsel.]

IV. OFFICER'S RESPONSIBILITIES

A. Chair

1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.

2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.

2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.

3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section~~Minn. Stat. §~~ 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.

2. Within three days after an election, the clerk shall notify all persons elected of their election.

3. On or before September 15 of each year, the clerk shall:

   a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.

   b. make and transmit to the C~~c~~ommissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:

      (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the C~~c~~ommissioner;

      (2) length of school term and enrollment and attendance by grades; and

(3) other items of information as called for by the Ccommissioner.

4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.

5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.

7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:

a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;

b. recommend to the school board employment and dismissal of teachers;

c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;

d. superintend school grading practices and examinations for promotions;

e. make reports required by the commissioner; and

f. perform other duties prescribed by the school board.

Legal References:
Minn. Stat. § 123B.12 (Insufficient Funds to Pay OrdersFinance)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

~~*Adopted: _____*~~ ~~*MSBA/MASA Model Policy 203.1*~~
~~*Orig. 1997*~~
~~*Revised: _____*~~ ~~*Rev. 1999*~~

SCHOOL DISTRICT
Board Policy 203.1
MACCRAY Public School 2180
Original 1997
Revised: 2016
Reviewed: 2026

203.1 SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;

B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;

C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and

D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

A. School board members need not rise to gain the recognition of the chair.

B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.

C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.

D. The chair shall decide the order in which school board members will be recognized to

address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.

E. The chair shall rule on all questions relating to motions and points of order brought before the school board.

F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.

G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.

H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.

I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.

J. The order in which names will be called for roll call votes will be determined by the school board.

[NOTE: The school board may choose to include in the policy a method of calling the roll.]

K. The chair has the same right and responsibility as each school board member to vote on all issues.

L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.

M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally, any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

[NOTE: In addition, school boards may have other rules or local customs they wish to incorporate to reflect their normal processes and procedures.]

Legal References:
Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 ~~(School Board Powers)~~ (Boards of Independent School Districts)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)
Op. Atty. Gen., 161A-20 (1987)

Cross References:
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)

~~*Adopted: _____*~~ ~~*MSBA/MASA Model Policy 203*~~
~~*Orig. 1995*~~
~~*Revised: _____*~~ ~~*Rev. 2009*~~

SCHOOL DISTRICT
Board Policy 203
MACCRAY Public School 2180
Original 1995
Revised: 2016
Reviewed: 2026

203 OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

A. Minnesota statutes when specified;

B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and

C. *Robert's Rules of Order* (latest edition) where not inconsistent with A. and B., above.

[NOTE: The editions of Robert's Rules of Order differ, so specifying the edition used is important.]

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Cross References: None

~~*Adopted: _____ MSBA/MASA Model Policy 203.5*~~
~~*Orig. 1997*~~
~~*Revised: _____ Rev. 2022*~~

SCHOOL DISTRICT
Board Policy 203.5
MACCRAY Public School 2180
Original: 1998
Revised: 2015
Reviewed: 2026

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.

B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The Minnesota Commissioner of Administration has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

C. The tentative agenda and supporting documents shall be sent to the school board members Three (3) days prior to the scheduled school board meeting.

D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.

E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda

items of a closed meeting.

Legal References:
Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 ~~(School Board Powers)~~ (Boards of Independent School Districts)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
~~Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)~~
Dept. of Admin. Advisory Op. No. 13-015 (December 23, 2013)

Cross References:
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

~~*Adopted: _____ MSBA/MASA Model Policy 203.6*~~
~~*Orig. 1997*~~
~~*Revised: _____ Rev. 1999*~~

203.6 CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.

B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.

C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.

D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 ~~(School Board Powers)~~ (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

~~*Adopted: _____ MSBA/MASA Model Policy 204*~~
~~*Orig. 1995*~~
~~*Revised: _____ Rev. 2024*~~

204 SCHOOL BOARD MEETING MINUTES

[NOTE: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law must be recorded in a journal or minutes kept for that purpose. Public records maintained by the school district must be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. <u>Recordings of Closed Meetings</u>

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the school district's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.

2. Recordings of closed meetings shall be preserved by the school district for the following time periods:

   a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.

b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.

c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.

d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:

a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.

b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.

c. Recordings of any other closed meetings shall be classified and/or released as required by court order.

4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.

5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:

a. The date of the closed meeting;

b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and

c. The classification of the data.

6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

~~A. The school board shall cause its official proceedings to be posted on the District Website after they have been approved by the school board.~~

A. The school board shall cause its official proceedings to be published once in the official

newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

[NOTE: In 2024, the Minnesota legislature enacted two laws regarding publication of school board minutes. Under Chapter 109 (2024), five school districts are authorized to publish their minutes on their websites; this section expires on August 1, 2026.

Under Chapter 115 (2024), the Minnesota legislature enacted the following:

(a) Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026.

(b) If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.

[NOTE: MSBA has not inserted paragraph (a) into this model policy because its application is limited to specific circumstances and for a defined period. School districts that meet the conditions in paragraph (a) may choose to publish on the school district's website.]

B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 ~~(Open Meeting Law)~~ (Meetings Must be Open to the Public; Exceptions)
Minn. Stat. § 123B.09, Subd. 10 ~~(Publishing Proceedings)~~ (Boards of Independent School Districts)

Minn. Stat. § 123B.14, Subd. 7 ~~(Record of Meetings)~~ (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definitions)
Minn. Stat. § 331A.05, Subd. 8 ~~(Notice Regarding Published Summaries)~~ (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 ~~(Publication of Proceedings)~~ (Computation of Time)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
~~MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties~~

July School Board Meeting
MACCRAY Elementary School



Mr. Todd Bertram PK-5 Principal

- Kindergarten Readiness
    - 10 Students
    - 12 days in June

- Extended School Year (ESY)
    - 6 Students
    - Starts July 13th
    - 8 days in July & 4 days in August

- Safe Schools Funding / Safety upgrades
    - Secure entrances and vestibules
    - New film on vestibule windows (mirror)
    - Staff has requested controlled access to the education areas in the morning
        - A more traditional, and more secure, parent drop off procedure.

MACCRAY Public Schools
ISD 2180 *Maynard – Clara City - Raymond*

CONTRACT

Establishing the

Terms and Conditions of Employment

By and Between

MACCRAY Schools

And

Kati Hess
Community Education and Recreation Director

July 1, 2026 – June 30, 2027

ARTICLE 1 - PURPOSE

This Agreement entered into by and between the School Board of MACCRAY Schools hereinafter called the District, and Kati Hess, CER Director, has as its objective the establishment of the terms and conditions of employment for the period herein established.

ARTICLE 2 - DEFINITIONS

Subd. 2.1 P.E.L.R.A. Of 1971 shall mean the Public Employment Labor Relations Act of 1971, as amended.
Subd. 2.2 Superintendent shall mean the Superintendent of MACCRAY Schools or a designated representative.
Subd. 2.3 School Board shall mean the School Board of MACCRAY Schools or its designated representative.
Subd. 2.4 CER Director will mean the employee covered by the agreement.
Subd. 2.5 Parties shall mean the District and the CER Director.
Subd. 2.6 Other Terms not defined in the Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE 3 - RECOGNITION

Subd. 3.1 Appropriate Unit: In accordance with PELRA. The Dist. recognizes the Association as the exclusive representative of all management personnel included within the bargaining unit certified by the Bureau of Mediation Services. "All MACCRAY Schools employees, who are certify by the MN Department of Education as a CER Director who are employed for more than 14 hrs. per week & more than 100 workdays per yr. & who devote 50% of their time to administrative/supervisory duties in the capacity of CER Director."
Subd. 3.2 Bargaining Unit Dispute. In the event of a dispute between the District and the CER Director as to the inclusion or exclusion within the bargaining unit of a newly created or modified job classification, either party may petition the Bureau of Mediation Services in accordance with the P.E.L.R.A.

ARTICLE 4 – CER DIRECTOR RIGHTS

Subd. 4.1 Use of Facilities: The CER Director shall have the right to use District Buildings before or after hours for meetings, scheduling such use with the Superintendent provided that the CER Director shall not interfere with or interrupt school operations. Expenses incident to the meeting shall be borne by the CER Director in Accordance with District policy.
Subd 4.2 Indemnification: The CER Director shall indemnify and hold the District harmless against any and all claims, orders, or judgments made against the District in the administration of Section 4.4 of the Article.
Subd. 4.3 Personnel Files: The CER Director shall have the right to review her/her individual Personnel file in accordance with applicable Minnesota statutes.
Subd. 4.4 Meet and Confer: The CER Director has the right on an annual basis to request two (2) meet and confer meetings with the School Board.

ARTICLE 5 - DISTRICT RIGHTS

Subd. 5.1 Inherent Managerial Rights: The CER Director recognizes that the District is not required to meet and negotiate on matters of Inherent managerial policy, which include but are not limited to, such areas of discretion or policy as the functions and programs of the District, its overall budget, the utilization of technology, the organizational structure, and the selection, direction, or number of personnel.
Subd. 5.2 Reservation of Managerial Rights: The foregoing enumeration of District rights shall not be deemed to exclude other inherent management rights. Any and all management rights and functions not expressly delegated by the Agreement are reserved to the District.
Subd. 5.3 Laws, Rules and Regulations: The parties agree to abide by applicable State and Federal Laws, rules established by the State Department of Education, and rules and regulations established by the School Board, provided such rules and regulations are not in conflict with the Agreement.

ARTICLE 6 - DUTY YEAR

Subd. 6.1 The normal duty year shall be considered 1512 hours.
Subd. 6.2 Specific Duty Year: These specific duty days during the calendar period July 1 through June 30 shall be established by the Director and the Superintendent. The Superintendent reserves the right to designate specific calendar days during the period of July 1 through June 30 as mandatory duty days.

Subd. 6.3 Management Commitment: The District and the Director concur that the management nature of the duties and responsibilities of the Director covered by the Agreement requires a commitment to whatever time is necessary to accomplish such managerial duties and responsibilities.

ARTICLE 7 - DUTY DAYS

Normal Duty Day:

Subd. 7.1 The CER Director shall have 1512 hours to be spread throughout 12 months. The duty day will be as needed and as agreed upon with the CER Director and Superintendent or Business Manager.

Subd. 7.3 The CER Director because of her duties and responsibilities, agree to commit whatever time is necessary to accomplish such duties and responsibilities.

Subd. 7.4 The CER Director will communicate her schedule to District Leadership. (Superintendent and /or Business Manager)

ARTICLE 8 – COMPENSATION

Subd. 8.1 Salary Schedule: The annual salary of the CER Director employed by individual continuing contract for the 2025-2026 duty year is established by Schedule A, attached hereto, and shall be considered part of the Agreement.

Subd. 8.2 Annual Salary: The CER Director employed by an individual continuing contract will be paid an annual salary. The CER Director employed for a duty year less than that established by Article 6, Section 6.1 and 6.2, shall be paid a prorated annual salary.

Subd. 8.3 Daily Rate: For the purposes of calculating daily rate, the CER Director's annual individually contracted salary divided by the duty year established by Article 6, Sections 6.1 and 6.2 shall equal daily rate. (8 hours per day)

Subd. 8.4 Mileage: The CER Director shall be reimbursed at the Federal mileage rate for the use of their personal automobile to conduct authorized and approved travel on the behalf of the District.

Subd. 8.5 Work Stoppage: The CER Director, in the event of a strike or work stoppage by other District employees, shall report for duty to carry out School Board policies and directives.

ARTICLE 9 - INSURANCE

Subd. 9.1 Selection: The selection of the insurance carrier & policy shall be made by the School District as provided by law.

Subd. 9.2 Claims against School District: It is understood that the School District's only obligation is to purchase insurance policy and pay such amount as agreed to here-in and no claim shall be made against the School District as a result of a denial of insurance benefits by an Insurance carrier.

Subd. 9.3 Duration of Insurance Contribution: The CER Director is eligible for School District contribution as provided in the Article as long as the CER Director is employed by the School District. Upon termination of employment, all School District contributions shall cease. The CER Director may remain in the plan for 18 months by paying her own premium as provided by M.S. 62A.17.

Subd. 9.4 Eligibility: The School District contribution will be provided to all CER Directors and provided on a pro rata basis for those CER Directors employed on a part time basis.

Subd. 9.5 Benefits: The School District will contribute to the CER Director account under the MACCRAY ISD #2180 Flexible Benefits Plan on a monthly basis during the term of the CER Director's employment the District contribution for health insurance which the CER Director may elect to apply toward the cost of benefits available under the Flexible Benefits Plan.

CORE BENEFITS – 1. Health and Hospitalization insurance - $0

Subd. 9.6 Highly compensated employee component of the ACA. In the event the Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

Subd. 9.7 Eligibility: The eligibility of the CER Director and the CER Director's dependent(s) and beneficiary(ties) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to the article.

Subd. 9.8 Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in the article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in the article.

ARTICLE 10 - LEAVES OF ABSENCE

Subd. 10.1 Paid Time Off:

Subd. 10.11 The CER Director shall earn Paid Time Off at the rate of 136 hours each year of employment. The CER Director will be credited one-year PTO allowance upon completion of their first day of service. Deductions for absences will be made on the same basis as granted

Subd. 10.12 Unused Paid Time Off hours at June 30 of each year will roll into Sick Leave (ESST) which will accumulate to a maximum of 300 hours.

Subd. 10.13 ESST shall be allowed whenever an employee's absence is found to have been due to reasons set forth in Minnesota Statutes, section 181.9447.

Subd. 10.14 When permissible by law, the School District may require an employee to furnish documentation indicating any absence in excess of three (3) consecutive days was due to a qualifying event pursuant to Subdivision 3(2.) of this Section, in order to receive ESST pay. The employee will be advised when documentation is required.

Subd. 10.15. Leave will be deducted from accumulated ESST until ESST is exhausted.

Subd. 10.16. Approval/Notice: Employee shall provide his/her supervisor with at least seven (7) days advance notice of the need for use of ESST if the need for leave is foreseeable. If the need for ESST is unforeseeable, notice shall be provided as soon as practicable. ESST may be approved only upon the employee's submission of a request using the authorized ESST pay request form available electronically.

Subd. 10.17. Concurrent Usage. To the extent permissible by law and School District policy, all paid and unpaid leave provided pursuant to this Agreement (including accrued sick leave and ESST) shall be used concurrently with any other paid or unpaid leave provided by law (i.e., FMLA leave, ADA leave, etc.). Sick leave accrued and retained pursuant to Subd. 1. shall not be deemed to be paid leave provided in addition to ESST.

Subd. 10.18. Separation. An employee shall not be paid for unused accumulated sick leave/ESST upon termination, resignation, retirement, or other separation from employment. If an employee is rehired within 180 days of separation from employment, only ESST accrued after January 1, 2024, and unused at the time of said separation shall be reinstated upon rehire.

Subd. 10.2 Bereavement Leave: Five (5) day's bereavement leave per death in the immediate will be granted. Immediate family is to be defined as follows: spouse, mother or father, son or daughter, son-in-law or daughter-in-law, mother-in-law or father-in-law, grandparents, grandchildren, brother, sister, brother-in-law or sister-in-law. Up to two (2) additional days may be granted for the death of friends and/or relatives. Days used will not be deducted from sick leave.

Subd. 10.3 Emergency Leave: Emergency leave may be granted at the discretion of the Superintendent. All emergency leave will be deducted from sick leave.

Subd. 10.4 Child Care Leave:

Subd. 10.41 A childcare leave may be granted by the School District, subject to the provisions of the section to one (1) parent of a child, provided such parent is caring for the child on a full-time basis.

Subd. 10.42 A CER Director making application of childcare leave shall inform the Superintendent in writing of intention to take the leave at least two (2) calendar months before commencement
of the intended leave. In case of adoption, the two (2) calendar month notification shall be waived.

Subd. 10.43 If the reason for the childcare leave is occasioned by pregnancy, a CER Director may elect to utilize sick leave pursuant to the sick leave provision of the Agreement in lieu of seeking childcare pursuant to the Section. A pregnant CER Director will also provide at the time of the leave of application, a statement from her physician indicating date of delivery. Said CER Director making application & receiving approval for childcare leave under the Agreement's terms may also qualify for sick leave based on the terms of the Agreement provided the sick leave shall not be used between the beginning and ending dates of the childcare leave.

Subd. 10.44 Three days of the yearly accrued sick leave may be allowed for an adoption of a child by a person covered under the master agreement. Pay shall be allowed for the leave and the days of absence shall be deducted from their sick leave.

Subd. 10.45 The school district may adjust the proposed beginning or ending date of a childcare leave so that the dates of the leave coincide with some natural breaks in the school year – i.e. winter vacation, spring vacation, semester break,

end of a grading period, end of the school year, or the like. The availability of a substitute may also be considered by the school board in the granting of a childcare leave or the duration hereof.

Subd. 10.46 In making a determination concerning the commencement & duration of a child care leave, the board shall not, in any event, be required to: 1.Grant any leave more than 12 months in duration, 2. Permit the CER Director to return to her or her employment prior to the date designated in the request for Child cares leave.

Subd. 10.47 A CER Director returning from childcare leave shall be re-employed in a position which he or she is licensed unless previously discharged or placed on unrequested leave of absence.

Subd. 10.48 Failure of the CER Director to return pursuant to the date determined under her section shall constitute grounds for termination unless the School District and the CER Director mutually agrees to an extension of the leave.

Subd. 10.49 A CER Director who returns from childcare leave within the provisions of her section shall retain all previous experience credit for pay purposes, seniority, and any unused leave time accumulated under the provisions of the agreement at the commencement of the beginning of the leave. The CER Director shall not accrue additional experience credit for pay purposes or leave time during the period of absence for childcare leave.

Subd. 10.6 Professional Leave: Professional Leave may be granted subject to the Superintendent's approval.

Subd. 10.7 Holidays: The CER Director shall receive the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday, Memorial Day, Juneteenth, and July 4th.

ARTICLE 11 – RETIREMENT SAVINGS PLAN

Subd. 11.1 403 (b) Plan: The MACCRAY School District shall maintain a 403(b) retirement savings plan for the CER Director and will match up to $3000.

ARTICLE 12 - GRIEVANCE PROCEDURE

Subd. 12.1 Grievance Definition: A "grievance" shall mean an allegation by the CER Director resulting in a dispute or disagreement between the CER Director and the School District as to the interpretation or application of terms and conditions contained in her agreement.

Subd. 12.2 Representative: The CER Director or School District may be represented during any stop of the procedure by any person or agent designated by such part to act in her behalf.

Subd. 12.3 Definitions and Interpretations:

Subd. 12.31 Extension: Time limits specified in her Agreement may be extended by mutual agreement.

Subd. 12.32 Days: Reference today regarding time periods in her procedure shall refer to working days. A working day is defined as all weekdays not designated as a legal holiday by State Law.

Subd. 12.33 Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period to time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, or Sunday, a legal holiday, in which event the period runs until the end of the next day, which is not a Saturday, a Sunday or a legal holiday.

Subd. 12.34 Filing and Postmark: The filing or service of any notice or document herein shall be timely. It is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Subd. 12.4 Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated, and the relief sought within **TWENTY DAYS** (20) after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver hereof. Failure to appeal a grievance from one leave to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the CER Director and the District.

Subd. 12.5 Adjustment of Grievance: The School District and CER Director shall attempt to adjust all grievances which may arise during Employment of any CER Director within the District in the following manner:

Subd. 12.51 Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within **FIVE DAYS** after the receipt of the written grievance.

Subd. 12.52 Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School District provided such appeal is made in writing within **FIVE DAYS** after receipt of the decision in Level I. If a grievance is properly appealed to the School District, the School District shall set a time to hear the grievance within **FIFTEEN DAYS** after the meeting, the School District, a committee or representative of the board may be designed by the

board to hear the appeal at her level and report its findings and recommendations to the School District. The School District shall then render its decision.

Subd. 12.6 School District Review: The School District reserves the right to review any decision issued under Level I of her procedure provided the School District or its representative notify the parties of its intention to review within **TEN DAYS** after the decision has been rendered. In the event the School District reviews a grievance under her section, the School District reserves the right to reserve or modify such decision.

Subd. 12.7 Denial of Grievance: Failure by the School District or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the CER Director may appeal it to the next level.

Subd. 12.8 Arbitration Procedures: If the CER Director and the School District is unable to resolve any grievance, the grievance may be submitted to Arbitration as defined herein:

Subd. 12.81 Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within **TEN DAYS** following the decision in Level II of the Grievance procedure.

Subd. 12.82 Prior Procedures Required: No grievance shall be considered by the Arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 12.83 Selection of Arbitrator: Upon the proper submission of a grievance under the terms of her procedure, the parties shall, within **TEN DAYS** after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the PELRA to appoint an arbitrator, pursuant to MS 179.70 subd. 4, providing such requests are made within **TWENTY DAYS** after request for arbitration. The request shall ask that the appointment be made within **THIRTY DAYS** after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the PELRA within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 12.84 Submission of Grievance Information: Upon appointment of the arbitrator, the appealing party and the School District shall **five days** prior to the arbitration hearing forward to the arbitrator the submission of the grievance which shall include the following: 1. The issue involved, 2. Statement of the facts, 3.Position of the grievant, & 4.The written documents relating to Article 12 Sections 4 and 5 of the grievance procedure..

Subd. 12.85 Hearing: The grievance shall be heard by a single arbitrator *and both parties may be represented by such person or persons* as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 12.86 Decision: the decision by the arbitrator shall be rendered within **THIRTY DAYS** after the close of the hearing. decision by the arbitrator in cases properly before him shall \be final and binding upon the parties, subject however, to the limitations of arbitration decisions are provided by in the PELRA.

Subd. 12.87 Expense: Each party shall bear its own expense in connection with arbitration including expenses relating to the parties' representatives, witness, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally the fees and expenses of the Arbitrator, the cost of the transcript or recording if requested by either or both parties, and other expenses, which the parties mutually agree, are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 12.88 Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreement relating to grievances properly before the arbitrator pursuant to the terms of her procedure. The jurisdiction of the arbitrator shall not extend to the proposed changes. In terms and conditions of employment as defined herein and contained in her written agreement; not shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein. The jurisdiction of the arbitrator shall include, but is not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in the order the arbitrator shall give due consideration to the statutory rights and obligations of the public school district to efficiency manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Subd. 12.89 Duplication: A party shall not institute a grievance action & a Court action on the same action & time.

ARTICLE 13 - Unrequested Leave of Absence

Subd. 13.1 In the event it is necessary for the District to reduce the number of CER Directors covered by her Agreement, the work force shall be reduced in accordance with MN Stat. 125.12, 6b.

ARTICLE 14 - Indemnification and Provision of Counsel

Subd. 14.1 In the event that an action is brought, or a claim is made against the CER Director arising out of or in connection with CER Director's employment, and the CER Director is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in the section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.

ARTICLE 15 - Duration

Subd. 15.1 Term of Contract: The Agreement shall remain in full force and effect for a period commencing July 1, 2026 except as specifically provided otherwise in the Agreement, through June 30, 2027 and hereafter until modified or terminated pursuant to the PELRA of 1971 as amended.

Subd. 15.2 Modification: if either party desires to modify or terminate the Agreement effective on July 1, 2026, it shall give written notice of such intent no later than May 1, 2026. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 calendar days prior to the expiration of the Agreement.

Subd. 15.3 Effect: The Agreement constitutes the full and complete agreement between the District and the CER Director. The provision herein Supersedes and takes precedence over any and all prior Agreement, resolutions, practices, district policies, rules or regulations concerning the terms and conditions of employment.

Subd. 15.4 Finality: It is further agreed that any matters relating to the terms and conditions of employment, whether or not referred to in the Agreement, shall not be open for negotiations during the term of the Agreement.

Subd. 15.5 Severability: The provisions of the Agreement shall be severable, and if any provision hereof or the application of any such provision under and circumstances is held invalid, it shall not affect any other provision of the Agreement or the application of any provisions hereof under different circumstances.

SCHEDULE A – CER Director

2025-2026 $48,500 2026-2027 $50,600

Agreed to as the full and complete settlement of the terms and conditions of employment by the signatures of the following representatives of the District and the CER Director

For: MACCRAY School Board

_____ _____

CER Director Chairman

_____

Clerk

Dated this _____ day of _____, 20__

Dated this _____ day of _____, 20__

July 2026 Activities Director Report

1. **All Varsity practices begin on Monday, August 17th. This includes 7-12 girls tennis and 7-12 boys & girls cross country. The tentative start date for junior high football and junior high volleyball is Monday, August 24th.**
2. **Bound System Update: We are almost all set-up. Everything will be new for students and families on how to register and pay.**
3. **Fall Activities Meeting on Monday, August 3rd at 6pm.**
4. **Please approve the following Fall Activity Supervisors and Coaches.**

Activity Coaches & Supervisors - Fall 2026

Football	Trent Carlson	Head Varsity
	Open	Asst. Varsity
	Kelby Jaenisch	J.V. & Asst.
	Brandon Grund	J.V. & Asst.
	Open	Junior High
	RJ Hogrefe	Junior High
	Jakob Zuidema	Junior High
	Mike Dammann	Volunteer
	Braden Hoekstra	Volunteer
Boys & Girls Cross Country		
	Deb Hoberg	Head Varsity - RCW
	Ben Johnson	Asst. - MACCRAY
	Alexa Yeager	Volunteer
	Greg Peterson	Volunteer
Volleyball	Tory Brouwer	Head Varsity
	Emily Carlson	B Squad
	Sydney Gjerde	C Squad
	Open	Junior High
	Hannah Magaard	Junior High
	Terese Bourne	Volunteer
	Brenda Schwitters	Volunteer
	Carly Orwick	Volunteer
	Shea Ashburn	Volunteer
Girls Tennis	Lindsey Bosch	Head Coach
	Riley Essendrup	Assistant
	Becky Zimmer	Volunteer
	Ashley Trulock	Volunteer
	Alecia Hansen	Volunteer

Weight Room - Seth Falk
Activity Concessions Supervisor/Worker - Carol Krueger
Musical Directors - Joel Gronseth & Laura Streich
Pep Band - Joel Gronseth
Yearbook - Josie Donner
NHS - Andrea Lewandowski
H.S Student Council - Josie Donner
M.S. Student Council - Meghan Sunderland

MACCRAY WOLVERINES SCHOOL BOARD UPDATE

July 10, 2026

GOAL:

The environment of the MACCRAY School District will be safe, nurturing, and professional.

Building Security

School safety continues to be a top priority. Window tint has been installed on selected windows throughout the school to enhance building security and provide an additional layer of privacy and protection for students, staff, and visitors. This improvement helps strengthen the safety of key areas while maintaining a welcoming learning environment. The installation is one of several ongoing efforts to improve school security and ensure a safe, secure, and supportive environment for the entire MACCRAY school community.

Summer School Update

Summer school is ending this week, and students are making the most of the opportunity. They are engaged in their learning, attending consistently, and working hard to recover credits and stay on track for graduation. Staff continue to provide support and encouragement to help students achieve their academic goals.

Permanent School Fund

This November, Minnesota voters will see a constitutional amendment regarding the Permanent School Fund on the General Election ballot. School districts may provide factual, nonpartisan information about the proposed amendment, including how the fund works today, what the amendment would change, and the potential financial impact on schools. As a district, we will continue to educate our community by sharing objective information while remaining neutral and complying with state law regarding ballot measures. I have attached information from Kim.

Operating Referendum Authority

Kim and I met with Ehlers to review the renewal of the district's operating referendum authority. The discussion focused on the financial impact, and next steps to ensure continued funding for educational programs and student opportunities.

Maynard Land Sale

MACCRAY Schools has listed the approximately 5.4-acre MACCRAY Football Field property, located at 700 Agnes Avenue in Maynard, for sale with an asking price of $40,000. Offers will be accepted through July 20, 2026. Administration will review all proposals and bring any recommended purchase agreement to the School Board for consideration. The District reserves the right to accept or reject any offer based on the best interests of the District. I have attached information from Kim.

	FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026						
2180	<= Type in School District Number										
	MACCRAY		Change only								
			if requiring levy	Payable 2026							
	Calculations for Ten Year Projection	Pay 26	adjustments	LLC Certification	Current Estimate						
		LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
1	Type your district number in cell A2 (Minneapolis = 1.2)										
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b, 16s, 18, 18r, 20b, 21, 26, 27 and 50b										
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33										
4	Look-up data from following tabs										
5	**Initial Formula Revenue**										
6	Current year APU	57		775.80	776.00	770.00	760.00	755.00	750.00	750.00	750.00
6a	Additional Pre-K Pupil Units (see line 16 of Pre-K application for details)				-	-	-	-	-	-	-
6b	Total Adjusted Pupil Units = (6) + (6a)				776.00	770.00	760.00	755.00	750.00	750.00	750.00
7	District average building age (uncapped)	401		25.32	25.32	26.32	27.32	28.32	29.32	30.32	31.32
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			0.72343	0.75200	0.78057	0.80914	0.83771	0.86629	0.89486
10	Initial revenue = (6) * (8) * (9)	403		213,270	213,325	220,035	225,429	232,143	238,749	246,891	255,034
11	**Added Revenue for Eligible H&S Proj and/or Roofing > $100,000 / site**										
12	Debt Service for Existing Alt Facilities H&S Bonds (1B) - Gross before Debt Excess - Projects > $500,000 per site	701			-	-	-	-	-	-	-
13	Debt Excess related to Debt Service for Existing Alt Facilities H&S Bonds (1B)	755			-	-	-	-	-	-	-
14	Debt Service for Portion of Existing Alt Facilities Bonds from line (22) attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-
15	Debt Excess related to Debt Service for Portion of Existing Alt Facilities Bonds attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-
16a	Existing Net Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue from "IAQFAA Bonds" tab				-	-	-	-	-	-	-
16b	New Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue				-	-	-	-	-	-	-
16r	Existing Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05		beginning FY27		-	-	-	-	-	-	-
16s	New Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05				-	-	-	-	-	-	-
17	Net Debt Service for LTFM Bonds for Eligible New H&S Projects & Roofing Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue = (16a) + (16b) + (16r) + (16s)				-	-	-	-	-	-	-
18	Pay as you Go Revenue for Eligible New H&S Projects > $100,000 / site (corresponds to Category 2 on the expenditures spreadsheet)	405	-		-	-	-	-	-	-	-
18r	Pay as you Go Revenue for Eligible New Roofing Projects > $100,000 / site (corresponds to Category 6 on the expenditures spreadsheet)	406	beginning FY27		-	-	-	-	-	-	-
19	Total Additional Revenue for Eligible Projects >$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (16s) + (18) +(18r)	407		-	-	-	-	-	-	-	-
	Added Revenue for Pre-K Remodeling (for VPK approvals only)										
20a	Net Debt Service for Bonds Approved for Pre-K Remodeling	768			-	-	-	-	-	-	-
20b	Pay as you Go for Projects Approved for Pre-K Remodeling	408			-	-	-	-	-	-	-
20c	Total Pre-K Revenue				-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	409			213,325	220,035	225,429	232,143	238,749	246,891	255,034

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					5/20/2026						
2180 <= Type in School District Number											
MACCRAY		Change only									
		if requiring levy	Payable 2026								
Calculations for Ten Year Projection	Pay 26	adjustments	LLC Certification	Current Estimate							
	LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
	Old Formula Revenue										
21	Old Formula Health & Safety Revenue (should match amounts entered into the Health & Safety Data Submission System through FY 2028) (corresponds to Category 1 on the expenditures spreadsheet)	410		-	-	-	-	-	-	-	-
22	Old Formula Alt Facilities Debt Revenue (1A) - gross before Debt Excess	700			-	-	-	-	-	-	-
23	Debt Excess allocated to Alt Facilities Debt Service (1A) on line 22	754			-	-	-	-	-	-	-
24	Old Formula Alt Facilities Debt Revenue (1A) less Debt Excess	765			-	-	-	-	-	-	-
25	Old Formula Alt Facilities Net Debt Revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-
26	Old Formula Alt Facilities Pay as you Go Revenue (1A)	411	-		-	-	-	-	-	-	-
26b	Pay as you Go Revenue for Projects > $100,000 per site				-	-	-	-	-	-	-
27	Old Formula Alt Facilities Pay as you Go Revenue (1B) > $500,000 (should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2028)	412			-	-	-	-	-	-	-
27a	LTFM ">100K per site" Bonds				-	-	-	-	-	-	-
27b	LTFM "Other" Bonds for 1A Hold Harmless	414			-	-	-	-	-	-	-
28	Old Formula Deferred Maintenance Revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	417			35,928	37,059	37,967	39,098	40,210	41,582	42,953
29	Total Old Formula Revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	418		35,919	35,928	37,059	37,967	39,098	40,210	41,582	42,953
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	**419**		213,270	213,325	220,035	225,429	232,143	238,749	246,891	255,034
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as Positive Number	420		-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	**421**		213,270	213,325	220,035	225,429	232,143	238,749	246,891	255,034
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	422		-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	**423**		213,270	213,325	220,035	225,429	232,143	238,749	246,891	255,034
	Aid and Levy Shares of Total Revenue										
35	For ANTC & APU - Three Year Prior Date			2024	2024	2025	2026	2027	2028	2029	2030
36	Three Year Prior Ag Modified ANTC	35		11,904,509	11,904,509	11,921,354	12,398,209	12,894,137	13,409,902	13,946,299	14,504,151
37	Three Year Prior Adjusted Pupil Units (APU)	54		809.78	809.78	810.18	811.33	787.67	787.99	787.99	787.99
38	ANTC / APU = (36) / (37)	425		14,700.92	14,700.88	14,714.38	15,281.28	16,369.99	17,017.82	17,698.54	18,406.48
39	State Average ANTC / APU with Ag Value Adjustment	426		13,658.30	13,658.30	14,248.69	14,899.31	15,697.71	16,326.00	16,979.00	17,658.00
40	Equalizing Factor = 125.5% of (39) or 127% of (39) starting FY 28 and later	427		17,141.17	17,141.17	18,095.84	18,922.12	19,936.09	20,734.02	21,563.33	22,425.66
41	Local (Levy) Share of Equalized Revenue (lesser of 1 or (38) / (40))	428		85.76%	85.76%	81.31%	80.76%	82.11%	82.08%	82.08%	82.08%
42	State (Aid) Share of Equalized Revenue (1 - (41))	429		14.24%	14.24%	18.69%	19.24%	17.89%	17.92%	17.92%	17.92%
43	Equalized Revenue (lesser of (34) or (6) * (8))	424		213,270	213,325	220,035	225,429	232,143	238,749	246,891	255,034
44	Initial LTFM State Aid (42) * (43)	430		30,361	30,370	41,117	43,375	41,525	42,791	44,250	45,708
45	Old Formula Grandfathered Alternative Facilities Aid	432		-	-	-	-	-	-	-	-
46	Total LTFM State Aid (greater of (44) or (45))	433		30,361	30,370	41,117	43,375	41,525	42,791	44,250	45,708
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	436		182,909	182,955	178,919	182,054	190,618	195,957	202,641	209,326
48	**Debt Service Portion of Revenue (non-grandfather districts *)**										
49	Subtotal Debt Service Revenue from Above = (12) - (13) + (17) + (20a) + (24)	765+766+ 767+768+770			-	-	-	-	-	-	-
50	Existing LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab				68,408	82,845	85,995	88,883	96,758	98,858	100,695
50b	New LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	771			68,408	82,845	85,995	88,883	96,758	98,858	100,695

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					**5/20/2026**						
2180	**<= Type in School District Number**										
	MACCRAY		Change only								
			if requiring levy	Payable 2026							
Calculations for Ten Year Projection		**Pay 26**	adjustments	LLC Certification	Current Estimate						
		LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033
52	Equalized Debt Service Revenue (lesser of (43) or (51))	437			68,408	82,845	85,995	88,883	96,758	98,858	100,695
53	Debt Service Aid = (52) * (42)	438			9,739	15,481	16,546	15,899	17,342	17,718	18,047
54	Equalized Debt Service Levy = (52) - (53)	440			58,669	67,364	69,449	72,984	79,415	81,139	82,648
55	Unequalized Debt Service Revenue and Levy = (greater of zero or (51) - (52))	441			-	-	-	-	-	-	-
56	**General Fund Portion of Revenue (non-grandfather districts *)**										
57	Total General Fund Revenue = (34) - (51) (includes **Coop Levy**, if any in line 33)	442			144,917	137,190	139,434	143,261	141,991	148,034	154,339
58	General Fund Equalized Revenue = (43) - (52)	443			144,917	137,190	139,434	143,261	141,991	148,034	154,339
59	Total General Fund Aid = (46) - (53)	444			20,631	25,636	26,829	25,626	25,449	26,532	27,661
60	General Fund Equalized Levy = (58) * (41)	445			124,286	111,554	112,605	117,635	116,542	121,502	126,678
61	General Fund Unequalized Levy = (57) - (58)	446			-	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)	447			124,286	111,554	112,605	117,635	116,542	121,502	126,678
48	**Debt Service Portion of Revenue (Grandfather Districts *)** *** MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth**	765+766+ 767+768+770									
51	Total Debt Service Revenue = (49) + (50) + (50b)	771			68,408	82,845	85,995	88,883	96,758	98,858	100,695
52	Equalized Debt Service Revenue (lesser of (43) or (51))	437			68,408	82,845	85,995	88,883	96,758	98,858	100,695
53	Debt Service Aid = (52) * (42)	439			30,370	41,117	43,375	41,525	42,791	44,250	45,708
54	Equalized Debt Service Levy = (52) - (53)	440			38,038	41,728	42,620	47,358	53,966	54,607	54,987
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441			-	-	-	-	-	-	-
56	**General Fund Portion of Revenue (Grandfather Districts *)**										
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	442			144,917	137,190	139,434	143,261	141,991	148,034	154,339
58	General Fund Equalized Revenue = (43) - (52)	443			144,917	137,190	139,434	143,261	141,991	148,034	154,339
59	Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	445			144,917	137,190	139,434	143,261	141,991	148,034	154,339
61	General Fund Unequalized Levy = (57) - (58)	446			-	-	-	-	-	-	-
62	Total General Fund Levy = (60) + (61)	447			144,917	137,190	139,434	143,261	141,991	148,034	154,339
	Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.										
End of Worksheet											

FY 2034	FY 2035	FY 2036
750.00	750.00	750.00
-	-	-
750.00	750.00	750.00
32.32	33.32	34.32
$ 380.00	$ 380.00	$ 380.00
0.92343	0.95200	0.98057
263,177	271,320	279,463
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
263,177	271,320	279,463

FY 2034	FY 2035	FY 2036
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
44,325	45,696	47,067
44,325	45,696	47,067
263,177	271,320	279,463
-	-	-
263,177	271,320	279,463
-	-	-
263,177	271,320	279,463
2031	2032	2033
15,084,317	15,687,689	16,315,197
787.99	787.99	787.99
19,142.74	19,908.45	20,704.79
18,364.00	19,099.00	19,863.00
23,322.28	24,255.73	25,226.01
82.08%	82.08%	82.08%
17.92%	17.92%	17.92%
263,177	271,320	279,463
47,163	48,628	50,088
-	-	-
47,163	48,628	50,088
216,014	222,692	229,375
-	-	-
102,270	109,620	111,300
-	-	-
102,270	109,620	111,300

FY 2034	FY 2035	FY 2036
102,270	109,620	111,300
18,328	19,647	19,948
83,942	89,973	91,352
-	-	-
160,907	161,700	168,163
160,907	161,700	168,163
28,836	28,981	30,140
132,071	132,719	138,023
-	-	-
132,071	132,719	138,023
102,270	109,620	111,300
102,270	109,620	111,300
47,163	48,628	50,088
55,107	60,992	61,212
-	-	-
160,907	161,700	168,163
160,907	161,700	168,163
-	-	-
160,907	161,700	168,163
-	-	-
160,907	161,700	168,163

DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	**Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - *Fund 01 and Fund 06 Projects Only***	ED - 02478-12

Instructions: Enter estimated, allowable LTFM expenditures ***(Fund 01 and/or Fund 06 only)*** under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	MACCRAY	Date:	7/14/2026
District Number:	2180-01	Email:	sandryk@maccray.k12.mn.us
District Contact Name:	Kim Sandry		
Contact Phone #	320-847-2154 ext 1107		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2026 (base year)	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
349	Other Hazardous Materials	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
352	Environmental Health and Safety Management	$10,953	$11,200	$11,700	$12,200	$12,700	$13,200	$13,700	$14,200	$14,700	$15,200	$15,700
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$18,723	$19,000	$19,500	$20,000	$20,500	$21,000	$21,500	$22,000	$22,500	$23,000	$23,500
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects - Category (1)	$29,676	$30,200	$31,200	$32,200	$33,200	$34,200	$35,200	$36,200	$37,200	$38,200	$39,200
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
369	Building Hardware and Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
370	Electrical	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
379	Interior Surfaces	$45,130	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
380	Mechanical Systems	$83,021	$85,000	$87,000	$89,000	$91,000	$93,000	$95,000	$97,000	$99,000	$101,000	$103,000
381	Plumbing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
382	Professional Services and Salary	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
383	**Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)**	$93,250	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
384	Site Projects	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$221,401	$85,000	$87,000	$89,000	$91,000	$93,000	$95,000	$97,000	$99,000	$101,000	$103,000
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year			**EFFECTIVE FY 2027**									
Finance Code	**Category (6)**											
383	**Roofing Systems - Additional Revenue**			$0	$0	$0	$0	$0	$0	$0	$0	$0
		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$251,077	$115,200	$118,200	$121,200	$124,200	$127,200	$130,200	$133,200	$136,200	$139,200	$142,200
Fund Balance Section												
	Fund 01	**FY 26 and 27 Revenue Projection Model Revenue**		**FY 28 Revenue Projection Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$140,879	$25,715	$60,866	$79,856	$98,090	$117,151	$131,942	$149,776	$170,915	$195,622	$218,122
	LTFM Fiscal Year Revenue - **Levy**	$135,913	$126,168	$111,554	$112,605	$117,635	$116,542	$121,502	$126,678	$132,071	$132,719	$138,023
	LTFM Fiscal Year Revenue - **AID if Applicable**	$0	$20,631	$25,636	$26,829	$25,626	$25,449	$26,532	$27,661	$28,836	$28,981	$30,140
	LTFM Fiscal Year Revenue Other	$0	$3,553	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	***LTFM Deduction for applicable Cooperative/Intermediate Member District Levy***	$0	$0	$0	**$0**	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$251,077	$115,200	$118,200	$121,200	$124,200	$127,200	$130,200	$133,200	$136,200	$139,200	$142,200
	Ending Fiscal Year Fund Balance 01-467-XX	$25,715	$60,866	$79,856	$98,090	$117,151	$131,942	$149,776	$170,915	$195,622	$218,122	$244,085
	Fund 06											
	Beginning Fund Balance 06-467-XX	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
End of worksheet												

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 2180
MACCRAY PUBLIC SCHOOLS
CHIPPEWA, KANDIYOHI AND RENVILLE COUNTIES, 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, Kandiyohi and Renville Counties, Minnesota, was duly held in the School District on _____, 2026, commencing at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE RENEWAL OF AN EXPIRING REFERENDUM REVENUE AUTHORIZATION

BE IT RESOLVED by the School Board (the "Board") of INDEPENDENT SCHOOL DISTRICT NO. 2180 (MACCRAY Public Schools), Chippewa, Kandiyohi, and Renville Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) Minnesota Statutes, Section 126C.17, subdivision 9b ("Subdivision 9b"), states that a school board may renew an expiring referendum revenue authorization without an election by adopting a written resolution authorizing the renewal, provided that the expiring referendum has not been previously renewed under Subdivision 9b, the term of the renewed referendum is no longer than the initial term approved by the voters, the expiring referendum is within the last two fiscal years of the term of the referendum, and the per pupil amount of the renewed referendum is the same as the amount expiring referendum, or for an expiring referendum that was adjusted annually by the rate of inflation, the same as the per-pupil amount of the expiring referendum, adjusted annually for inflation in the same manner as if the expiring referendum had continued.

(b) At a duly called and regularly held special election on November 7, 2017, District voters approved a referendum revenue authorization for a term of 10 years, commencing with taxes payable in 2018. The additional revenue from the referendum revenue authorization has been used to finance school operations. The referendum revenue authorization is scheduled to expire after taxes payable in 2027 (the "Expiring Referendum").

(c) On _____, 2026 the Board convened a regular meeting for the purpose of discussing the proposed renewal of the Expiring Referendum in accordance with Subdivision 9b and allowing public testimony on the proposed renewal.

(d) The Expiring Referendum has not been previously renewed under Subdivision 9b.

2. Authorization of Renewal. The Board hereby determines and declares that it is necessary and expedient for the District to renew the Expiring Referendum in the same per pupil amount as is current in the Expiring Referendum. The additional revenue from the renewed referendum revenue authorization will be used to finance school operations. The renewed referendum revenue authorization will be applicable for 10 years beginning with taxes payable 2028, unless otherwise revoked or reduced as provided by law.

3. Notice of Renewed Referendum Revenue Authorization. The Clerk is hereby authorized and directed to submit a copy of this resolution to the Commissioner of Education and the county auditor of each county in which the District is located in whole or in part as soon as practicable, but not later than September 1 of the calendar year in which resolution is adopted.

4. Effective Date. Pursuant to Subdivision 9b, this resolution becomes effective 60 days after its adoption.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____. The vote of the Board members is recorded as follows:

The following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

MACCRAY WOLVERINES

Staff Handbook

Updated: ******

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MACCRAY Mission Statement

The mission of the MACCRAY School District is to:
Provide an environment for individuals to become knowledgeable, respectful, independent lifelong learners who are positive contributors to society.

GENERAL INFORMATION

INTRODUCTION

Welcome to the MACCRAY School District! Your role as an employee is important for the success of our students. We appreciate the service of all faculty and staff members and recognize their contributions on behalf of our students.

SCHOOL RESPONSIBILITY AND AUTHORITY

All employees have the responsibility to enforce school regulations. The administration, teachers, secretary, nurse, librarian, cooks, bus drivers, student supervisors, and paraprofessionals have the right and responsibility to correct those who violate school rules.

STAFF EXPECTATIONS

All staff members have a responsibility to familiarize themselves with and abide by the laws of the state, the policies of the Board, and the regulations designed to implement them. In the area of personal conduct, the Board expects that staff will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members are expected to carry out their assigned responsibilities. Essential to the success of ongoing school operations and the instructional programs are the following specific responsibilities, which are required of all personnel:

1. Reliability and promptness in attendance at work;
2. Support and enforcement of policies of the Board and regulations of the school administration concerning students;
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property;
5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Professionalism in dress and communication;
7. Cell phones - Staff cell phones should be used at appropriate times. Social media apps such as Facebook, Snapchat, Instagram, etc. are to not be used other than during personal breaks. Even then, please consider the perception in the community.

TEACHER CODE OF CONDUCT

The standards of professional conduct are as follows (MN State Statute: 8710.2100):

- **A. A teacher shall provide professional education services in a nondiscriminatory manner.**
- **B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.**
- **C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.**

D. **A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.**
E. **A teacher shall not use professional relationships with students, parents, and colleagues to private advantage. (ie Facebook friends)**
F. **A teacher shall delegate authority for teaching responsibilities only to licensed personnel.**
G. **A teacher shall not deliberately suppress or distort subject matter.**
H. **A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.**
I. **A teacher shall not knowingly make false or malicious statements about students or colleagues.**
J. **A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.**

STAFF WORKROOM

These rooms are for school personnel use only. Please be mindful of others and clean up after yourself. The staff workroom is a place to "take a break"; remember to be mindful of data privacy and keeping a positive atmosphere.

PERSONAL APPLIANCES

The use of personal appliances; refrigerators, microwaves, coffee pots, etc. are not allowed in classrooms.

The MN State Fire Marshall and OSHA require ALL personal appliances to be grounded with a 3-prong plug directly to an outlet without the use of extension cords or power strips.

The District will provide a reasonable amount of space and appliances for the storage of food and other appliances such as microwaves, etc. in staff work and break rooms. There may be areas approved by building administration for specific programs.

SCHOOL HOURS

School is in session from 8:00 a.m. – 3:30 p.m. Students are asked not to arrive before 7:35 a.m., as supervision does not begin until this time. School buses arrive at 7:35 a.m., giving students time to eat breakfast. Students should be reminded that they may utilize the media centers for study time.

Please remind students they need to be attending the activity in which they are participating. All activities must be supervised by the coach or advisor in charge. The coach or advisor must be the last person to leave after the students they have been supervising have left.

The school is responsible for students from the time they get on the school bus or (for non-bus students, when they arrive at school) until the time they step off the school bus after school (for non-bus students, once they leave the school grounds). Because of legal and safety considerations, students are not permitted to leave the school premises during the school day without permission granted through the respective school offices. During school hours, or while engaging in school sponsored activities, students will be released only into the custody of parents/guardians or other authorized persons.

BASIC DAY

Teacher - The teacher day is one and a half hours longer than the student day. Teachers need to make themselves available for students prior to and at the end of each student day. Typically the teacher day is from 7:30 to 4:30. Teachers must communicate with their respective school principal if they are planning

to arrive late or leave early. For example: Teachers who arrive at 7:15 may leave at 4:15 on the same day, *with approval from their principal*. Teachers who arrive at 7:45 must stay until 4:45 on the same day with approval from their principal. This time may be used up to a total of 30 minutes. Time may not be banked for use on any other day. Teachers that do not complete one and a half hours longer than the student day must use sick leave or personal time for their remaining time. Teachers are required to attend any meeting scheduled in advance. *Teachers are required to notify their students and parents if their schedule will deviate from the typical school day on a regular basis.*

Each Teacher shall receive a minimum of 200 minutes per week of preparation time with a minimum of two (2) uninterrupted 25 minute periods in a normal basic student day. Prep time is non-student contact time occurring after the start of the 1st period of the day and before the end of the last period of the day, not including lunch. This is time for teachers to use to prepare for lessons. Teachers are occasionally called upon / asked to fill in for the absent teacher.

For proper classroom supervision, it is necessary for all teachers to be in their assigned areas when the students arrive. Support staff are also asked to provide supervision of students.

Support Staff – The support staff schedules will be determined by their immediate supervisor, building principal or superintendent.

ANNOUNCEMENTS

Daily announcements will be displayed on the TV monitors in the hallways at the HS and on the District Website. Elementary announcements will also be displayed on the website and emailed to all staff.

The Pledge of Allegiance will be recited daily as part of morning announcements.

CLASSROOM CELL PHONE POLICIES - Elementary

Students are expected to place their phone in the elementary office upon entering the building. Phones may be retrieved at dismissal.

CLASSROOM CELL PHONE POLICIES - 6-12th Grades

1. All Students (6-12) must keep their phones in their backpacks and/or in their lockers only.
2. No phones should be out at any point of the regular school day (8:00am-3:30pm).
    a. Grades 6-8 - No phones for the entire day.
    b. Grades 9-12 - May have their phones at lunch only - subject to appropriate use.
    c. Exceptions will be made for students with medical needs.
3. Students seen with phones will be subject to the updated MACCRAY Discipline Matrix.

***Note: This is subject to change per School Board policy review.**

ATTENDANCE/ABSENCES

Attendance is to be taken every class period. Teachers are to take attendance at the beginning of the period and record it in Infinite Campus immediately.

MAKE-UP POLICIES

For excused absences, a student will be allowed two school days from the date of the student's return to school to complete assignments. The student has the right and obligation to make up any work missed for full credit.

ADMISSION TO ACTIVITIES

All MACCRAY staff will receive an admittance pass to activities (Staff ID badge for 26-27). Activities include regular season athletic events as well as plays.

ADVISEE/ADVISOR TIME

Advisors for the high school grades are appointed by the administration. All high school teachers are assigned to an advisee group and advisees. Teachers serve as advisors for their group of students. Advisors are responsible for daily advisee activities and supervising activities their advisees engage in such as fundraisers and organized group activities. Advisors will also be responsible for meeting with the parents of their advisees two times/year during parent-teacher conferences.

GRADING (Refer to Student Handbooks for additional information)

Students receiving an IP (incomplete) for a grading period will work with the classroom teacher to finish the incomplete work. Teachers should notify the office staff when the work has been completed with the updated grade. If the work is not completed satisfactorily or in a timely enough manner as determined by the teacher and the building Principal then the (IP) may be changed to an F for a final grade. Once this determination has been made, the Principal's decision is final.

ASSISTANCE TO CUSTODIANS

Staff may be of considerable assistance to the custodians in keeping the building and grounds presentable. Remember, their work comes at the end of the day, and time is an element to consider. Students should be expected to keep the floors clean.

ASSEMBLY/PEP FEST SUPERVISION

Unless it is your prep time, all teachers are expected to attend all assemblies and meetings. When a teacher/staff observes a student misbehaving, the teacher/staff is to take immediate action. Students who misbehave need to be referred to the office. If staff members are uncomfortable approaching students by themselves, they should ask another staff member to go with them.

LOST LUNCH OR PREP TIME

With prior communication and approval from their building principal, teachers may claim lost lunch or prep time resulting from a school function, presentation, meeting, IEP, or student need. These claims should be submitted to the respective building principal for review.

ATTENDANCE AT IEP MEETINGS

IEP meetings must have a Special Education Teacher, General Education representation, a District Representative, and any others providing services. Should a meeting run beyond the end of the contract day, the staff may submit a claim form in 15-minute increments to their Principal.

MEETINGS

There will be no mandatory meetings on the last day of the week. If there is an emergency, this procedure will be waived.

SPECIAL EDUCATION PAPERWORK

Special Education Teachers may work with their Principal to utilize up to 32 hours outside of the school day to work on IEP/Evaluation paperwork. The dates and hours will be agreed upon by the individual teacher and their Principal and tracked in a spreadsheet.

USE of MOVIES and VIDEOS

Movies, videos and other audio-visual materials are important tools in the educational process. At the same time, the use of movies and videos should be limited so they are used legally and appropriately in achieving legitimate educational objectives.

All District employees must comply with federal copyright laws as well as publisher licensing agreements. The District subscribes to Movie Licensing USA. Please use the website below to review copyright, movies and videos that are covered within the license subscription.
http://k12.movlic.com/copyright

HUMAN RESOURCES

EQUAL EMPLOYMENT OPPORTUNITY

The MACCRAY School District prohibits discrimination in any form on the basis of race, creed, religion, gender, gender identity, color, national origin, family care status, disability, status with regard to public assistance, sexual orientation, age, veteran status or marital status. This policy includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, compensation and training.

Employees who engage in discrimination will be subject to disciplinary action, up to and including termination. Reference Board Policy #401.

HARASSMENT and VIOLENCE POLICY

The School District recognizes each employee's right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful learning and working environment for all.

It is the policy of the District to encourage and maintain a learning and employee environment which is free from religious, racial or sexual harassment and violence. The District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any employee to harass or inflict, or threaten to inflict, violence upon a pupil, teacher, administrator or other school personnel.

The District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The District prohibits retaliation against individuals who participate in the complaint process.

You should contact their administrator or counselor to report offensive behavior. In addition, you may contact the District 2180 Human Rights Officer, Superintendent. Reference Board Policy #413.

CHILD ABUSE/NEGLECT REPORTING

All children deserve to grow up in a healthy, safe environment. MACCRAY Public Schools will protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect. The State of Minnesota requires that school personnel who know or have reason to believe a child is being neglected or physically or sexually abused must report the information to the proper authorities. School personnel are also mandated to report women who are pregnant and who are known or believed to be using a controlled substance. The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is a misdemeanor. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Minnesota Statute, Chapter 626.556. The complete

policy and regulation is available for review in the elementary and high school office. Reference Board Policy # 414.

SUMMER EMPLOYMENT - SPECIAL EDUCATION

Early Childhood Special Education Teachers will not be required to work over the summer, at their discretion. Prior notice (by January 1) must be given annually to HR in time to find a suitable replacement.

TECHNOLOGY – ACCEPTABLE USE

The Board expects all staff and students to abide by the Technology Resource Acceptable Use Policy and Regulations - #524. The technology resources and capabilities must be used in an ethical and lawful manner. Staff members must abide by all District policies and regulations. Violations of Policy 524, technology use, or violations of state and federal laws may result in disciplinary action by the District and/or prosecution by legal authorities. If staff members obtain access to the District System from their homes or other remote location, such use shall also be controlled by these regulations. The District retains control, custody and supervision of all computers, networks and internet services owned or leased by the District. The District reserves the right to monitor all computer and internet activity by system users. Electronic mail and other electronic records may also be subject to the Minnesota Government Data Practices Act, which means data and resources stored on District computers is also subject to review, disclosure or discovery. Access to District technologies is a privilege granted by the District and can be revoked at any time.

BENEFITS

BENEFITS INTRODUCTION

The MACCRAY School District offers health insurance coverage to eligible employees. Eligibility for and the District's contribution towards all benefit plans are determined by your bargaining unit's eligibility specifications and negotiated employer contributions. A summary of your bargaining unit's benefit plans and cost of participation is provided by the Business Office.

MACCRAY Schools' insurance plans follow the plan year, which is Jan. 1 – Dec. 30.

Your payroll deductions for health insurance are made on a pre-tax basis. A change in the election is only possible within thirty days of a life event that is consistent with the requested change.

Please contact the Business Office, if you are interested in obtaining specific insurance information or if you would like to know if you are eligible to enroll in an insurance plan.

HEALTH INSURANCE

The District will contribute the Health Insurance contribution into an ICHRA account.

FLEXIBLE BENEFIT PLAN

This plan permits you to set aside money from your before-tax income which you can later use to pay for certain eligible health care and dependent care expenses. As a result, your taxable income is reduced, thereby saving you tax dollars and increasing your take-home pay.

Eligible expenses include:
- Medical expenses (not paid by insurance)
- Dental expenses (not paid by insurance)

• Allowed over-the-counter items
• Day care expenses

In order to utilize the plan, you must estimate the amount of qualified expenses that you, your spouse and eligible dependents will incur during the plan year. You then reduce your pay by that amount, creating a pool of tax-free dollars for you to draw on as qualified expenses occur.

In order to receive your tax-free reimbursement, a claim form and documentation of your eligible expenses may be submitted to Aviben at any time.

Open enrollment for the plan is held each fall for the plan year beginning January 1.

FAMILY and MEDICAL LEAVE ACT of 1993

The Family and Medical Leave Act (FMLA) of 1993 requires the District to provide up to 12 work weeks of unpaid, job-protected leave to "eligible" employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least one year and have worked a minimum of 1,250 hours during the twelve months prior to the leave. For more information, employees may contact the Business Office at 320-847-2154.

MN Paid Medical Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:
Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year ($3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.

- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website paidleave.mn.gov. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages.** Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

How do I take Paid Leave?

1. Notify your employer.

2. Apply with Paid Leave. You will be able to apply for Paid Leave at **paidleave.mn.gov.** You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

CONTINUATION of BENEFITS: COBRA RIGHTS

COBRA is part of the federal legislation passed in 1986 known as the Consolidated Omnibus Budget Reconciliation Act. This legislation provides employees and their dependents with the right to continue group insurance benefits under the employer's group contract in instances when coverage would otherwise end. This coverage is at the individual's own expense and lasts for a specified period of time depending upon the reason the coverage was lost. It is the employee's responsibility to inform the District of any changes so the COBRA continuation of coverage option may be offered. Please contact the Business Office at 320-847-2154 for details regarding COBRA insurance continuation.

PAYROLL

Employees are paid on the 15th and 30th of each month. If the 15th or 30th occurs on a Saturday, Sunday or a bank holiday, the payday will be the preceding work day. All staff will be paid through automatic deposit. Please do not change your banking information without notifying the business office. Checks will not be printed. All staff will have access to an online view of check receipts as well as sick leave and personal time/vacation hours - all in SMARTeR or Red Rover.

Employees wishing to change their withholding allowances or marital status should obtain a W-4 form from the Business Office - Nikki Niemeyer or make changes in SMARTeR.

Minnesota Statute 518.611, Subdivision 8, requires employees to notify the School District of any child support obligations to be withheld from paychecks.

NAME or ADDRESS CHANGE

If you change your name, address or phone number, you must report it to the Business Office. In order to make a name change, you are required to bring your new social security card to the payroll office. It is important that accurate, up-to-date information is kept, so report changes promptly.

TRA/PERA

When you begin your employment with the MACCRAY School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf.

If you are interested in obtaining more information on the retirement association, you can contact the following:

Teachers Retirement Association
651-296-2409 or www.minnesotatra.org

Public Employees Retirement Association
651-296-7460 or www.mnpera.org

TAX SHELTERED ANNUITY PROGRAM

A tax sheltered annuity program (403B) allows you to have a portion of your earnings pass directly to a tax-sheltered retirement program. In the program, your money accumulates with no state or federal income tax. This tax shelter continues until you decide to begin a payout on the money in your account. Each contribution you make to a tax-shelter is excluded from your current income, which means you are investing before-tax dollars. Your tax savings depends on the amount you contribute and your tax bracket.

Employees of the MACCRAY School District are eligible to participate only in tax-sheltered programs already existing within the District. Contact the Business Office for a current list of vendors.

CONTRACT AGREEMENTS

Our teacher union (MACCRAY Education Association) and management periodically negotiate collective bargaining agreements which govern salary, benefits, work hours and terms and conditions of employment. It is important that you review and understand your contract agreement.

If you are a non-union employee, your terms and conditions of employment will be governed by federal and state law and District policies and procedures.

WORK ENVIRONMENT

JOB SAFETY

Safety is important for all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards in your work space and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining safe working environments. If you are involved in or witness an accident while at work, report it to your supervisor and or Kim Sandry immediately and complete a First Report of Injury form within 24 hours.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions:

- Know the locations of exits, fire extinguishers and alarms in your work area.
- Walk like a penguin if there is a possibility of slippery conditions.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Be aware of your surroundings.
- Know the location of First Aid materials/AED locations.

WORKERS' COMPENSATION/REPORTING ACCIDENTS - First Report of Injury

Workers' Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.
In order to avoid possible delays in processing workers compensation claims, it is very important that all work-related injuries are reported immediately. A First Report of Injury form must be completed in the Business Office (see Kim and/or Nikki) and submitted within 24 hours after the injury.

EMPLOYEE RIGHT TO KNOW

The MACCRAY School District is committed to providing a healthy and safe work environment for all employees. Regard for the safety of our students and employees is of utmost concern. The Employee Right to Know Act requires the MACCRAY School District, as your employer, to evaluate workplaces for the presence of hazardous substances and harmful physical agents and to provide training for those employees who may be exposed to these substances. If you are concerned about a hazard in your work area or would like information on training, please contact the Health and Safety Coordinator at 320-847-2154. Reference Board Policy #407.

CHEMICAL USE AND ABUSE/DRUG AND ALCOHOL-FREE WORKPLACE

The MACCRAY School District is committed to providing a work and school environment that is free from the effects of drug and alcohol use and abuse by its employees. This includes use of THC products used during the workday, unless prescribed by a physician and communicated with your building principal or the Superintendent. Therefore, any use of drugs and alcohol within the school/work day, on school grounds or during school-sponsored trips or activities is prohibited. The unlawful manufacture, distribution, dispensing or possession is also prohibited. Any employee violating this prohibition will be subject to disciplinary action up to and including termination of employment. Reference Board Policy #417 & #418.

TOBACCO-FREE ENVIRONMENT

The MACCRAY School District is committed to providing a healthy, safe and productive environment for staff, students and citizens. Therefore, the District shall promote non-tobacco use and non-vape use among its staff and students. Smoking, use of tobacco products, and vaping is prohibited in school buildings, school vehicles and on school District property at all times. Reference Board Policy and Regulation #419.

FRAUD

The taking of public resources for personal use will not be tolerated. It is a felony to take even one cent of public money. Fraud includes cheating or the act of deceiving or misrepresenting. This includes falsifying

time cards - or misuse of Time Tracker and/or Red Rover, personnel or financial records, injury or sick leave claims or a job application, etc. Fraud or theft can lead to dismissal and may include referral to legal authorities.

WEAPONS

All District personnel shall be prohibited from carrying, bringing, using or possessing any dangerous weapons on District property, in any District vehicle or at any District-sponsored activity regardless of location, except as provided by law and/or with specific authorization from the Superintendent or designee. Dangerous weapons shall be defined in accordance with MN Statute 609.66.

SCHOOL VEHICLES

School vehicles are to be driven only for authorized school activities, unless otherwise authorized by the Superintendent. Reserving vehicles may be done by contacting the Activities Director or the Activities Director Assistant. School vehicles should be taken for workshops, etc., when available. If a staff member uses their own vehicle when a school vehicle is not available, they will be reimbursed at the Federal rate. No cell phone use, talking, or texting by the driver when the vehicle is in motion. Any staff member that transports students in a school vehicle must complete the required Type III training.

MISCELLANEOUS

JOB RESPONSIBILITIES

Your position has specific responsibilities which you are expected to perform. It is important that you understand those responsibilities. Talk to your supervisor if you have any questions regarding the functions you are required to perform in your job.

CONFIDENTIALITY

Much of the information you obtain as the result of your employment with the District is confidential. Respect for the dignity of our students requires that you discuss any student issues only with those staff members and parents who need to know the information. In addition to student information, confidentiality is expected in other areas including staff information or District business information. The District will comply with requests for public information as they are received in accordance with state law and school District policy. Reference Board Policy #406.

COMMUNICATION

Website: The District maintains a website at www.maccray.k12.mn.us. It contains a wide variety of information about the District, our programs, employment policies, telephone numbers, upcoming events, community education, etc.

Social Media: The District maintains a Facebook Page: **MACCRAY Public Schools**. It contains a wide variety of information about the District, our programs, employment policies, telephone numbers, upcoming events, community education, etc. Social Media is NOT an appropriate method for communication with students or families while working.

E-mail/Internet: As an employee of the District, you will have access to the internet and e-mail system. The Technology Department will provide information regarding these systems. Reference Board Policy and Regulation #524 regarding appropriate use of technology.

Voice Mail: Voice mail is assigned to designated employees. Employees with voicemail should listen to their messages frequently during the day and return messages in a timely and responsive manner. ***Please be sure your individual voice mailbox is updated with your name and message.***

Mail Boxes: An individual mailbox may be assigned to employees at their work site.

BOARD POLICIES AND REGULATIONS

Board Policies and Regulations may be accessed on the District website – under District/Board of Education/Board Policies. Remember, District policies and procedures may change at any time.

CLAIM FORMS

Claim forms are to be used for reimbursement of mileage and other travel and miscellaneous expenses that are pre-approved. They can be found on the website and the district office where they are turned in once completed.

If you need to make a purchase for your classroom please remember to consider ordering or purchasing from local businesses before shopping out of town. Please use the Business Office to purchase.

FACULTY/STAFF MEETINGS

Faculty meetings are held as needed. Faculty/Staff are to be in attendance and are not to schedule activities with students, etc. Faculty/Staff meetings will be conducted by the respective supervisor as determined to be necessary.

BUSES

The schedule is set for the buses to arrive and drop students off beginning at 7:35 a.m. The buses at MACCRAY shall be in line ready for loading at 3:30 p.m. When the buses are in place the students will be dismissed.

CALENDAR OF EVENTS

When a calendar of events for the school year has been approved, there will be few changes made except in the event of emergencies. This includes all known activities at the beginning of school. Others will be added as needed. The calendar will be supplemented by use of the Clara City Herald, personnel notices, instant alert and radio.

SCHEDULING EVENTS

Contact the Administrative Assistant or Activities Director in advance when scheduling any school event.

CHURCH NIGHT

Wednesday nights are reserved for the churches. No school activities are to be scheduled unless approved in advance by the superintendent. This includes individual and small group meetings. Practice sessions after school shall end no later than 5:45 p.m. to allow time for student attendance at church functions. Homework should also be limited on Wednesday evenings.

GUIDELINES FOR COACHES AND SUPERVISORS ATTENDING CLINICS

The request must be submitted by the Head Coach

1. The District will pay for up to two days of substitute pay for each coach/supervisor (up to two coaches) to attend Clinics with approval from Activities Director and Principal.
2. The District may pay for up to one night of lodging per Clinic. Requests for lodging must be pre-approved by the Activities Director.
3. The District will pay for registration fees and meals (according to the school's meal reimbursement rates for workshops) if attending a Clinic, as well as provide a school vehicle,

when available. All Clinics need to be pre-approved by the Activities Director.

GUIDELINES FOR COACHES AND SUPERVISORS ATTENDING SECTION/STATE TOURNAMENTS - Updated 4/13/22

1. Up to two coaches/supervisors may attend up to two days of Section or State Tournaments of the sport he/she coaches/supervises with approval from Activities Director and Principal.
2. The District may pay for up to two days of substitute pay for each coach/supervisor (up to two coaches/supervisors) to attend Section or State Tournaments.
3. One $50.00 stipend will be paid to each coach/supervisor attending a Section or State Tournament.
4. The coach/supervisor will be responsible for tickets, mileage and meals for Section or State Tournaments.

GUIDELINES FOR STUDENTS ATTENDING SECTION/STATE TOURNAMENTS

Meals for students participating in state competition will be $32.00 per day ($7.00 for breakfast, $10.00 for lunch, and $15.00 for supper). Fees will be paid for out of Student Activities for the respective sports.

COLLECTION OF MONEY

Students should turn in money (payments, etc.) to the Business office or Activities Office. Teachers will then be given a receipt showing payment, which will then allow the students to gain access to projects or purchased items. Activities sales money will also be collected by the Business/Activities. Office staff and Advisors will keep accurate records on a shared Google Sheet. Advisors are responsible for setting up a new tab in the shared drive once the fundraiser has received approval. All fundraisers require approval from the HS Principal. NO MONEY SHOULD BE COLLECTED BY STUDENTS, TEACHERS, OR ADVISORS (this includes digital forms such as Venmo and PayPal).

FUNDRAISING ACTIVITIES

All District requests for fund-raising activities must be submitted in writing to the HS Principal. Activities must be conducted in such a manner and at such times as not to unduly encroach upon instructional time or interfere with regularly scheduled school classes and activities. Money drives will not be approved unless there is adequate justification for purpose. Requests for fundraising projects must be screened by the HS Principal. All fundraisers during the school day must follow the Smart Snacks rules.

DUES

All advisors should take particular concern over the amount organizations levy for dues. This should be kept to a reasonable amount for each particular class or organization. The maximum allowed for grades 6-12 is $15.00.

ABSENCES/LEAVE REQUESTS

If a need arises that requires a staff member to miss a school day; personal leave, workshops, or appointments you are aware of ahead of time, please let your immediate supervisor and office staff know ahead of time. Teachers must enter leaves in Red Rover to activate the sub calling process immediately. All others must enter leave requests in Time Tracker. If non-teachers need a sub, contact the appropriate office personnel. Personal time must be requested 24 hours prior to the requested leave.

*** ***Always leave your sub and emergency folder on your desk!!!***

If a situation arises that requires a teacher to miss a portion of the school day, teachers on a prep period will be called upon/asked to fill in for the absent teacher. Teachers should submit a claim form for compensation. Signed forms should be given to the Principal. Compensation will be paid with the next appropriate payroll.

SUBSTITUTE FOLDER

Each teacher should have a substitute folder which should include:

- Lesson Plans
- Class Lists
- Seating Charts
- Daily Schedule
- Names of one or two responsible students
- Classroom expectations
- Name and location of a teacher who will assist if problems occur
- Other special notes and reminders that may be helpful to a substitute
- Emergency procedures – Drill procedures
- Special (Student) Accommodations
- Backup lesson plans
- Student with issues/needs medical & otherwise
- Lunch dismissal schedule
- Advisor students list
- Location of needed materials
- Adaptations for SpEd Students

STAFF DEVELOPMENT/WORKSHOPS

The procedure for staff development/workshops is to be followed:

1. Receive pre-approval from your building principal.
2. Include fees for registration, lodging, vehicles, and meals on the electronic staff development form.
3. It is YOUR responsibility to check with the district office regarding workshop reservation fees and hotel reservations.
4. Put in a leave request in Red Rover as soon as you have approval from your principal to be certain a substitute has been arranged.
6. Make arrangements for school vehicles. If you drive your own vehicle, you should submit a personal expense reimbursement sheet (claim form) after the workshop. You will only be reimbursed if a school vehicle was not available.
7. Meal allowances will be reimbursed after submitting itemized receipts up to $10.00 for breakfast, $15.00 for lunch, and $20.00 for dinner (Maximum of $45.00 per day). These amounts must be filed on a claim form and submitted to the Business Office.

Unpaid Leave Requests

The district recognizes that unique personal circumstances may occasionally arise that require an employee to request leave beyond the leave provided through contractual or statutory benefits. Unpaid leave is intended to be used only in limited and exceptional situations and is not considered a routine form of leave.

Employees requesting unpaid leave must submit a written request outlining the reason for the absence. Approval of unpaid leave is not guaranteed and will be considered on a case-by-case basis, taking into

account the educational impact on students, the availability of qualified substitutes, operational needs of the district, and the nature of the request.

All unpaid leave requests require approval from the Superintendent. Requests should be submitted as far in advance as possible to allow for appropriate review and planning. The district reserves the right to deny requests that would result in excessive staff absences, disruption to instructional programs, or other operational challenges.

SNOW BOUND

In the event that school is in session and a staff member is not able to attend due to being snowbound, personal leave or vacation time will be used. Enter the leave request in Red Rover for teachers and SmartER for other staff or immediately after the decision is made by you to not attend work. A phone call or email to your supervisor is advised.

FORMS

All forms are available on the District Website or in the offices. All District employees are required to complete and have on file the acceptable use and drug free school forms.

GRADES/PARENT ONLINE ACCESS

The grade component of the parent online access is updated as follows; grades are to be updated weekly for High School students and every 3 weeks for elementary. Parents will be notified via email to check their family portal for mid-quarter, quarter, semester grades.

KEYS

Electronic keys will be issued to all faculty and support staff as necessary. Electronic keys will be used to gain access to all schools in the district. Room keys will be issued at the beginning of the year. Teachers needing additional room keys should request them. Such requests will be accommodated as soon as possible. Teachers should not allow students to use their keys; nor should they leave their keys in any student's possession. Teachers should notify the Principal immediately of lost, misplaced, or stolen keys.

NEWS RELEASES

Teachers are to clear all news content with the Superintendent and their Principal before issuing any statement to the press, particularly if those items are to express an official school statement. This does not apply to teachers/coaches providing the press with general information announcing a particular activity, summarizing sports events, etc.

PRIOR APPROVAL FOR CREDITS / LANE CHANGES

All credits, in order to be considered for application on the salary schedule, must be germane to the teaching assignment and must be approved by the Superintendent in writing prior to the taking of the course. Forms are available from the Business Office. The Superintendent, if sole discretion determines that it is in the best interest of the School District, may waive the requirement for germane and approve courses to apply for a lane change.

REQUISITIONS

Requisitions must be completed and ***signed off by the immediate supervisor***. The requisition then may be forwarded to the ***Superintendent*** for final approval. All purchases made for reimbursement must be pre-approved. Reimbursement will not include tax reimbursement so purchases need to be made using

tax exempt status whenever possible. The school credit cards should be utilized for all purchases rather than requesting reimbursement.

FIELD TRIPS

Educational field trips may be taken by classes during the school year under the teacher's direction and upon approval by the principal at least two weeks in advance. If a bus is needed, please utilize the online bus request form through the district website (Palmer Bus). Two days prior to the scheduled field trip day, the teacher is to provide a list of students participating in the field trip to the school secretary so other staff may be informed of the student's absences. Also, please notify the kitchen at least a week prior regarding the date of your field trip and the number of students who will miss lunch the day of the trip. A field trip permission slip has been signed by parents/guardians for the year. However, it is still necessary to send notification home regarding the field trip.

ROOM/HALL SUPERVISION

Teachers are to remain in their assigned areas at all times during class periods unless there is urgent need to leave. In such cases, have someone supervise your classroom in your absence. Be sure to tell the class to remain seated while you are out of the room. When leaving the classroom at the end of the day, shut off lights, close and lock the door and windows. All staff are to exercise supervision of the hallways during dismissals, and when students are passing to and from classes. This means being visible in the hallways and interacting with students. **Do not dismiss students until the bell rings.**

BACKGROUND CHECK

All employees and overnight chaperones are required to complete a comprehensive background check at a cost of $15.00. All other volunteers and any person working with students/athletes are required to have a free background check completed through the business office.

PROFESSIONAL APPEARANCE

In keeping with the professional image of educators, it is expected that all faculty members maintain professional dress and appearance.

INTERNET

Computers in all our classrooms have access to the Internet. Students and staff are responsible for appropriate behavior while using Internet access or school computer networks. Network use is a privilege, not a right, and can be removed. Violations of policy will be handled in accordance with school disciplinary procedures. All staff are to submit a signed acceptable use agreement to the office.

POLICY MANUAL

A complete policy manual is on the district website for reference. All staff are responsible for adhering to school policy as approved by the Board of Education.

VISITORS

All visitors, including parents/guardians are required to report to the main office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day 8:00 a.m. to 3:30 p.m. for a pre-approved appointment only. Student visitors are not allowed to accompany MACCRAY students to their classes. Staff is to question and direct any visitor without a visitor tag to the office.

WEATHER RELATED SCHOOL CLOSURES

Inclement weather may result in a decision to start late, dismiss early or cancel classes for the entire day. Instant Alert will be activated for all staff. Official announcements concerning these will be made over the following stations:

WCCO – TV	KSTP-TV	KARE 11-TV	KMSP 9 – TV
KWLM 1340 AM	KKLN 94.1 (The Loon)	K95.3 FM	97.3 FM
KDJS 1590 AM	KDMA 1460 AM	KMGM 105FM	